1990

SEAALL Handbook, 1990

SEAALL

Click here to let us know how access to this document benefits you.

Follow this and additional works at: https://uknowledge.uky.edu/seaall_admin

Part of the Law Librarianship Commons

Repository Citation

https://uknowledge.uky.edu/seaall_admin/112

This Handbook is brought to you for free and open access by the SEAALL Archive at UKnowledge. It has been accepted for inclusion in Administrative Materials by an authorized administrator of UKnowledge. For more information, please contact UKnowledge@lsvaky.edu.
SOUTHEASTERN CHAPTER
AMERICAN ASSOCIATION OF LAW LIBRARIES
HANDBOOK
# TABLE OF CONTENTS

## I. Introduction

<table>
<thead>
<tr>
<th>A. Purpose of Handbook</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Relationship to Other Document</td>
<td>1</td>
</tr>
<tr>
<td>C. Updating</td>
<td>1</td>
</tr>
<tr>
<td>D. Distribution</td>
<td>2</td>
</tr>
</tbody>
</table>

## II. Background

| A. History | 3 |
| B. Location of Past Meetings/Conventions | 6 |
| C. Articles | 10 |
| D. Bylaws | 19 |
| E. Current Officers | 21 |
| F. Past Officers | 22 |
| G. Current Committee Chairs and Members | 24 |
| H. Past Committee Chairs and Members | 27 |
| I. Lucile Elliot Scholarship Recipients | 46 |
| J. Past Editors of the *Southeastern Law Librarian* | 48 |
| K. Service to SEALL Award Recipients | 49 |
| L. Archives | 50 |

## III. Administrative Structure

### A. Officers

| 1. President | 51 |
| 2. Vice-President/President-Elect | 53 |
| 3. Secretary | 54 |
| 4. Treasurer | 55 |
| 5. Immediate Past President | 56 |

### B. Executive Committee/Board of Trustees | 57 |

### C. Standing Committees

| 1. Articles and Bylaws |  |
| 2. Membership |  |
| 3. Newsletter |  |
| 4. Nominating |  |
| 5. Placement |  |
| 6. Program |  |
| 7. Scholarship |  |
D. Special Committees

1. Education
2. Local Arrangements
3. Publications
4. Publicity and Public Relations
5. Service to SEAL
INTRODUCTION

A. Purpose of Handbook

This Handbook is intended to provide SEALL 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 outgoing 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 Handbook will be updated on a regular basis, with the frequency of revision determined by the Publications Committee and the Executive Board. It is produced on three-hole punched paper to allow for insertion in a looseleaf binder and to facilitate 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.

The Editor will revise the Handbook in a regular basis as deemed necessary. 
D. Distribution

The Handbook is distributed to all SEALL 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 Chair of the Publications Committee. Distribution to SEALL 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.
BACKGROUND

A. History

The development of local chapters within the American Association of Law Libraries traces its origin to a group of ten law librarians from Duke University, Wake Forest College, the North Carolina Supreme Court Library, and the University of North Carolina. In October 1937 this group met in Chapel Hill to organize a group to meet several times per year in the "interest of fellowship, common exchange of ideas, and cooperative projects."\(^1\) The group adopted the name North Carolina Law Librarians. They established the positions of President and Secretary-Treasurer. With a desire to maintain informality, no fees nor standing committees were established. The organization's formal projects were of particular interest to North Carolinians including a list of bibliographies and checklists for locating North Carolina publications.\(^2\)

One of the major interests of this fledgling organization was the expansion of membership. Initially, this interest was directed at bar librarians throughout North Carolina. These attempts, however, were not particularly successful. In October 1938, the law librarian of the University of South Carolina was invited to join the group. The addition of Ophelia Strickland required renaming the organization the Carolinas Law Librarians.\(^3\)

In October 1939, the Carolinas Law Librarians decided to apply to the American Association of Law Librarians for status as a chapter. The organization's request was accepted on the condition that a constitution be submitted to the national Association and that the name of the local chapter be altered to reflect its relationship to the national Association. The constitution was drafted by William R. Roalfe and the name was changed to the Carolinas Chapter of the American Association of Law Libraries. The funding of the chapter was based upon a receipt of a certain percentage of dues paid by members who belonged to both the chapter and the national organization.\(^4\)

A major effort by the organization in February 1940 was the inclusion in the North Carolina Law Review of a three-part list showing the contents of a model library of North Carolina legal materials. The chapter also offered assistance to local bar librarians in methods of establishing and maintaining these libraries. The Chapter was instrumental in encouraging both state bar associations to establish a committee on law libraries.

\(^2\) Id.
\(^3\) Id. at 182.
\(^4\) Id.
By spring 1943, the continuation of World War II caused the Carolinas Chapter to agree to discontinue meetings for the remainder of the war. In fall 1948, the group was reactivated. Post-war activities included revitalization of law schools throughout the region as veterans returned to enroll in law schools. Primary among these activities was the completion of a number of new law school buildings.

On September 9 through 11, 1953, a Chapter meeting was held in Durham and Chapel Hill with the Southeastern Regional Conference of Law Teachers. Seventeen librarians from seven states came to this conference and agreed to organize and request chapter status as a larger regional group. The decision was also made to retain a loose affiliation with the Law Teachers.

At the Annual Meeting of the American Association of Law Libraries in Miami, Florida, in 1954, the establishment of Southeastern Chapter of the American Association of Law Libraries was approved. The new organization drafted and adopted a constitution and bylaws and launched a newsheet. At the business meeting in which this new organization was formed, Mary Oliver was elected president and Sarah Leverette was elected Secretary/Treasurer. The group also agreed to hold meetings at the Annual Meetings of the American Association of Law Libraries and that future meetings would take place in conjunction with the meetings of the Southeastern Regional Conference of Law Teachers.

In October 1964, the Chapter created a scholarship honoring Lucile Elliott for her many contributions to the Chapter, the American Association of Law Libraries, and law librarianship. The purpose of the scholarship was to advance the professional knowledge and the careers of law librarians in the southeastern region. Lucile Elliott was president of the American Association of Law Librarians in 1953 and a founding member of the North Carolina Law Librarians. The first recipient of this scholarship was Kathleen Langan.

A major effort of the Chapter in the late 1960's and early 1970's was to check holdings of member libraries against the Association of American Law Schools List of Books Recommended for Libraries. A committee was formed to encourage cooperative use of resources and to establish areas of expertise in collection development. This cooperative attempt, however, was never successfully completed.

In spring 1975, the Southeastern Law Librarian was initiated. During its formative years it was edited by Gene Teitelbaum. The quarterly publication

---

5 Id. at 184.
6 Id. at 185. See also, Current Comments, 47 Law. Libr. J. 37 (1954).
highlighted a state legislative information series and a list of key court personnel.

After the 1981 summer meeting in Williamsburg, the organization agreed to spring meetings and the relationship with the Southeastern Conference of Law Teachers was severed. In 1982, the organization held their spring conference in Atlanta.

In recent years the members of the Chapter have helped create new chapters in Atlanta, South Florida, New Orleans, and Virginia.

In April 1989 under the direction of President Mary Smith Forman, the Chapter was incorporated in Florida. Shortly thereafter the Chapter held its first meeting outside of the continental United States during a cruise from Miami to Nassau.
### B. Location of Past Meetings/Conventions

<table>
<thead>
<tr>
<th>Year</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1937</td>
<td>October 16</td>
<td>Durham, North Carolina</td>
</tr>
<tr>
<td>1938</td>
<td></td>
<td>Wake Forest</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chapel Hill</td>
</tr>
<tr>
<td>1939</td>
<td>October 27</td>
<td>Raleigh, North Carolina</td>
</tr>
<tr>
<td>1940</td>
<td>May</td>
<td>Durham, North Carolina</td>
</tr>
<tr>
<td>1941</td>
<td></td>
<td>Wake Forest</td>
</tr>
<tr>
<td>1942</td>
<td>April 8</td>
<td>Durham, North Carolina</td>
</tr>
<tr>
<td>1943</td>
<td>May</td>
<td>No Meetings Due to World War II</td>
</tr>
<tr>
<td>1948</td>
<td>May</td>
<td></td>
</tr>
<tr>
<td>1949</td>
<td>October</td>
<td></td>
</tr>
<tr>
<td>1950</td>
<td>March</td>
<td>South Carolina</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chapel Hill - Durham, North Carolina</td>
</tr>
<tr>
<td>1953</td>
<td>September 9-11</td>
<td>Chapel Hill - Durham, North Carolina</td>
</tr>
<tr>
<td>1954</td>
<td>August 26-28</td>
<td>Columbia, South Carolina</td>
</tr>
</tbody>
</table>
1955
Chapel Hill - Durham, North Carolina
April 28-30

Lexington, Kentucky

1957
Atlanta, Georgia
August 22-24

1959
Chapel Hill, North Carolina
November 12-13

1960
Nashville, Tennessee
November

1961
Williamsburg, Virginia
October 26-27, 1981

1964
Chapel Hill - Durham, North Carolina
August 29-31

1966
Lexington, Kentucky
August 25-26

1967
Charleston, South Carolina
August 23-25

1968
Oxford, Mississippi
August 20

1969
New Orleans, Louisiana
August 26

1970
Nashville, Tennessee
August

1971
Charlottesville, Virginia
August 22-24

1972
St. Simon's Island, Georgia
August 22

1973
Marco Island, Florida
August 18-20

Annual Institutes

Law Cataloging and Classification for Library Administrators
Users of Library of Congress Class K
Atlanta, Georgia
April 5-7

1974
Hilton Head Island, South Carolina
August 19-21

Annual Institute
Law Library Administration
April 5-6

Program jointly sponsored with American Society for Information Science
Atlanta, Georgia
October 17-19

1975
New Orleans, Louisiana
August 24-26

Annual Institute
Microforms
Mini-Institute - Private Law Librarians
Atlanta, Georgia
May 22-23, 23-24

1976
Gulf Park, Gulf Shores, Alabama
August 19-21

Private Law Libraries Workshop
Joint Seminar
Joint Meeting with Southwestern Chapter
New Orleans
April 14-15, 15-17

1977
Asheville, North Carolina
August 18

1978
Lexington, Kentucky
August 17-19

1979
Biloxi, Mississippi
August 12-14

1980
Gatlinburg, Tennessee
August 11-13

1981
Williamsburg, Virginia
August 13-15

1982
Atlanta, Georgia (Joint Meeting with Atlanta Chapter)
March 19-21
1983
Lake Buena Vista, Florida (Joint Meeting with Atlanta Chapter)
February 10-12

1984
Nashville, Tennessee
April 12-14

1985
New Orleans, Louisiana
March 7-9

1986
Charlottesville, Virginia
April 17-20

1987
Charleston, South Carolina
April 2-4

1988
Lexington, Kentucky
April 14-16

1989
Miami, Florida - Nassau, Bahamas - Miami, Florida
Cruiseship Dolphin
April 14-17

1990
Oxford, Mississippi
University Inn
April 5-7

Postconference Institute: Organizational Development: Library
Power and Performance
Oxford, Mississippi
University Inn
April 7-8
C. ARTICLES OF INCORPORATION OF THE
SOUTHEASTERN CHAPTER OF THE
AMERICAN ASSOCIATION OF LAW LIBRARIES, INC.

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 corporation shall be SOUTHEASTERN CHAPTER OF THE AMERICAN ASSOCIATION OF LAW LIBRARIES, INC.

ARTICLE II

Purpose

The purposes for which this 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:

A. Promote law librarianship;
B. Develop and increase the usefulness of law libraries, particularly those in the Southeastern area of the United States; and
C. 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 of the Southeastern region may become an associate member. The Southeastern region includes Puerto Rico 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 as provided in the Bylaws. This corporation is organized upon a nonstock basis and shall not issue shares of stock.

ARTICLE V

Subscribers

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

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

ARTICLE VI

Officers

Section 1. Officers. The officers of the corporation shall consist of a President, Vice President-President Elect, Secretary and Treasurer. 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 and treasurer shall each serve for two years. The officers shall serve without compensation. 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 either secretary or treasurer becomes vacant for any reason, a special election will be held to fill that office for the remainder of the unexpired term. 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 this 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 Orange Avenue
Orlando, Florida 32802-0231

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
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

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 S. Orange Avenue, 10th Floor, Firstate Tower, Orlando, Florida 32801, and the name of the initial registered agent of this 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 the 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 mail in the manner provided in the bylaws or at a meeting of the Chapter by a two-thirds vote of the members voting in the ballot.

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 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.

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 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 or 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 account of race, color, religion, sex, national origin, or sexual orientation.

IN WITNESS THEREOF, the undersigned subscribing incorporator has hereto set my hand and seal this 7th day of April, 1989, for the purposes of forming this corporation not for profit under the laws of the State of Florida.

Mary Smith Forman

*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
*
D. Bylaws

ARTICLE I: MEMBERSHIP

Section 1.

a. Individual Members

Any person officially connected with a law library, or with a separately maintained law section in any library 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 five 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 of the region may be elected 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, but who have retired from active fulltime library work, and any life members of A.A.L.L. who resided in the Southeastern Chapter area.

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.

a. Rights and Privileges

The right to hold office shall be restricted to active individual and institutionally designated members who are members of the American Association of Law Libraries. Rights of voting shall be restricted to active individuals and institutionally designated members and to life members.

b. Dues

1. The annual dues for individual membership and associate members shall be $10.00. The annual dues for student membership shall be $5.00. Life members and honorary members shall not be assessed dues.

2. The institutional membership dues shall be at the rate of $10.00 per designated member, and no library shall be required to pay annual dues in excess of $100.00.

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 the payment of dues for the current years.

4. The fiscal year shall coincide with that of the American Association of Law Libraries.

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 Office.

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.
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 March 1 in the year which the officer is elected:

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 mail ballot in May of each year. The secretary shall be elected by mail ballot in May of each even numbered year. The treasurer shall be elected by mail ballot in May 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 mail or at a meeting of the Chapter.

ARTICLE IV: AMENDMENTS AND BYLAWS

Section 1.

Any proposed amendments to the Articles or Bylaws shall be filed with the secretary, and notice shall be sent by the secretary to all members through the mail at least 30 days prior to balloting.

Section 2.

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. 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.

Section 3.

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.

Meetings of the Chapter and Executive Committee shall be conducted in accordance with Robert's Rules of Order except as otherwise specified by the Chapter Articles or Bylaws.
E. Current Officers (1990/91)

Executive Committee

President
Timothy Coggins
Univ. of North Carolina Law Library
CB #3385-Van Hecke-Wettach Bldg.
Chapel Hill, NC 27599
(919) 962-6202

Vice-President/President-Elect
Peggy Martin
Paul, Hastings, Janofsky & Walker
133 Peachtree Street, N.E.
42nd Floor
Atlanta, GA 30303
(404)-527-8250

Secretary
Alva T. Stone
Florida State University
College of Law Library
Tallahassee, FL 32306
(904) 644-2881

Treasurer
Diana Osbalidston
Coleman Karesh Law Library
Main & Green Street
University of South Carolina
Columbia, SC 29208
(803) 777-5944

Immediate Past-President
J. Wesley Cochran
Univ. of Mississippi Law Libr.
University, MS 38677
(601) 232-7361 ext. 316
## F. Past Officers

### Past President

<table>
<thead>
<tr>
<th>Name</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary W. Oliver</td>
<td>1954-55</td>
</tr>
<tr>
<td>Jane Oliver</td>
<td>1955-56</td>
</tr>
<tr>
<td>Corinne Bass</td>
<td>1956-57</td>
</tr>
<tr>
<td>Dorothy Salmon</td>
<td>1957-58</td>
</tr>
<tr>
<td>Kate Wallach</td>
<td>1958-59</td>
</tr>
<tr>
<td>Stanley Bougas</td>
<td>1959-60</td>
</tr>
<tr>
<td>Jeanne Tillman</td>
<td>1960-62</td>
</tr>
<tr>
<td>Betty W. Taylor</td>
<td>1962-64</td>
</tr>
<tr>
<td>U.V. Jones</td>
<td>1964-66</td>
</tr>
<tr>
<td>Mary Polk Green</td>
<td>1966-68</td>
</tr>
<tr>
<td>Sarah Leverette</td>
<td>1968-70</td>
</tr>
<tr>
<td>Leah F. Chanin</td>
<td>1970-72</td>
</tr>
<tr>
<td>Pearl W. Von Allmen</td>
<td>1972-74</td>
</tr>
<tr>
<td>William C. Younger</td>
<td>1974-76</td>
</tr>
<tr>
<td>Caroline C. Heriot</td>
<td>1976-78</td>
</tr>
<tr>
<td>Anne H. Butler</td>
<td>1978-80</td>
</tr>
<tr>
<td>Robin K. Mills</td>
<td>1980-82</td>
</tr>
<tr>
<td>Donald Ziegenfuss</td>
<td>1982-83</td>
</tr>
<tr>
<td>Kay Todd</td>
<td>1983-84</td>
</tr>
<tr>
<td>Edwin M. Schroeder</td>
<td>1984-85</td>
</tr>
<tr>
<td>Richard A. Danner</td>
<td>1985-86</td>
</tr>
<tr>
<td>Carol D. Billings</td>
<td>1986-87</td>
</tr>
<tr>
<td>Hazel L. Johnson</td>
<td>1987-88</td>
</tr>
<tr>
<td>Mary D. Smith</td>
<td>1988-89</td>
</tr>
<tr>
<td>J. Wesley Cochran</td>
<td>1989-90</td>
</tr>
</tbody>
</table>
Past Vice-President/President-Elects

Pearl Von Allmen 1971-72
Bill Younger 1973-74
Caroline Heriot 1974-76
Anne Butler 1976-78
Robin Mills 1978-80
Michael Beaird 1980-82
Kay Todd 1982-83
Ed Schroeder 1983-84
Dick Danner 1984-85
Carol Billings 1985-86
Hazel Johnson 1986-87
Mary Smith 1987-88
Wes Cochran 1988-89
Timothy J. Coggins 1989-90

Past Secretary-Treasurers

Bill Younger 1971-72
Nancy Jo Kitchen 1972-76
Lamar Woodard 1976-78
Frances Hall 1978-80
Anne Slaughter-Towles 1980-82
Ed Edmonds 1982-84
Margarette Dye 1984-86

Past Secretaries

Larry Wenger 1986-88
Betty Kern 1988-90

Treasurers

Bill James 1986-88
G. Current Committee Chairs and Members
1990-1991

Articles and Bylaws Committee

Chair: Pamela D. Williams (University of Florida, Gainesville, FL)
Members: Janice Hammett (University of North Carolina, Chapel Hill, NC)
Michael J. Petit (University of Miami, Coral Gables, FL)
Patricia G. Strougal (Alston & Bird, Atlanta, GA)

Education Committee

Chair: James Heller (College of William and Mary, Williamsburg, VA)
Members: Richard E. Boaz (Jackson & Kelly, Charleston, WV)
Beatrice S. Citron (St. Thomas University, Miami, FL)
Rosalie Sanderson (University of Florida, Gainesville, FL)
Arturo Torres (University of Louisville, Louisville, KY)

Local Arrangements Committee, 1991

Chair: Cherry L. Thomas (University of Alabama, Tuscaloosa, AL)
Members: Dian Adams
Peggy Cook
Penny Gibson (University of Alabama, Tuscaloosa, AL)
Sondra Hayward
Betty Hutchins
David Lowe (University of Alabama, Tuscaloosa, AL)
Robert Marshall (University of Alabama, Tuscaloosa, AL)
Diana May
Paul Pruitt (University of Alabama, Tuscaloosa, AL)
Ruth Weeks (University of Alabama, Tuscaloosa, AL)

Membership Committee

Chair: Susan S. Roach (Navy JAG Law Library, Alexandria, VA)
Members: Mary Johns (Louisiana State University, Baton Rouge, LA)
Catherine V. Lambe (Maupin, Taylor, Ellis & Adams, Raleigh, NC)
Dorothy Shea (Rogers & Hardin, Atlanta, GA)
Ruth Weeks (University of Alabama, Tuscaloosa, AL)

Mentor Program: Connie Matzen (Smith, Anderson, Blount, Dorsett, Mitchell, Raleigh, NC)

Newsletter Committee

Co-Editor: Kathy Heberer (Rumberger, Kirk, Caldwell, Cabaniss, Burke, Orlando, FL)
Russell Gebet (Carlton, Fields, Ward, Emmanuel, Smith, Orlando, FL)
Newsletter Committee

Members: Julia Best
Mary Smith Forman (Akerman, Senterfitt & Eidson, Orlando, FL)
Rita Millican (Louisiana State University, Baton Rouge, LA)
Elizabeth M. Valadie (Loyola University, New Orleans, LA)

Nominations Committee

Chair: Carol Billings (Law Library of Louisiana, New Orleans, LA)
Members: Philip C. Berwick (George Mason University, Arlington, VA)
Claire Engel (Kilpatrick & Cody, Atlanta, GA)
Terri Saye (University of North Carolina, Chapel Hill, NC)

Placement Committee

Chair: Donna Bausch (Woods, Rogers & Hazlegrove, Roanoke, VA)
Members: Philip C. Berwick (George Mason University, Arlington, VA)
Roberta T. Guerin (Hurt, Richardson, Garner, Todd & Cadenhead, Atlanta, GA)
Sallie Howard (Kentucky State Law Library, Frankfort, KY)
Robert Marshall (University of Alabama, Tuscaloosa, AL)
Robin Mills (Emory University, Atlanta, GA)

Program Committee

Chair: Peggy Martin (Paul, Hastings, Janofsky & Walker, Atlanta, GA)
Members: Michelle Allman (Steptoe & Johnson, Clarksburg, WV)
Donna S. Bennett (Chase College of Law, Highland Heights, KY)
Mary F. Cross (Stearns, Weaver, Miller, Weissler, Alhadeff, Miami, FL)
Penny C. Gibson (University of Alabama, Tuscaloosa, AL)
Jean Holcomb (Norfolk Law Library, Norfolk, VA)
Tina McLellan (Law Library of Louisiana, New Orleans, LA)
Carol Nicholson (University of North Carolina, Chapel Hill, NC)

Publications Committee

Chair: Ed Edmonds, Loyola University, New Orleans, LA
Members: Deborah K. Webster (University of North Carolina, Chapel Hill, NC)

Publicity/Public Relations Committee

Chair: Sue Burch (University of Kentucky, Lexington, KY)
Members: Connie M. Matzen (Smith, Anderson, Blount, Dorsett, Mitchell, Raleigh, NC)
Martha Thomas (Wake Forest University, Winston-Salem, NC)
Anne Washburn (Smith, Helms, Mulliss & Moore, Greensboro, NC)
Scholarship

Chair: Hazel L. Johnson (Long, Aldridge & Norman, Atlanta, GA)
Members: Herb Cihak (University of Mississippi, University, MS)
Wes Daniels (University of Miami, Coral Gables, FL)
Marguerite Rey Florent (Loyola University, New Orleans, LA)
Deborah L. Shaw (Smith, Helms, Mulliss & Moore, Greensboro, NC)
Sarah K. Wiant (Washington & Lee University, Lexington, VA)

Special Committee on Cooperative Efforts

Chair: Carol Billings (Law Library of Louisiana, New Orleans, LA)
Members: Margarette M. Dye (Paul, Hastings, Janofsky & Walker, Atlanta, GA)
Warren Rosmarin (University of Miami, Coral Gables, FL)

Special Committee on Service to SEALL

Chair: Patricia G. Strougal (Alston & Bird, Atlanta, GA)
J. Wesley Cochran (University of Mississippi, University, MS)
Larry Wenger (University of Virginia, Charlottesville, VA)
H. Past Committee Chairs and Members

Placement: 1975-1976
Private Law Library Workshop: Ed Schroeder, Chair
New Orleans Meeting (Program): Steve Margeton, Chair
Peyton Neal, Chair

1976-1978
Scholarships:
Program: Ann Fortenberry, Chair
Nomination: Bill James, Chair
David Brennan, Chair

1978-1980
Scholarship:
Carol West, Chair
Alice Murphy
Susan Csaky
Joyce Cannon
Ed Schroeder

State, County & Court:
Clayne Calhoun, Chair
Elaine Poliakoff
Jo A. Dowling

Placement:
Leigh Morris, Chair
Brian Polley
Jeanne Underhill

Newsletter:
Gene Teitelbaum, Chair
Ann Fessenden
Margaret Axtmann
Jane Gudelsky

Membership:
Connie Pine, Chair
Sarah Frins
Marguerite Haggerty
Cindy Bott

Resolutions:
Sally Wiant, Chair
Peggy Martin

102 Southeastern L. Libr. 12 (1976)
112 Southeastern L. Libr. 27 (1977); 3 Southeastern L. Libr. 2 (1977); 2
Southeastern L. Libr. 72 (1978).
124 Southeastern L. Libr. 25 (1979); 5 Southeastern L. Libr. 7 (1979); 6
Southeastern L. Libr. 7 (1980); 6 Southeastern L. Libr. 15 (1980).
Private:  
Anne Slaughter, Chair  
Margarette Dye  
Angela Stramiello

Nominating:  
Kay Todd, Chair  
Kenneth Zick  
Carol Ramsey

Minority:  
Steve Huang  
Jose Rodriguez  
Larry Ress

1979 SE Meeting/Institute  
Program:  
Robin Mills, Chair  
Lance Dickson  
Anne Slaughter

Local Arrangements:  
Mike Beaird, Chair  
Carol West

Constitution:  
Leigh Morris, Chair  
Charlotte Corneil  
Kay Todd

1980 Program:  
Robin Mills, Chair  
Larry Wenger  
Donald Ziegenfuss

1980 Local Arrangements:  
Bardie Wolfe  
Reba Best  
David Brennan  
Susan Kalen  
Deidre R. McCammon  
Cheryn Picquet

Tellers:  
Constance Matzen  
Frances Hall
Membership Committee
Chair: Cheryn Picquet (University of Tennessee Law Library)
Members: Brian S. Polley (Florida Supreme Court Library)
        Cheryl Jones (University of Kentucky Law Library)

Nominating Committee
Chair: Larry B. Wenger (University of Virginia Law Library)
Members: Anne Slaughter Towles (McCullister, McCleary, Fazio, Mixon, Holliday & Hicks)
        Frances H. Hall (North Carolina Supreme Court Library)
        Hazel Johnson (University of Georgia Law Library)

Placement Committee
Chair: Leigh Morris (University of Richmond Law Library)
Members: Cathy Arthur (Ashland Oil Inc. Law Library)
         J. Wesley Cochran (Loyola University Law Library)

Scholarship Committee
Chair: William James (University of Kentucky Law Library)
Members: Margarette Dye (Powell, Goldstein, Frazer & Murphy)
         Joan D. Cannon (Florida Supreme Court Library)
         Barbara G. Murphy (University of Virginia Law Library)
         Wallis Hoffsis (Florida State University Law Library)

Newsletter Committee
Chair: Margaret Maes Axtmann (National Center for State Courts Library)
Members: Ann Fessenden (University of Mississippi Law Library)
         Kathryn A. Jones (Mercer University Law Library)
         Edmund P. Edmonds (College of William & Mary)

Private Law Libraries Committee
Chair: Donald G. Ziegenfuss (Carlton, Fields, Ward, Emmanuel, Smith & Cutler)
Members: Patricia Strougal (Macey & Zusmann)
         Jane M. Gudelsky (Jones, Bird & Howell)

County and Court Libraries Committee
Chair: Peggy Martin (Fulton County Law Library)
Members: Jo A. Dowling (Florida Supreme Court Library)
        Raymond M. Taylor (Practicing attorney, formerly with North Carolina Supreme Court Library)
Constitution and Bylaws Committee

Chair: J. Lamar Woodard (Stetson University Law Library)
Member: Charlotte Corneil (Louisiana State University Law Library)

Program Committee, 1981

Chair: A. Michael Beaird (University of Mississippi Law Library)
Members: William Younger (Alabama Supreme Court Library)
Joseph Cross (University of South Carolina Law Library)
Kay Todd (Kilpatrick & Cody)
COMMITTEES 1982-1983

Program Committee
Chair: Kay Todd (Kilpatrick & Cody)
Members: Erwin Surrency (University of Georgia)
         Igor Kavass (Vanderbilt University)

Membership Committee
Chair: Christine Johnson (Coca-Cola Library)
Members: Reba Best (University of Tennessee)
         Orrin Walker (Georgia State University)

Nominating Committee
Chair: Lamar Woodard (Stetson University)
Members: Larry Wenger (University of Virginia)
         Anne Butler (Alston, Miller & Gaines)
         Sarah Wiant (Washington & Lee University)

Placement Committee
Chair: Joseph Cross (University of South Carolina)
Members: Edee Hammer (Shackleford, Farrior, Stallings & Evans)
         Joseph Simpson (Louisiana State University)

Scholarship Committee
Chair: Gene Teitelbaum (University of Louisville)
Members: Alcyone Hart (Holland & Knight)
         Brian Polley (Florida Supreme Court)
         Laurel R. Clapp (Samford University)

Constitution & Bylaws Committee
Chair: Howard Hood (Vanderbilt University)
Member: Charlotte Corneil (Louisiana State University)

Newsletter Committee
Chair: Carol Billings (Law Library of Louisiana)
Members: Patsy Brautigam (Law Library of Louisiana)
         Ann Fessenden (University of Mississippi)

Liaison to AALL Public Relations Committee
Chair: Robin Mills (University of South Carolina)
COMMITTEES 1983-1984

Constitution Committee
Chair: William Grady
Member: Steve Thorpe

Membership Committee
Chair: Martha Mashburn
Members: Jacqueline Lichtman
          Judy Stinson

Newsletter Committee
Chair: Carol Billings
Members: Chester Bunnell
         Joan Cannon
         Mike Chiorazzi
         Ann Fessenden
         Marianne Musser
         Fran Pughesley

Placement Committee
Chairman: Glenn Cooper
Members: Georgia Chadwick
         Angela Wier

Program Committee
Chair: Ed Schroeder
Members: Margarette Dye
         Larry Wenger

Scholarship Committee
Chair: Peggy Martin
Members: Katherine Kott
         Sara Straub

Special Committee on Procedures Manual
          F. Pamela Graham
COMMITTEES 1984-1985

Constitution and By-Laws Committee
Chair: Steve R. Thorpe (Mercer University)
Members: Alcyone Hart (Holland & Knight)
      Kay Elaine Duley (U.S. Court of Appeals, 5th Circuit)

Local Arrangements Committee
Chair (1985): Elizabeth Kern (Law Library of Louisiana)
Chair (1986): Larry B. Wenger (University of Virginia)

Membership Committee
Chair: Patricia G. Strougal (Alston & Bird)
Members: Joan D. Cannon (Florida Supreme Court)
      Martha Rush (College of William and Mary)

Newsletter Committee
Co-Chairs: Mary S. Bourget (Akerman, Senterfitt & Eidson)
      Hazel L. Johnson (Smith & Hulsey)
Member: Timothy Coggins (University of North Carolina)

Nominating Committee
Chair: Larry B. Wenger (University of Virginia)
Members: Frances H. Hall (North Carolina Supreme Court)
      Anne Slaughter Towles (McCullister, McCleary, Fazio & Holiday)

Placement Committee
Chair: Cherry L. Thomas (University of Alabama)
Members: Dianne Thompson (Law Library of Louisiana)
      Mary F. Cross (Arky, Freed, et. al.)

Program Committee
Chair: Richard A. Danner (Duke University)
Members: Susan English (University of Richmond)
      Peggy Martin (Kirkpatrick & Cody)

Scholarship Committee
Chair: Sara M. Straub (U.S. Court of Appeals, 11th Circuit)
Members: Kathryn B. Stokes (University of Miami)
      Mary Anne C. Fry (King & Spaulding)
COMMITTEES 1985-1986

Constitution and By-Laws Committee
Chair: Edmund P. Edmonds (College of William & Mary)
Members: Bruce S. Johnson (University of South Carolina)
         Susan S. Roach (U.S. Department of the Navy, Judge Advocate General
         Law Library)

Local Arrangements Committee
Chair: Larry Wenger (University of Virginia)

Membership Committee
Chair: Michael Chiorazzi (Duke University)
Members: Patricia G. Strougal (Alston & Bird)
         Ruth D. Weeks (University of Alabama)

Newsletter Committee
Co-Chairs: Mary S. Bourget (Akerman, Senterfitt & Eidson)
           Hazel L. Johnson (Smith & Hulsey)
Members: Timothy Coggins (University of North Carolina)
         Mary Cooper (University of Virginia)
         Kathy S. Heberer (Rumberger, Kirk, Caldwell, Cabaniss & Burke)

Nominating Committee
Chair: Kay M. Todd (Paul, Hastings, Janofsky & Walker)
Members: Elizabeth Kern (Law Library of Louisiana)
         Gail G. Reinertsen (Florida State University)

Placement Committee
Chair: Cherry L. Thomas (University of Alabama)
Members: Mary F. Cross (Arky, Freed, Stearns, Watson, Greer, Weaver &
         Harris)
         Dianne Thompson (Law Library of Louisiana)

Program Committee
Chair: Carol Billings (Law Library of Louisiana)
Members: Mary Cooper (University of Virginia)
         William James (University of Kentucky)
         Hazel L. Johnson (Smith & Hulsey)
Scholarship Committee

Chair: Constance Matzen (Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan)

Members: Carol A. Nicholson (University of North Carolina)
          Nancy P. Johnson (Georgia State University)
Constitution and By-Laws Committee
Chair: Edwin M. Schroeder (Florida State University)

Education Committee
Chair: Richard A. Danner (Duke University)

Fiftieth Anniversary Celebration Committee
Chair: Edmund P. Edmonds (College of William and Mary)

Local Arrangements
Chair: Bruce S. Johnson (University of South Carolina)

Membership Committee
Chair: Hilary Burg (Fairfax Law Library)

Newsletter Committee
Chair: Timothy L. Coggins (University of North Carolina)

Nominating Committee
Chair: J. Wesley Cochran (University of Mississippi)

Placement Committee
Chair: Mary Cross (Arky, Freed, Stearns, Watson, Greer, et al)

Program Committee
Chair: Hazel L. Johnson (Smith & Hulsey)

Publications Committee
Chair: Wes Daniels (University of Miami)

Publicity & Public Relations Committee
Chair: Rita Parham (Louisiana State University)

Scholarship Committee
Chair: Claire Engel (Bowles, McDavid, Graff & Love)
COMMITTEES 1987-1988

Constitution and By-Laws Committee
Chair: Dick Danner (Duke University)
Members: Carol Allred (Northern Kentucky University)
Lucinda D. Harrison (University of Richmond)
Thomas Steele (Wake Forest University)

Education Committee
Chair: Sarah K. Wiant (Washington & Lee University)
Members: Pamela D. Burdett (Stetson University)
J. Wesley Cochran (University of Mississippi)
Laura N. Gasaway (University of North Carolina)
Bruce Johnson (University of South Carolina)
Deborah Mayo-Jeffries (North Carolina Central University)
Sandra O'Connor (Information Research Center)
Susan Roach (Navy JAG Law Library)
Cheryl Rovinelli (Palm Beach County Law Library)
Pat Strougal (Alston & Bird)

Local Arrangements Committee
Chair: Bill James (University of Kentucky)
Members: Cheryl Jones (University of Kentucky)
Ebba Jo Sexton (University of Kentucky)

Membership Committee
Chair: Hilary Burg (Fairfax County Law Library)
Members: Harriet Day (Arnall Golden & Gregory)
Mirian K. Drey (Tulane University)
Diana Osbaldiston (University of South Carolina)
Paul Pruitt (University of Alabama)
Lisa Williams (Adams, McCullough & Beard)
Pamela Williams (University of Florida)
Renee Zeigler (Southern Bell)

Newsletter Committee
Chair: Timothy L. Coggins (University of North Carolina)
Members: Wes Cochran (University of Mississippi)
Joseph Cross (University of South Carolina)
Doina G. Farkas (University of North Carolina)
Sally Anne Irvin (Wake Forest University)
Linda Jackson (Powell, Goldstein, Frazer & Murphy)
Dorothy Shea (Rogers & Hardin)
Sally Waters (Stetson University)
Nominating Committee

Chair: Peggy Martin (Paul, Hastings, Janofsky & Walker)
Members: Peggy Hardy (North Carolina Central University)
         Nancy Johnson (Georgia State University)
         Michael Lynch (Florida State University)
         Cheryn Picquet (University of Tennessee)

Placement Committee

Chair: Mary F. Cross (Stearns, Weaver, Miller et al)
Members: Phil Berwick (George Mason University)
         Reba Best (University of Tennessee)
         Susan Lisi (Kilpatrick & Cody)
         Katherine Malmquist (University of Virginia)
         Janet Meyer (The McNair Firm)
         Mary E. Miller (Mississippi College)
         Janet Sinder (Duke University)

Program Committee

Chair: Mary Smith (Akerman, Senterfitt & Eidson)
Members: Ed Edmonds (College of William and Mary)
         Wesley Gilmer, Jr. (Kentucky State Law Library)
         Connie Matzen (Smith, Anderson, Blount, Dorsett et. al.)
         Cam Riley (West Virginia University)

Publications Committee

Chair: Wes Daniels (University of Miami)
Members: Emerita Cuesta (University of Miami)
         Joice B. Elam (Emory University)
         Mary Cooper Gilliam (University of Virginia)
         Jean Holcomb (University of Alabama)
         Carol Nicholson (University of North Carolina)
         Karen T. Orlando (Spillman, Thomas, Battle & Klosterman)
         Randall Owen (Law Library of Louisiana)
         Melissa Surber (University of South Carolina)
         Steve Thorpe (Mercer University)

Publicity & Public Relations Committee

Chair: Steve Hinckley (University of Richmond)
Members: Carol Allen (Public Law Library of Richmond)
         Kathy Crosslin (Alston & Bird)
         Karin Den Bleyker (Mississippi College)
         L. M. Golian (University of Miami)
         Robin Harris (University of Louisville)
         Ruth Johnson Hill (University of Tennessee)
         Doris Hinson (Duke University)
         Julie Luppino (Guardian Building Law Library)
         Michael R. Smith (Tulane University)
Publicity & Public Relations Committee, continued

Becky Stillwagon (Georgia State University)

Scholarship Committee

Chair: Claire Engel (Jackson, Kelly, Holt & O'Farrell)
Members: Donna Bausch (Smith, Currie & Hancock)
          Earlene Hurst (Stetson University)
          Ray Lytle (Tulane University)
          Jewell J. Miller (Papy, Poole, Weissenborn & Papy)
          Jean S. Vaughn (Mississippi College)

Special Committee on Service to SEAALL

Chair: Don Ziegenfuss (Carlton, Fields, Emmanuel, et al)
Members: Clayne Calhoun (Roanoke Law Library)
         Robin Mills (Emory University)
COMMITTEES 1988-1989

Constitution and Bylaws Committee

Chair: Thomas Steele (Wake Forest University)
Members: Lynn Fogle (Greenebaum, Doll & McDonald)
         Sarah L. Frins (Alabama Supreme Court)
         Lucinda D. Harrison (University of Richmond)
         Cynthia Jones (Chaffe, McCall, Phillips, et. al.)

Education Committee

Chair: Pamela Burdett (Stetson University)
Members: Sara T. Cole (Memphis State University)
         Candace S. Cooper (Bowles, McDavid, Braff & Love)
         Madeline Hebert (Louisiana State University)
         Jewell Jean Miller (Fine, Jacobson, et. al.)
         Miriam Murphy (Wake Forest University)

Local Arrangements Committee, 1989

Chair: Wes Daniels (University of Miami)
Members: Mary Cross (Stearns, Weaver, Miller)
         Felice Lowell (University of Miami)
         Warren Rosmarin (University of Miami)
         Lennye Stein (University of Miami)
         Carol Roehrenbeck (Nova University)

Membership Committee

Chair: Lisa W. Williams (Adams, McCullough & Beard)
Members: Marian Drey (Tulane Law Library)
         Judith P. Krone (Bondurant, Mixson & Elmore)
         Michael Lynch (Florida State University)
         Connie Matzen (Smith Anderson)
         Cheryl L. Rovinelli (Palm Beach County Law Library)
         Judith Stinson (Washington & Lee University)

Newsletter Committee

Chair: Michael J. Petit (University of Miami)
Members: Linda Golian (University of Miami)
         Jack Bissett (Washington & Lee University)
         Joseph Cross (University of South Carolina)
         Kathy Crosslin (Smith, Gambrell and Russell)
         Claire Engel (Jackson, Kelly, Holt)
         Sally Irvin (Wake Forest University)
Nominations Committee

Chair: Joan Cannon (Florida Supreme Court)
Members: Reba A. Best (University of Tennessee),
         Roberta Tepper Guerin (Hurt, Richardson, et. al.),
         Ray A. Lytle (Tulane Law Library),
         Pamela D. Williams (University of Florida)

Placement Committee

Chair: Philip C. Berwick (George Mason University)
Members: June Berger (Steel, Hector & Davis),
         Hilary Burg (Fairfax Law Library),
         Nora J. Everlove (Special Library Services),
         Doina G. Farkas (University of North Carolina),
         Tina McLellan (Law Library of Louisiana),
         D. Cheryn Picquet (University of Tennessee),
         Dorothy Shea (Rogers & Hardin)

Program Committee

Chair: Wes Cochran (University of Mississippi)
Members: Sue Roach (Navy Judge Advocate General),
         Harriett Day (Arnall, Golden & Gregory),
         Jack Hurd (Nelson, Mullins, Riley),
         Jim Heller (William & Mary),
         Deborah Jeffries (North Carolina Central University),
         Nancy Johnson (Georgia State University),
         Susan Lisi (Kilpatrick & Cody),
         Isabel Wingerter (Louisiana State University),
         Mary Cross (Liaison to Program/Local Arrangements) (Stearns, Weaver and Miller)

Publications Committee

Jean M. Holcomb (Norfolk Law Library),
Glen Peter Ahlers (Wake Forest University)
COMMITTEES 1989-1990

Articles and Bylaws Committee
Chair: Pamela D. Williams (University of Florida, Gainesville, FL)
Members: June Berger (Steel, Hector & Davis, FL)
         Katherine Malmquist (University of Virginia, Charlottesville, VA)
         Martha Rush (College of William and Mary, Williamsburg, VA)

Education Committee
Chair: James S. Heller (College of William and Mary, Williamsburg, VA)
Members: Peggey Martin (Paul, Hastings, Janofsky & Walker, Atlanta, GA)
         Tina McLeLLan (Law Library of Louisiana, New Orleans, LA)
         Rosalie M. Sanderson (University of Florida, Gainesville, FL)

Local Arrangements Committee - 1990 Meeting
Chair: Ellis E. Tucker (University of Mississippi, University, MS)
Members: Jack Bach (University of Mississippi, University, MS)
         Herbert E. Cihak (University of Mississippi, University, MS)
         Eugenia Minor (University of Mississippi, University, MS)
         Catherine Swanson (University of Mississippi, University, MS)

Membership Committee
Chair: Susan Roach (Navy JAG Law Library, Alexandria, VA)
Members: Reba A. Best (University of Tennessee, Knoxville, TN)
         Doris Hinson (Duke University, Durham, NC)
         Miriam Ann Murphy (Wake Forest University, Winston-Salem, NC)

Newsletter Committee
Chair: Michael J. Petit (University of Miami, Coral Gables, FL)
Members: Linda Golian - Advertising Manager (University of Miami, Coral Gables, FL)
         Jack Bissett (Washington & Lee University, Lexington, VA)
         Joseph Cross (University of South Carolina, Columbia, SC)
         Mary F. Cross (Sterns, Weaver, Miller, Weissler, Alhadeff & Sitterson, Miami, FL)
         Penny C. Gibson (University of Alabama, Tuscaloosa, AL)
         Michael J. Lynch (Florida State University, Tallahassee, FL)
         Ebba Jo Sexton (University of Kentucky, Lexington, KY)
         Claudia R. Ward (Carlton, Fields, Ward, Emmanuel, Smith & Cutler, Tampa, FL)

Nominations Committee
Chair: Mary F. Cross (Stearns, Weaver, Miller, Weissler, Alhadeff & Sitterson, Miami, FL)
Members: Ed Edmonds (Loyola University, New Orleans, LA)
         Timothy A. Lewis (Alabama Supreme Court, Montgomery, AL)
Placement Committee

Chair: Philip C. Berwick (George Mason University, Arlington, VA)
Members: Harriet E. Day (Arnall, Golden & Gregory, Atlanta, GA)
         Catherine Swanson (University of Mississippi, University, MS)
         Nicholas C. Voeroes (Alexandria Law Library, Alexandria, VA)

Program Committee

Chair: Timothy Coggins (University of North Carolina, Chapel Hill, NC)
Members: Donna S. Bennett (Northern Kentucky University, Highland Heights, KY)
         Rick Buchanan (College of William and Mary, Williamsburg, VA)
         Herbert E. Cihak (University of Mississippi, University, MS)
         Claire Engel (Kilpatrick & Cody, Atlanta, GA)
         Robert J. Munro (University of Florida, Gainesville, FL)
         Alva T. Stone (Florida State University, Tallahassee, FL)
         Anne C. Washburn (Smith, Helms, Mullis & Moore, Greensboro, NC)

Publications Committee

Chair: Lisa W. Williams (Adams, McCullough & Beard, Raleigh, NC)
Members: Glen P. Ahlers (Wake Forest University, Winston-Salem, NC)
         Jean M. Holcomb, Norfolk Law Library, Norfolk, VA)
         Robert Marshall (University of Alabama, AL)
         Constance M. Matzen (Smith, Anderson, Blount, Dorsett, Mitchell,
         Raleigh, NC)

Publicity and Public Relations

Chair: Hazel L. Johnson (Long, Aldridge & Norman, Atlanta, GA)
Members: Sue Burch (University of Kentucky, Lexington, KY)
         Claire A. Donnelly (Greenberg, Traurig, Hoffman, Lippoff, Rosen, Miami,
         FL)
         Martha J. Dragich (Georgia State University, Atlanta, GA)
         Jack Hurd (Nelson, Mullins, Riley & Scarborough, Columbia, SC)
         Cherry L. Thomas (University of Alabama, Tuscaloosa, AL)

Scholarship Committee

Chair: Mary E. Johns (Louisiana State University, Baton Rouge, LA)
Members: Donna K. Bausch (Woods, Rogers & Hazlegrove, Roanoke, VA)
         Susan C. Lisi (Smith, Currie & Hancock, Atlanta, GA)
         D. Cheryn Picquet (University of Tennessee, Knoxville, TN)
         Sarah K. Wiant (Washington & Lee University, Lexington, VA)

Special Committee on Service to SEALL

Chair: Bruce Johnson (University of South Carolina, Columbia, SC)
Members: Mary S. Forman (Akerman, Senterfitt & Eidson, Orlando, FL)
         Patricia G. Strougal (Alston & Bird, Atlanta, GA)
Special Committee on Cooperative Efforts with Other Chapters

Carol D. Billings (Law Library of Louisiana, New Orleans, LA)
Margarette M. Dye (Paul, Hastings, Janofsky & Walker, Atlanta, GA)
Warren Rosmarin (University of Miami, Coral Gables, FL)
I. Lucile Elliott Scholarship Recipients

1965  Kathleen Langan

1966  Not sure if a scholarship was given

1967  No scholarship was given

1968  No scholarship was given

1969  Beverely L. Boyer
       Paul Willis, University of Kentucky

1970  Kathleen Price, Duke University

1971  No Scholarship was given

1972  Harriet S. Tuch

1973  Gloria M. Frederick

1974  Katherine Long May
       Robin K. Mills

1975  Angela M. Denerle
       Barbara G. Murphy
       Fred C. Pearson

1976  Marguerite B. Coe
       Donna Joity

1977  Steve Huang, University of South Carolina
       Connie Pine
       Elaine Poziakoff

1978  Martha J. Birchfield
       Reynold Kosek
       Marguerite A. Rey, Loyola University-New Orleans

1979  Claire M. Germain, Duke University
       Carole W. Knobil
       Martha W. Rush, University of Louisville

1980  Anne D. Bardolph
       Margaret D. Martin
       Anne S. Towles

1981  Janeen J. Denson
       Mary H. Ladner
       Patricia L. Mennicke
       Orietta Ayala Ortiz
1982
Patsy Ruth Brautigam
Charles S. Finger
Louise H. Stafford

1983

1984
Cynthia Adams, Long & Aldridge, Atlanta, Georgia
Sarah Churney, Tulane University, New Orleans, Louisiana
Rita Parham, Louisiana State University, Baton Rouge, Louisiana
Sally Wambold, University of Richmond, Richmond, Virginia

1985

1986
Doris M. Hinson, Duke University, Durham, North Carolina
Suzanne Krebsbach, McNair, Glenn, Koudros, Corley, Singletary,
Porter & Dribble, Columbia, South Carolina
Susan P. Morrison, Louisiana State University, Baton Rouge, Louisiana
Janet Sinder, Duke University, Durham, North Carolina

1987

1988

1989
Karin Den Bleyker, Mississippi College of Law, Jackson, Mississippi
Ajaye Bloomstone, Louisiana State University, Baton Rouge, Louisiana
Ulrike Dieterle, University of Northern Kentucky, Highland Heights,
Kentucky
Melissa Ann McPherson, Charlotte Law Library, Charlotte, North
Carolina
M. Kathleen Ries, Kilpatrick & Cody, Atlanta, Georgia
Susan S. Roach, Navy JAG Library, Alexandria, Virginia

1990
Sara Allen, Kilpatrick & Cody, Atlanta, Georgia
Nona K. Beisenherz, Loyola University, New Orleans, Louisiana
Donna S. Bennett, University of Northern Kentucky, Highland Heights,
Kentucky
Marguerite Rey Florent, Loyola University, New Orleans, Louisiana
Dorothy C. Hill, Stetson University, St. Petersburg, Florida
Constance M. Matzen, Smith, Anderson, Blount, Dorsett, Mitchell,
Raleigh, North Carolina
Carol Avery Nicholson, University of North Carolina, Chapel Hill,
North Carolina
Diana Osbaldiston, University of South Carolina, Columbia, South
Carolina
Carla Downer Pritchett, Loyola University, New Orleans, Louisiana
Karen L. Stone,
### J. Past Editors of *Southeastern Law Librarian*

<table>
<thead>
<tr>
<th>Dates</th>
<th>Volumes</th>
<th>Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1975</td>
<td>1</td>
<td>Peyton Neal, Washington &amp; Lee University, Lexington, Virginia</td>
</tr>
<tr>
<td>1976-1980</td>
<td>2-6(#1)</td>
<td>Gene Teitelbaum, University of Louisville, Louisville, Kentucky</td>
</tr>
<tr>
<td>1980-1982</td>
<td>6(#2)-8(#1)</td>
<td>Margaret Maes Axtmann, National Center for State Courts, Williamsburg, Virginia</td>
</tr>
<tr>
<td>1982-1984</td>
<td>8(#2)-9</td>
<td>Carol Billings, Law Library of Louisiana, New Orleans, Louisiana</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Patsy Brautigum, Law Library of Louisiana, New Orleans, Louisiana (8 #2, 8 #3)</td>
</tr>
<tr>
<td>1984-1986</td>
<td>10-11</td>
<td>Mary S. Bourget, Akerman, Senterfitt &amp; Eidson, Orlando, Florida</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hazel L. Johnson, Smith &amp; Hulsey, Jacksonville, Florida</td>
</tr>
<tr>
<td>1988-1990</td>
<td>14-15</td>
<td>Michael J. Petit, University of Miami, Coral Gables, Florida</td>
</tr>
</tbody>
</table>
K. Service to SEALL Award Recipients

1989
Ed Edmonds (Loyola University, New Orleans, LA)

1990
Larry Wenger (University of Virginia, Charlottesville, VA)
Archives

The Archives of the Southeastern Chapter are maintained at Loyola University, New Orleans, Louisiana.
ADMINISTRATIVE STRUCTURE

A. Officers

1. President

Articles and Bylaws Provisions

1. Committee Appointments

The President appoints all members of standing and special committees.

Art. VIII.

Volunteers for service on committees are solicited during the summer after the President assumes office at the annual meeting of AALL. The President should consider expressed preferences, appropriate size and balance by geography and type of library.

The President appoints the nominating committee "who shall submit the names of the candidate or candidates" for Vice-President/President-Elect, Secretary and Treasurer "by March 1 in the year which the officer is elected...." Art. III, Sec. 1 (a).

The President must also accept communications in writing from any Chapter member who wishes to nominate any person in addition to those nominated by the Nominating Committee. Art. III, Sec. 1 (b).

Timetable for election of officers:

- October 15: President appoints Nominating Committee
- March 1: Nominating Committee presents names to President
- Annual Meeting: Executive Board approves and President announces slate
- April 24: Deadline for additional nominations
- May 1: Secretary mails ballots
- June 1: Deadline for return of ballots
- AALL Annual Meeting: Secretary announces election results; new officers assume office at conclusion of Chapter business meeting. Art. V, sec. 6.

2. Executive Committee/Board of Trustees

The President is the presiding member of the Executive Committee and Board of Trustees. Art. VI.
3. Meetings

The President is responsible for calling meetings of the Chapter "as deemed necessary or when requested to do so by the Executive Committee." Provides "reasonable notice of such meetings to each member of the Chapter." Art. II, sec. 2

The President presides over the Business Meeting (breakfast) at the annual AALL meeting. The agenda includes committee reports and officer reports.

The three-day annual SEALL meeting takes place in the spring, hosted by a group of librarians in one of the Chapter's regions. The President should seek a firm commitment by a host group at least one year in advance.

4. Notes of Interest

The phrase "nor shall the president hold office for more than two consecutive terms" does not seem to comport with the other Articles regarding the President and Vice-President/President-Elect.
2. Vice-President/President-Elect

Articles and Bylaw Provisions

1. Term of Office

The Vice-President/President Elect serves as Vice-President for one year, then automatically serves as President for the subsequent year. Art. V, Sec. 1.

The Vice-President/President Elect automatically assumes the presidency "[i]n 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 new President serves in that capacity "until his original presidential term would have expired, or for no more than two years, whichever is shorter." Art. V, Sec. 2.

2. Executive Committee/Board of Trustees

The Vice-President/President Elect serves on the Executive Committee/Board of Trustees. Art. VII.

3. Program

The Vice-President/President-Elect has traditionally been appointed the Chair of the Program Committee. The Program Committee is responsible for planning and presenting the program at the Chapter's Annual Meeting.

4. Notes of Interest

The phrase "or for no more than two years, whichever is shorter" in Art. V, Sec. 2 of the Articles appears to be superfluous.
3. Secretary

Articles and Bylaw Provisions

1. Term of Office

The Secretary serves for two years. Art. V, sec. 1

Serves on the Executive Committee. Art. VI

Notifies the membership by mail or at a Chapter meeting of the outcome of elections of officers. B., Art. III, sec. 2

Receives proposed amendments to the Constitution or the Bylaws and sends notice to all members through the mail at least 30 days prior to balloting on proposed amendments. B., Art. IV, sec. 1

Sends mail ballots to change the Constitution or Bylaws immediately following a meeting where the amendments were discussed or thirty days after notice of the proposed amendments have been mailed to the membership. B., Art. IV, sec. 2
4. Treasurer

Articles and Bylaws Provisions
5. Immediate Past President

Articles and Bylaws Provisions
C. Standing Committees

1. Constitution and Bylaws Committee

Comments

Suggestions for amendments may be submitted to the Committee by the Executive Committee, or by an individual member or members. The Constitution and Bylaws Committee may also initiate its own proposed amendments.

Art. IV, sec. 1 of the Bylaws states that the Secretary of the Chapter is responsible for sending notice of amendments to the members. That section also specifies that proposed amendments be filed with the Secretary. Since the Constitution empowers the Executive Committee to propose amendments to the Constitution, and since the members of the Constitution and Bylaws Committee are appointed by the President, the recommendations of the Constitution and Bylaws Committee should be submitted to the President, who will provide copies to the Executive Committee. Once the Executive Committee has approved the recommended amendments (with or without changes), the President will "file" these proposed amendments with the Secretary.

Amendments proposed by a petition signed by ten percent of the members are to be filed directly with the Secretary.
The Constitution and Bylaws Committee is a standing committee under Article VII, section a. of the Constitution. Its primary function is to review the Constitution and Bylaws of the Chapter and to prepare drafts for their amendment and revision.

1. Proposals. Under Article IX of the Constitution, amendments to the Constitution may be proposed by the Executive Committee or by petition signed by ten percent of the chapter membership. There are no similar requirements for amendments to bylaws.

2. Notice. In drafting amendments or other changes to the Constitution or Bylaws, the Committee needs to schedule its work in consideration of the thirty day notice requirements under Article IV of the Bylaws. Any proposed amendment must be mailed to the membership at least thirty days prior to either a mail ballot or a ballot scheduled for a chapter meeting. To schedule the Committee's work, the chair needs to be conscious of the dates of chapter meetings and to know from the president how much time will be needed for Executive Committee consideration and to prepare the final proposals for mailing.

3. Committee Procedures. To facilitate the Committee's work, the chair should make sure that all Committee members have copies of the current version of the Constitution and Bylaws. Because the Committee members will probably be separated geographically, most of the Committee business will be conducted by mail. The chair determines how best to organize the Committee's work in light of the amount of business and time considerations.
The Constitution and Bylaws Committee is a special committee created as necessary, according to the SEALL Constitution, Article VII (b). The SEALL President can appoint the committee for many reasons, the two most important of which are:

1. to draft amendments to the Constitution and/or the Bylaws as directed by the Executive Committee (or members thereof), or by petition signed by 10% of the members (SEALL Const. Art. IX);

2. to study the Constitution and Bylaws and propose changes that need to be made to clear up ambiguities or to clean up language.

The committee does not conduct ballots, nor is it responsible for sending notice of proposed amendments to the members. These are functions of the Secretary/Treasurer.
S.E.A.L.L. Constitution and Bylaws Committee

PROCEDURES

1. The Committee is appointed by the President of SEALL.

2. The need for an amendment and the reasons behind this need are communicated to the Committee Chair by the Executive Committee, or a member of it, or by petition of 10% of the members of SEALL.

3. The Committee Chair requests an up-to-date copy of the SEALL Constitution and Bylaws from the Secretary/Treasurer.

4. The Chair distributes a copy of the up-to-date Constitution and Bylaws to committee member(s). The Chair reports to the member(s) the reasons given for needing the amendment.

5. Most of the drafting work of the Committee can be handled by mail. The most workable mail procedure is: a committee member drafts a version of the proposed amendment. This draft is submitted to the other member(s) for correction, amendment, or complete or partial revision. The corrected or revised draft is sent back to the rest of the Committee for comments.

6. If there are no disagreements, this process can be speedily handled by mail. If there are short time limits or fundamental disagreements in wording, telephone calls are used to clear up any problems as rapidly as possible.

7. It is the Chair's responsibility to clearly communicate time limits to the committee member(s).

8. When a draft is agreed to by the Committee, it is submitted to the Secretary/Treasurer by the Committee Chair. It is the responsibility of the Committee to submit the proposed amendment within the time specified by the Executive Committee or other requestor.

9. Once the Committee is constituted, it is also empowered to examine the Constitution and to bring any problems it finds to the attention of the Executive Board.

March 1984
2. Membership Committee

Constitutional and Bylaw Provisions

Determines eligibility for individual membership. (B, Art. I, sec. 1 (a))

Comments

See comments under Executive Board, above.

Actively recruits new members.
MEMBERSHIP COMMITTEE [SEALL]

1. Get current membership list from secretary/treasurer ASAP in September, if possible, and no later.

2. Check SEALL membership against the current AALL Membership Directory.

3. Since we just did this in April, 1985, I would suggest that new solicitation letters be sent only to those not contacted in April, 1985.

4. Brochure should be developed to be used with solicitation letter and for sending to law firms within region to enlighten attorneys.

[See file & - contact Pat Strougal for example]
A letter was sent to former members suggesting they renew
SEALL membership. The following steps were followed in
preparing the mailing list and letter:

1. The secretary/treasurer sends membership committee a
list of previous year's membership with marks by those
who have not paid current dues.

2. The AALL directory is checked against the membership
list for any names of people in the SE area who are
not current members.

3. A letter is sent to those names garnered from the
above sources. (example of letter on following page)

Suggestions:

A more timely reminder would probably be more effective;
this year's went out in February. If the membership lists
(previous year and current) were sent to the committee about
2 months after dues are due, the committee could probably
send out the "reminder letter" in September. Not only would
there still be 9 months of membership left, since September
is the beginning of the academic year, the reminder might
prompt those who let things slide during the summer and
"gear up" in the fall.

Feed back from the Secretary/treasurer about the number of
renewals after the letter is sent would be useful in determining
if this is effective.
The Southeastern Law Librarian is the official publication of the Southeastern Chapter of the American Association of Law Libraries. The newsletter is published quarterly in September, December, March and June. Outlined below are steps followed in the publication process of the newsletter, information regarding the composition of the editorial board, and various policies adopted by the editorial board.

I. EDITORIAL BOARD

A. Editor

The editor of the newsletter is named by the current President of the Southeastern Chapter in consultation with the Vice-President/President-Elect. The editor serves a two-year term.

B. Staff

Other members of the Chapter are solicited to write for the Newsletter. Two members coordinate the "SEAALL BRIEFS" section. The Placement Committee regularly submits a column for the job opportunities. The Secretary of the Chapter and the Treasurer of the Chapter submit their reports and minutes for publication in the newsletter. Other members, like the Program Chair and the Local Arrangements Chair, are asked to write articles about the annual meetings.

Members of the editorial board are solicited in several ways. At the beginning of a new editor's term, he or she should review the current positions necessary for the publication of the newsletter. Where appropriate, the current members who write for the newsletter are called and asked if they would like to continue writing the column. If they decline, the editor should ask for recommendations of other persons to write the column. Volunteers to write for the newsletter are solicited at chapter meetings and through the newsletter.

C. Advertising Manager

The Editor names a person who serves as the Advertising Manager who is responsible for soliciting advertisements and regularly reporting the status of the advertisements to the Editor.

II. PRODUCTION OF THE NEWSLETTER

A. Copy and Graphics

There are several regular columns in the newsletter. Those columns are:

President's Column
A question and answer column has been suggested by Kathy Heberer. She recommends that a question from a law librarian appear in one issue and other law librarians respond in the next issue with their suggestions/recommendations regarding how to handle the situation described in the question.

Feature articles are solicited from members of the Chapter. Examples of feature articles are the summaries of the chapter annual meetings, tax regulations and gift books, and a series of computer use articles.

Each article and/or column is typed using word processing software. After final editing, the articles are formatted into a two-column per page design. Copy is adjusted to provide space for advertisements and graphics. The editor and his/her assistant "cut and tape" the articles, graphics, and advertisements into place. Standard headings, like the newsletter masthead, the column headings, etc., are copied from an old newsletter and taped to the new copy. (Note: Use of tape on the copy does not interfere with the printing process.) The original paste-up of the Newsletter is sent to the printer.

B. Advertisements

The newsletter accepts business card size advertisements. Each publisher/advertiser pays $100.00 for its business card to appear in four issues. Advertisements for Law Book Exchange (the printer of the newsletter) are also included in the newsletter. Seven publishers/book dealers advertised in the last volume of the newsletter.

An agreement between the Chapter and Law Book Exchange prohibits the Chapter from accepting advertisements from book dealers in direct competition with LBE. The agreement should be reviewed periodically to determine if the Chapter wants to continue the printing arrangement with LBE.

C. Deadlines

The editor in consultation with the President of the Chapter sets the deadlines for each issue. For the last two volumes the following have been followed.

First of Month - Copy submitted to the Editor
15th of Month - Newsletter sent to LBE for printing
By end of Month - Newsletter sent to Chapter members

D. Printing and Mailing

Law Book Exchange is responsible for the printing and the mailing of the newsletter. The primary contact person with LBE is Randall Brown. The correct mailing address is:
Law Book Exchange  
Post Office Box 24990  
Jacksonville, Florida 32241-4990  
1-800-325-6012  
in Florida: 1-800-824-4807

After printing, Law Book Exchange mails the newsletter to chapter members with labels provided by the Secretary of the Chapter. It is important to correspond with the Chapter secretary to coordinate the receipt of the labels by LBE at the time necessary for labelling and mailing. The newsletter is mailed under the bulk mailing permit of LBE; a bill for the charges is mailed to the Treasurer of the Chapter.

III. BACK ISSUES OF THE NEWSLETTER

All back issues of the newsletter are stored with the current editor. Several calls each year are received by users who wish to obtain back issues.

Newsletter  
April 25, 1988
SOUTHEASTERN LAW LIBRARIAN - PRODUCTION SCHEDULE

(NOTE: The production schedule is based on a four-week period.)

First Day of First Week: Deadline for Copy to Editor

First Week of Month: Editing of Copy
  Return to Author if Necessary
  Typing and Preliminary editing
  Revising of Copy
  Solicitation of Copy from authors
    missed the deadline
  Editing of "late" copy
  Notify Chapter Secretary that mailing
    labels should be sent to LBE

Second Week of Month: Printing of final draft of copy
  Lay-out of newsletter
  Cut and tape newsletter
  Send prepared newsletter to LBE

Third Week of Month: LBE sends newsletter to printer

By End of Month: Newsletter distributed to Membership
Southeastern Association of Law Libraries

NOMINATIONS COMMITTEE
PROCEDURES

The Nominations Committee shall solicit two candidates for the positions of Vice-President/President Elect (1 yr. term), Secretary (2 yr. term), Treasurer (2 yr. term). The Committee invites the entire SEALL membership to submit names of potential candidates. The Secretary is elected in cy, and the Treasurer is elected by acclamation. Once names are submitted, the Committee will seek as much information as possible on each person's qualifications. The Committee will pay particular attention to the following information on each candidate:

- SEALL Association activities
- Institution (Academic, Firm, Court, etc.)
- Professional Experience - activities
- Desire to serve

If necessary, the Committee will request a resume in order to determine the person's qualification. To the extent possible, the Committee will attempt to provide a slate of well qualified candidates that represent different types of law libraries.

The Committee must present its slate to the President by April 1. The Committee shall prepare for the election, by obtaining a biographical sketch of each candidate which will be forwarded to the Secretary for inclusion in the ballots.

Add #3 of 1990 Nominating Committee Report re list of prior officers.
NOMINATIONS COMMITTEE

The responsibility of the Nominations Committee is to each year recommend candidates for elected office in the Association. The nominating process usually consists of the following steps.

Soon after the appointment of the full Committee by the President, the Committee chair contacts other Committee members for suggestions for nominees. It has also been worthwhile to contact the chair of the preceding year's committee for individuals that group may have considered but not been able to recommend; similarly, the chair should contact the Past President, the current President and the Vice-President/President-Elect for suggestions they might have.

Those recommendations should then be shared with other members of the Committee who should also submit any suggestions they have.

The chair then normally prepares a composite list of suggested names and asks for a ranking by committee members.

Depending upon the results, the chair may need to contact committee members individually or as a group if there is not a consensus.

It is then the responsibility of the chair to contact the individuals suggested, in priority order, to seek their agreement to run for office.

Once nominees have agreed, the chair writes to the President of the Chapter, with copies to the other members of the committee indicating who the candidates for the upcoming election will be. Some Committee chairs have copied this letter to the individuals nominated as well.

The current Bylaws require that only one candidate be nominated for each of the two elected positions, Vice-President/President-Elect and Secretary/Treasurer. In both 1984 and 1985, however, the Nominations Committees have, of their own choosing, nominated two candidates for each office.

The chair also writes to the Secretary with the names of the candidates so the ballot can be prepared. Copies of each candidate's biographical form are sent to the Secretary so pertinent information can be used to notify the membership of each candidate's qualifications.
4. **Nominating Committee**

**Constitutional and Bylaw Provisions**

Submits by March 1 in the year in which the officers are to be elected the names of the "candidate or candidates" for the offices of Vice-President/President-Elect, Secretary and Treasurer. A Vice-President/President-Elect is elected every year. A Secretary and a Treasurer are elected for two-year terms. (B, Art. III, sec. 1 (a))

**Comments**

It is current practice for two competing candidates to be nominated for each office. The names are submitted to the President who seeks Executive Board approval for the slate and forwards the names to the Secretary for preparation of the ballot. (See the section on the President above for a timetable.)

Although the Constitution does not so specify, the Secretary and the Treasurer have been elected in the same year.

* This would change according to results of the upcoming election*
Southeastern Association of Law Libraries

NOMINATIONS COMMITTEE
PROCEDURES

The Nominations Committee shall solicit two candidates for the positions of Vice-President/President Elect (1 yr. term), Secretary (2 yr. term), Treasurer (2 yr. term). The Committee invites the entire SEALL membership to submit names of potential candidates.

Once names are submitted, the Committee will seek as much information as possible on each person's qualifications. The Committee will pay particular attention to the following information on each candidate:

- SEALL Association activities
- Institution (Academic, Firm, Court, etc.)
- Professional Experience - activities
- Desire to serve

If necessary, the Committee will request a resume in order to determine the person's qualification. To the extent possible, the Committee will attempt to provide a slate of well qualified candidates that represent different types of law libraries.

The Committee must present its slate to the President by April 1. The Committee shall prepare for the election, by obtaining a biographical sketch of each candidate which will be forwarded to the Secretary for inclusion in the ballots.
The responsibility of the Nominations Committee is to each year recommend candidates for elected office in the Association. The nominating process usually consists of the following steps.

Soon after the appointment of the full Committee by the President, the Committee chair contacts other Committee members for suggestions for nominees. It has also been worthwhile to contact the chair of the preceding year's committee for individuals that group may have considered but not been able to recommend; similarly, the chair should contact the Past President, the current President and the Vice-President/President-Elect for suggestions they might have.

Those recommendations should then be shared with other members of the Committee who should also submit any suggestions they have.

The chair then normally prepares a composite list of suggested names and asks for a ranking by committee members.

Depending upon the results, the chair may need to contact committee members individually or as a group if there is not a consensus.

It is then the responsibility of the chair to contact the individuals suggested, in priority order, to seek their agreement to run for office.

Once nominees have agreed, the chair writes to the President of the Chapter, with copies to the other members of the committee indicating who the candidates for the upcoming election will be. Some Committee chairs have copied this letter to the individuals nominated as well.

The current Bylaws require that only one candidate be nominated for each of the two elected positions, Vice-President/President-Elect and Secretary/Treasurer. In both 1984 and 1985, however, the Nominations Committees have, of their own choosing, nominated two candidates for each office.
Committee Members: Should come from different areas of southeast and from different types of libraries. Appointed for two years. (Suggest staggered terms.)

Members 1984-86:

Cherry Thomas, Chair, University of Alabama Law Library
P. O. Box 6205
University, Alabama 35486

Dianne Thompson, Law Library of Louisiana
100 Supreme Court Building
301 Loyola Avenue
New Orleans, Louisiana 70112

Mary Cross
Arky, Freed, Stearns, Watson, Greer, Weaver & Harris
Suite 2800, One Biscayne Tower
2 South Biscayne Blvd.
Miami, Florida 33131

Purpose: To serve as a vehicle to assist librarians in identifying potential employers.
To serve as a vehicle to assist libraries in identifying potential librarians.
To serve as a source of information for placement activities within the profession of law librarianship; the relationship of the AALL Southeastern chapter placement committee and the national placement committee; the advertisement of jobs; and registration with the national placement committee.

1) Assisting job seekers to identify potential employers:

The placement committee will:
Establish a network of information sources about available jobs.
Advertise purpose of the committee.
Give job seekers the names of libraries seeking librarians and encourage contact between employer and librarian.
Give names of networking placement librarians to job seekers.
Give information to job seekers concerning registration with the national placement committee.

2) Assisting employers to identify job seekers:

The placement committee will:
Establish a network of information sources about job seekers.
Advertise committee purpose.

Give employers the names of job seekers (if the job seeker so requests) and/or encourage contact by the job seeker.

Give information to employers concerning placement lists, deadlines for advertising in national and chapter publications and the national placement committee members names and addresses.

3) Information about the law library profession; the national and Southeastern chapter placement committees; the advertisement of jobs; and registration with the national committee:

Some individuals and libraries contacting the placement committee will not be members of AALL or of the Southeastern chapter. The placement committee and networking libraries will give information about both organizations or will have the information sent to the inquirer. The following sources may be consulted for information:

1. "Introducing the American Association of Law Libraries" (AALL, September 1983)
3. Back issues of the Southeastern Law Libraries and AALL Newsletter
4. The AALL Southeastern Chapter President

The chair of the national AALL Placement Committee maintains a file of positions available. Available positions may be advertised in the AALL Newsletter, which is published monthly. The deadline for listing a position is the second Monday of the month prior to the publication. In addition, the monthly "Placement list" published by AALL is sent to the Southeastern Chapter Placement Committee Chair. This "List" advertises positions that have become available since the last newsletter.

The Southeastern Law Librarian (SLL), the official organ of the Southeastern Chapter of AALL, also publishes position announcements in each issue. The SLL is published quarterly:

1984-85 Deadlines: November 15 for Winter issue 1984
February 15 for Spring issue 1985
May 15 for Summer issue 1985
August 15 for Autumn issue 1985

To place an announcement in the SLL, a SLL committee member must be contacted.

1984-85 SLL Committee Members:
Mary S. Bourget, Co-Chair
Akerman, Senterfitt & Eidson
17th Floor, CNA Tower
P. O. Box 231
Orlando, Florida 32802

Hazel L. Johnson, Co-Chair
Smith & Hulsey
500 Barnett Bank Building
Jacksonville, Florida 32202
The Placement Committee serves as a source of information concerning SLL deadline dates and as a "register" of available positions prior to publication of the SLL each quarter.

Individuals may have their resumes available to prospective employers by registering with the national placement committee. The registration forms of individuals who have registered with the national committee and who indicate an interest in obtaining a position in the southeast are sent to the Southeastern Chapter Placement Committee. There is a periodic follow-up to remove the registration forms of those who have accepted employment. The Southeastern Placement Chairman also has these forms available for the individual. When contacted by a job seeker, the chair or networking librarian will gather as much information about the individual as possible. Then the network of librarians will be utilized to gather information about the job market to match job seekers with job openings.

The networking concept is more flexible than the previous methods employed by the Southeastern placement committee. The purpose of creating this flexibility is to enable information about jobs and job seekers to travel along the network quickly and with a minimum of paperwork.
1. If asked by the President, select or help select committee members.

2. Place scholarship announcement in the newsletter. Try to have it appear at least two months before the deadline for applications.

3. Along with the applications, send a letter to the committee outlining the criteria for the scholarships. Also include forms to be used such as the scoring system sheet and ballot. Try to give the members a month to evaluate applicants and return the ballots to you.

4. Send an acknowledgement letter of receipt of application to applicants.

5. Evaluate applicants and compile your ballot with the other committee members' ballots.

6. Send a letter to committee members with a copy of the compiled ballot. It should include the final ranking and summary.

7. Send letters to winners/losers.

8. After receiving the acceptance letters, notify treasurer of winners and amount of scholarship. The check will be sent directly to the winners.

9. Notify the President of the winners and use of the scholarships.
LUCILLE ELLIOT SCHOLARSHIP
(Southeastern Chapter, AALL) Application Form

1. Name ___________________________ Date ____________

2. Address __________________________

3. Are you a member of SEAALL? ______. If so, when did you join? ____________________.

4. Have you received either a SEAALL or AALL scholarship during the three-year period previous to this announcement? ______. If so, when? ____________________.

5. For what purpose do you wish to use this scholarship? Please indicate course work, institute, annual meeting or other program. Please give dates of said courses or meeting.

6. Please describe how this scholarship will help you in your career as a law librarian.

7. Please provide present place of employment, job title and length of service.

8. List your last two positions, institution and length of service in each.

9. Please provide information on your educational background (schools attended, dates degrees, or certificate received):
10. Please provide information on your participation in and service to the profession (SEAALL and AALL offices, committees, sections, programs, etc.):

__________________________________________________________________________
__________________________________________________________________________

11. Please state your library’s policy relating to reimbursement of training and/or travel expenses and to what extent you will depend upon this scholarship to attend the course work, institute annual meeting, etc. you wish to attend.

__________________________________________________________________________
__________________________________________________________________________

Please read and sign the following.

If for any reason, I cannot attend the activity listed in Question ____, I shall return the money to the SEAALL Treasurer, who will so notify the Scholarship Committee.

Signed: _______________________

If more space is needed to answer a question, please feel free to attach an additional page of comments.

Letters of recommendation from at least two individuals must accompany this application.

Six copies of the completed application and attached recommendation letters must be received by the Committee Chairman by February 15, 1988.

Send all material to:

Claire Engel
JACKSON & KELLY
P. O. Box 553
Charleston, West Virginia 25322
December 22, 1987

Dear Colleague:


This fiscal year, the Lucille Elliot Scholarship Committee will award up to six scholarships, each in the amount of $300.00. An application form is enclosed. We encourage any and all interested in continuing education and professional development to apply.

Please note that the application deadline is February 15, 1988. Guidelines for the awarding of the Lucille Elliot Scholarship were published in the Fall, 1987 issue of the Southeastern Law Librarian.

Let us contribute! We look forward to receiving your scholarship application.

Cordially,

Claire Engel, Chairman
Lucille Elliot Scholarship Committee
SOUTHEASTERN CHAPTER - AALL
EDUCATION COMMITTEE
REPORT

The SEAALL Education Committee was charged with constructing a plan for a series of education programs. In reviewing the work of the Special Education Committee and discussing by memo and phone, this Committee recommends the following:

1) The Education Committee recommends that the Vice President-President-Elect appoint a Workshop Director to plan a one day workshop to be held generally at the time of the SEAALL Annual Meeting. This person would coordinate topics and speakers with the Program Chair to avoid problems of duplication and conflict.

2) The Education Committee endorses the concept of one day workshops and encourages the Board to repeat these programs in areas where there is a high concentration of individuals who typically cannot travel to an annual meeting.

3) The Education Committee recommends the following subjects be considered as workshop programs:

First preference: Management
Personnel management
Personnel accountability
Staff development
Motivating senior employees

Second preference: Legal Reference
Providing skills to clerks
Legal reference to the public
Legal reference v. practice of law
Bibliographic instruction outside the classroom

Third category: Special legal topics
Drug testing
Aids in the work place
Coastal developments
4) The Education Committee recommends the following locations be considered for these workshops:

- Miami/Tampa/Orlando
- Charlotte
- Winston/Salem, Durham or Raleigh

5) The Education Committee recommends that SEAALL offer an honorarium to its speakers to be funded by increasing the registration fee.

6) Furthermore, the Education Committee recommends that because of the cruise scheduled for 1989, an enhanced regular meeting rather than a separate workshop be offered. The Education Committee encourages the development of a program to be offered on one day of the cruise and which will deal with personnel management issues.
Southeastern Chapter
American Association Of Law Libraries

July 27, 1987

Sarah K. Wiant
Washington & Lee University Law Library
Lewis Hall
Lexington, VA 24450

Dear Sally:

Thanks very much for agreeing to serve as chair of the SEAALL Education Committee for 1987-88. Enclosed is a list of the members of your committee with their professional affiliations.

As we discussed on the phone and as is pretty evident from the education survey, I think the chapter's focus on additional educational activity should be in the nature of one-day programs; ideally a "canned" program with standard outlines and materials that would travel easily. I would like for your committee to construct a plan for a series of such programs, with the ultimate goal being to hold the first ones in 1988/89. Among the items which I think need to be addressed initially are:

1) Topic -- basic or advanced, law firm, academic or general orientation

2) Location -- central to a large group of librarians, with individuals willing to assume local responsibility, number of different locations

3) Registration -- I think the chapter could subsidize this program for awhile, I'd like to see it become a "break-even" situation, but I think we'd like to keep the fees as low as possible at the same time

4) Speakers -- local or imported, compensated or not, how much, by whom (chapter or registration fees)

5) Format -- half-day, one-day with lunch, one-day lunch on your own

6) Program materials -- who produces, do we borrow from previous AALL programs (i.e. Dallas reference institute)
If we organize this up carefully, I think we can set a pattern for it to be repeated each year with different topics. Does this give you an outline of what we are looking for? If not, I'll be happy to talk with you at length at your convenience.

Sincerely,

Hazel L. Johnson
President
2. Local Arrangements Committee

Planning Guide for a March Program

JULY - AUGUST

1. Set date (with an alternative)
2. Reserve meeting place (check on services of local convention and visitors bureau)
3. Decide on program topic
4. Invite AALL officer(s) to attend
5. Get deadlines for all chapter newsletters; act accordingly with preliminary announcement
6. Send announcements to SEALL newsletter ("Save this date")

SEPT. - OCT.

1. Appoint local committees (recommended committee: coordinators for exhibits, registration, hospitality, program materials)
2. Block out program and preliminary schedule for all activities
3. Begin identifying speakers for program segments
4. Order free folders for handouts (provided by BNA)
5. Write to potential exhibitors and decide how many exhibitors can be accommodated. Set exhibitor fee
NOV. - DEC.

1. Finalize program components
2. Contact speakers -- the best speakers make commitments far in advance
3. Decide on food service required
4. Contact caterer, get price estimates
5. Tickler to vendor/exhibitors if no response received
6. Exchange mailing labels with NOALL and Atlanta chapters

JANUARY

1. Project a budget for the institute and set an institute registration fee (based on vendor response and preliminary price estimates)
2. Design and draft institute mailer and registration form (submit to SEAL board for comments, suggestions)
3. Decide if alternative registration forms will be printed in newsletters (if so, design and submit to newsletter editors)
4. Send another letter to speakers at the end of the month (serves as a reminder to them; gives opportunity to outline what you want each to cover; gives them a chance to withdraw if they have changed their minds). Ask speakers to submit program outlines (if desired) by a date early enough to reproduce for handouts. Find out if participants will need audio-visual or statutes, etc., in handouts
JANUARY CONT.

5. Finalize design and content of institute mailer. Have it reproduced and mail it out.

FEBRUARY

1. Begin organizing handout materials to be available to participants (bibliographies, etc.)

2. Check biographical information on speakers, and begin organizing remarks for the introduction of topics, speakers

3. Check in with caterers, make any final decisions on food and refreshments

4. Make arrangements with AALL President or Vice-President on arrival and departure times, accommodations, length of their remarks, etc.

5. Reconfirm with exhibitors and inquire about any special needs they have -- communicate any limitations of the exhibit space to them

6. Decide on type of name tags, acquire them (to be typed as registration forms are received); include names of speakers, exhibitors, institute committee members

7. Place news notices (if effort is to be made to encourage non-member attendance)

8. Design evaluation form, if desired
LATE FEBRUARY

1. Wrap up any details on food and refreshments and room arrangements

2. Order floral arrangements, if desired

3. Make placecards, if needed for head table or speaker's table

4. Make arrangements for microphones, audio-visual equipment, etc.

5. Put together an "Institute Day" care package of miscellaneous useful items: tape, scissors, marking pen, paper, stapler, clock (If needed in meeting room), etc.

6. After final date for registration:
   a. Type registration list
   b. Type exhibitor list
   c. Reproduce sufficient copies of above lists, all handout and program materials, and evaluation forms, if used
   d. Stuff registration packets

7. Finalize remarks to be made, introductions, needed announcements

8. Make any direction signs needed for the site
3. **Publications Committee**

Informally advises the Newsletter editor on policy and management matters (production methods, advertising, the nature of material to be published, etc.) In practice, the Newsletter Committee deals directly with most of these questions. The Publications Committee Chair can serve as an informal conduit of information and opinion about the Newsletter received from members of the Publications Committee and other Chapter members.

Develops guidelines for SEALL publication projects:

-- Types of publications that might be undertaken: e.g., bibliographies, research guides, salary surveys, other statistical surveys, model library procedures manual, etc.

-- Production methods, costs, distribution, etc.

Serves as link with Chair of AALL Publications Committee and Law Library Journal and AALL Newsletter editors; suggests Chapter members' publications suitable for inclusion in AALL publications (such as Journal, Newsletter, and AALL Publications and Occasional Papers series).

Makes available to Chapter members information on the variety of existing sources of publication for writing by law librarians, including but not limited to SEALL and AALL publications.

Coordinates updating and distribution of Selective Bibliographies of State Practice Material, State Legislative Information Checklists and Guides to Obtaining Current Legislative Materials that originally appeared in the Newsletter.

Maintains a clearinghouse for in-house publications (such as policy/procedure manuals, disaster plans, guides, marketing plans, legal bibliography exercises and handouts, bibliographies, pathfinders, computer lab handbooks, software, audio/videotapes, etc.)

-- Surveys the membership for in-house publications: completed, in progress and contemplated.

-- Publishes a list of projects in progress and contemplated with name, address and phone number of contact person.

-- Maintains collection of best completed publications, publishes list in Newsletter and makes copies available to interested members.

Keeps the Chapter Procedure Manual up to date. Solicits suggestions from officers, Committee chairs and others for changes to be made in the Manual. Produces updates at
appropriate intervals, with the approval of the Executive Committee. Distributes copies to all Chapter officers and Committee chairs, Presidents of other AALL Chapters, Coordinator of Council of Chapter Presidents, and Executive Director of AALL. Publishes a notice of availability of the Manual in the Newsletter and provides copies at no charge to Chapter members who request them. Also provides copies to those outside the Chapter who request them; if necessary, requests SEALL Executive Board to authorize a charge for copies provided to non-SEALL members, at a price not to exceed actual cost.

Coordinates with SEALL Publicity and Public Relations Committee any items submitted for publication in AALL Newsletter or any other non-Chapter publication.

Prepares and submits to the Executive Board by Oct. 1 of each year a proposed budget for Committee activities.
DATE: April 12, 1988
TO: Hazel L. Johnson, President, SEAALL
FROM: Steven D. Hinckley, Chair, SEAALL Publicity and Public Relations Committee

Unfortunately, for reasons that I will detail later in this memorandum, the report of the activities of the SEAALL Publicity and Public Relations Committee for 1987-88 is painfully brief and lackluster. Following your July 27, 1987 instructions to focus on "actual publicity" this year, I sent each Committee member an optimistic letter on September 16, 1987, (copy enclosed), in which I told them that our charge was to "spread the word" about SEAALL activities and accomplishments, regionally and nationally. I anticipated that I would contact each member and make them responsible for compiling lists of publications, in their states, that might be interested in SEAALL news. In fact, I did prepare and "fax" two announcements to Frank Houdek for publication in the AALL Newsletter (one, published in the October, 1987 issue, announcing our 1987-88 SEAALL officers, and the second, published in the December, 1987 issue, outlining the early plans for this year's annual meeting in Lexington). All publicity about the upcoming program that appeared in the Southeastern Law Librarian was sent directly to Tim Coggins by Mary D. Smith and others - none of that ever went by my desk. I was never sent any SEAALL news of "local" interest specifically to the states represented by my committee's members, and as a result, I did not feel that it was worth their time to prepare exhaustive lists of local publications that might never be used. Consequently, the sum total the committee's work for 1987-88 consisted of the preparation of two announcements, published in the AALL Newsletter.

As I hope you can tell from my September 16, 1987 letter to Committee members, I am a believer in more publicity of the accomplishments of law librarians. Unfortunately, I am pessimistic that the SEAALL Publicity and Public Relations Committee, as it is currently constructed, is capable of doing
the job. I believe that a thorough examination of the organization's publicity and public relations goals needs to be made, and I would encourage you and other Executive Board members to do so at the upcoming Lexington meeting. Although I regret that I cannot be there myself this year, allow me to share a few thoughts about the problems that the Committee faces in accomplishing its objectives, and to recommend some possible Committee changes that might lay the foundation for your discussions.

First, it must be made clear to all officers and members of SEAALL that we have a Publicity and Public Relations Committee, and that all announcements and notices should be sent to the committee Chair for his or her consideration. In that way, the Chair can decide what the appropriate publications are for distribution, and either send it to that publication him/herself, or forward it to the Committee member responsible for the state with the greatest interest in the notice. Ideally, that should include all notices that are published in the SEAALL newsletter. As indicated above, I received only one thing all year from a SEAALL member requesting publicity and that was Mary Smith's program announcement that she had sent to Tim Coggins. At least by doing that, I was able to fashion a similar notice for publication in the AALL Newsletter. Beyond that, the well was dry, and you cannot publicize things that do not happen! The Committee should be considered the central clearinghouse for all SEAALL notices and announcements.

Second, I would suggest that the Committee have fewer members. While I understand that the goal was to be geographically diverse and large enough to share the responsibilities of the job, there is no way that there will be enough publicity work for eleven people for the foreseeable future. In fact, it takes so long to communicate with a committee of eleven, spread all over the eastern part of the country, that I truly could not justify the time expended to do that, particularly at the expense of my own job! Frankly, I think that the Committee needs a strong chairman and no more than four other members to handle all of our publicity needs. As it stands now, the committee is unworkably large.

There should be some real communication between the SEAALL Placement Committee and the SEAALL Publicity and Public Relations Committee. I know that this is one of our stated goals for this year, but it has not happened. I suppose that Mary Cross and I should both take the blame for not communicating with the other, but I kept on waiting to hear something about our activities and placement efforts from someone and the word never came. I really do think that we need to get the message out to prospective employers that they should consider our placement service when seeking library staff, but I do not think that the members of the Publicity and Public Relations Committee should have to act like investigative reporters scrounging around for some news fit to print. Instead, news should flow naturally to the Committee, and
it should be the Committee's job to disseminate it to interested parties.

I hope that this does not sound too pessimistic. I am willing to take responsibility for not doing more to stir my Committee up. However, as I have said, I found this Committee to be nearly impossible to get a handle on, and I feel that some serious rethinking of the mission and structure of the Committee is needed if it is ever to operate successfully. I was honored to be asked to serve as Committee Chair, and I would be glad to do anything that I can to help restructure the Committee in the future. Please feel free to call me anytime to discuss these comments at length if you so desire.
The Special Committee on Service to SEALLL met by telephone conference to discuss the concept of making an annual award for service to the Chapter. The Committee discussed several proposals including an award for continuing service as well as an award for service provided during one year. The Committee feels that an award would be an effective vehicle to encourage participation by newer members and a potential vehicle to recognize those members who continue to make contributions to the Chapter year after year.

The Committee chose not to recommend an award to a particular person this year without having Board approval of the concept and the funding.

The Committee recommends that:

1) the President appoint annually, but at his or her discretion, a special committee to be called the "Committee on Service to the Chapter", composed of three members, one of whom shall be the immediate past-president;

2) this Committee be empowered to receive nominations, to select candidates and to give an award to the person who makes a special contribution to the Chapter;

3) the selection be based primarily on the work performed during the prior year; but, that the selection in any given year may be based on cumulative, or continuing, service to the Chapter;

4) this award be a plaque, signifying the contribution, as well as a stipend in the amount of $100.00;

5) this award be given at the annual meeting of the Chapter.

"The Committee members are Clayne Calhoun, Robin K. Mills and Donald G. Ziegenfuss."
PROCEDURE MANUAL

Southeastern Chapter
American Association of Law Libraries
# TABLE OF CONTENTS

## I. Introduction
- A. Purpose of Manual
- B. Relationship to Other Document
- C. Updating
- D. Distribution

## II. Background
- A. History
- B. Location of Past Meetings/Conventions
- C. Articles
- D. Bylaws
- E. Current Officers
- F. Past Officers
- G. Past Committee Members
- H. Archives

## III. Administrative Structure
- A. Officers
  1. President
  2. Vice-President/President-Elect
  3. Secretary
  4. Treasurer
  5. Immediate Past President
- B. Executive Committee/Board of Trustees
- C. Standing Committees
  1. Articles and Bylaws
  2. Membership
  3. Newsletter
  4. Nominating
  5. Placement
  6. Program
  7. Scholarship
- D. Special Committees
  1. Education
  2. Local Arrangements
  3. Publications
  4. Publicity and Public Relations
  5. Service to SEALL
INTRODUCTION

A. Purpose of Manual

This Manual is intended to provide SEALL officers, committee chairs, and members an overview of the Chapter's operations. The Manual 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 Manual 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 outgoing 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 Manual.

The Manual is not intended to create unbending rules of procedure or to stifle creativity. Hopefully, the Manual 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 Manual 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 Manual is intended to be suggestive. In cases of conflict between the Manual and the Articles and bylaws, the latter prevail. While the Manual 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 Manual will be updated on a regular basis, with the frequency of revision determined by the Publications Committee and the Executive Board. It is produced on three-hole punched paper to allow for insertion in a looseleaf binder and to facilitate updating of individual sections.

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

The Manual is distributed to all SEALL 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 Chair of the Publications Committee. Distribution to SEALL members is made free of charge.

A copy of the Manual 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.
BACKGROUND

A. History

The development of local chapters within the American Association of Law Libraries traces its origin to a group of ten law librarians from Duke University, Wake Forest College, the North Carolina Supreme Court Library, and the University of North Carolina. In October 1937 this group met in Chapel Hill to organize a group to meet several times per year in the "interest of fellowship, common exchange of ideas, and cooperative projects." The group adopted the name North Carolina Law Librarians. They established the positions of President and Secretary-Treasurer. With a desire to maintain informality, no fees nor standing committees were established. The organization's formal projects were of particular interest to North Carolinians including a list of bibliographies and checklists for locating North Carolina publications.

One of the major interests of this fledgling organization was the expansion of membership. Initially, this interest was directed at bar librarians throughout North Carolina. These attempts, however, were not particularly successful. In October 1938, the law librarian of the University of South Carolina was invited to join the group. The addition of Ophelia Strickland required renaming the organization the Carolinas Law Librarians.

In October 1939, the Carolinas Law Librarians decided to apply to the American Association of Law Librarians for status as a chapter. The organization's request was accepted on the condition that a constitution be submitted to the national Association and that the name of the local chapter be altered to reflect its relationship to the national Association. The constitution was drafted by William R. Roalfe and the name was changed to the Carolinas Chapter of the American Association of Law Libraries. The funding of the chapter was based upon a receipt of a certain percentage of dues paid by members who belonged to both the chapter and the national organization.

A major effort by the organization in February 1940 was the inclusion in the North Carolina Law Review of a three-part list showing the contents of a model library of North Carolina legal materials. The chapter also offered assistance to local bar librarians in methods of establishing and maintaining these libraries. The Chapter was instrumental in encouraging both state bar associations to establish a committee on law libraries.

---


2Id.

3Id. at 182.

4Id.
By spring 1943, the continuation of World War II caused the Carolinas Chapter to agree to discontinue meetings for the remainder of the war. In fall 1948, the group was reactivated. Post-war activities included revitalization of law schools throughout the region as veterans returned to enroll in law schools. Primary among these activities was the completion of a number of new law school buildings.

On September 9 through 11, 1953, a Chapter meeting was held in Durham and Chapel Hill with the Southeastern Regional Conference of Law Teachers. Seventeen librarians from seven states came to this conference and agreed to organize and request chapter status as a larger regional group. The decision was also made to retain a loose affiliation with the Law Teachers.5

At the Annual Meeting of the American Association of Law Libraries in Miami, Florida, in 1954, the establishment of Southeastern Chapter of the American Association of Law Libraries was approved. The new organization drafted and adopted a constitution and bylaws and launched a newssheet. At the business meeting in which this new organization was formed, Mary Oliver was elected president and Sarah Leverette was elected Secretary/Treasurer. The group also agreed to hold meetings at the Annual Meetings of the American Association of Law Libraries and that future meetings would take place in conjunction with the meetings of the Southeastern Regional Conference of Law Teachers.6

In October 1964, the Chapter created a scholarship honoring Lucile Elliott for her many contributions to the Chapter, the American Association of Law Libraries, and law librarianship. The purpose of the scholarship was to advance the professional knowledge and the careers of law librarians in the southeastern region. Lucile Elliott was president of the American Association of Law Librarians in 1953 and a founding member of the North Carolina Law Librarians.7 The first recipient of this scholarship was Kathleen Langan.8

A major effort of the Chapter in the late 1960’s and early 1970’s was to check holdings of member libraries against the Association of American Law Schools List of Books Recommended for Libraries. A committee was formed to encourage cooperative use of resources and to establish areas of expertise in collection development.9 This cooperative attempt, however, was never successfully completed.

In spring 1975, the Southeastern Law Librarian was initiated. During its formative years it was edited by Gene Teitelbaum. The quarterly publication

5Id. at 184.
6Id. at 185. See also, Current Comments, 47 Law. Libr. J. 37 (1954).

4
highlighted a state legislative information series and a list of key court personnel.

After the 1981 summer meeting in Williamsburg, the organization agreed to spring meetings and the relationship with the Southeastern Conference of Law Teachers was severed. In 1982, the organization held their spring conference in Atlanta.

In recent years the members of the Chapter have helped create new chapters in Atlanta, South Florida, New Orleans, and Virginia.

In April 1989 under the direction of President Mary Smith Forman, the Chapter was incorporated in Florida. Shortly thereafter the Chapter held its first meeting outside of the continental United States during a cruise from Miami to Nassau.
B. Location of Past Meetings/Conventions

1937
October 16

1938
Durham, North Carolina
February 4
Wake Forest
June
Chapel Hill
October

1939
Raleigh, North Carolina
October 27

1940
May
Durham, North Carolina
October 18

1941
Wake Forest
Spring
October

1942
Durham, North Carolina
April 8
October

1943
May
No Meetings Due to World War II

1948
May

1949
October

1950
March
South Carolina
Chapel Hill - Durham, North Carolina
October 20

1953
Chapel Hill - Durham, North Carolina
September 9-11

1954
Columbia, South Carolina
August 26-28
1955  Chapel Hill - Durham, North Carolina  
      April 28-30  
      Lexington, Kentucky  

1957  Atlanta, Georgia  
      August 22-24  

1959  Chapel Hill, North Carolina  
      November 12-13  

1960  Nashville, Tennessee  
      November  

1961  Williamsburg, Virginia  
      October 26-27, 1981  

1964  Chapel Hill - Durham, North Carolina  
      August 29-31  

1965  

1966  Lexington, Kentucky  
      August 25-26  

1967  Charleston, South Carolina  
      August 23-25  

1968  Oxford, Mississippi  
      August 20  

1969  New Orleans, Louisiana  
      August 26  

1970  Nashville, Tennessee  
      August  

1971  Charlottesville, Virginia  
      August 22-24  

1972  St. Simon’s Island, Georgia  
      August 22  

1973  Marco Island, Florida  
      August 18-20  

      Annual Institutes  

      Law Cataloging and Classification for Library Administrators
Users of Library of Congress Class K
Atlanta, Georgia
April 5-7

1974
Hilton Head Island, South Carolina
August 19-21

Annual Institute
Law Library Administration
April 5-6

Program jointly sponsored with American Society for Information Science
Atlanta, Georgia
October 17-19

1975
New Orleans, Louisiana
August 24-26

Annual Institute
Microforms
Mini-Institute - Private Law Librarians
Atlanta, Georgia
May 22-23, 23-24

1976
Gulf Park, Gulf Shores, Alabama
August 19-21

Private Law Libraries Workshop
Joint Seminar
Joint Meeting with Southwestern Chapter
New Orleans
April 14-15, 15-17

1977
Asheville, North Carolina
August 18

1978
Lexington, Kentucky
August 17-19

1979
Biloxi, Mississippi
August 12-14

1980
Gatlinburg, Tennessee
August 11-13

1981
Williamsburg, Virginia
August 13-15

1982
Atlanta, Georgia (Joint Meeting with Atlanta Chapter)
March 19-21
1983  Lake Buena Vista, Florida (Joint Meeting with Atlanta Chapter)  
       February 10-12

1984  Nashville, Tennessee  
       April 12-14

1985  New Orleans, Louisiana  
       March 7-9

1986  Charlottesville, Virginia  
       April 17-20

1987  Charleston, South Carolina  
       April 2-4

1988  Lexington, Kentucky  
       April 14-16

1989  Oxford, Mississippi
C. ARTICLES OF INCORPORATION OF THE
SOUTHEASTERN CHAPTER OF THE
AMERICAN ASSOCIATION OF LAW LIBRARIES, INC.

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 corporation shall be SOUTHEASTERN CHAPTER OF THE AMERICAN
ASSOCIATION OF LAW LIBRARIES, INC.

ARTICLE II

Purpose

The purposes for which this 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:

A. Promote law librarianship;

B. Develop and increase the usefulness of law libraries, particularly
those in the Southeastern area of the United States; and

C. 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 of the Southeastern region may become an associate member. The Southeastern region includes Puerto Rico 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 as provided in the Bylaws. This corporation is organized upon a nonstock basis and shall not issue shares of stock.

ARTICLE V

Subscribers

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

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

ARTICLE VI

Officers

Section 1. Officers. The officers of the corporation shall consist of a President, Vice President-President Elect, Secretary and Treasurer. 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 and treasurer shall each serve for two years. The officers shall serve without compensation. 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 either secretary or treasurer becomes vacant for any reason, a special election will be held to fill that office for the remainder of the unexpired term. 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 this 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 Orange Avenue  
Orlando, Florida 32802-0231

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
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

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 S. Orange Avenue, 10th Floor, Firstate Tower, Orlando, Florida 32801, and the name of the initial registered agent of this 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 the 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 mail in the manner provided in the bylaws or at a meeting of the Chapter by a two-thirds vote of the members voting in the ballot.

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 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.

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 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 or 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 account of race, color, religion, sex or national origin.

IN WITNESS THEREOF, the undersigned subscribing incorporator has hereto set my hand and seal this 7th day of April, 1989, for the purposes of forming this corporation not for profit under the laws of the State of Florida.

Mary Smith Forman

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

**CERTIFICATE DESIGNATING PLACE OF BUSINESS FOR THE SERVICE OF PROCESS WITHIN FLORIDA AND REGISTERED AGENT UPON WHOM PROCESS MAY BE SERVED**

In compliance with Sections 48.091 and 607.325, Florida Statutes, the following is submitted:

SOUTHEASTERN CHAPTER OF THE AMERICAN ASSOCIATION OF LAW LIBRARIES, INC. (the "Company") desiring to organize as a domestic not for profit corporation or qualify under the laws of the State of Florida with its principal place of business at: 255 South Orange Avenue, Orlando, Florida 32801, has named and designated: Mary Smith Forman, with its registered office located at: 255 Orange Avenue, Orlando, Florida, 32801, as its Registered Agent to accept service of process within the State of Florida.

**ACKNOWLEDGMENT**

Having been named as Registered Agent for SOUTHEASTERN CHAPTER OF THE AMERICAN ASSOCIATION OF LAW LIBRARIES, INC. (the "Company") at the place designated in this certificate, I hereby agree to act in this capacity; and I am familiar with and accept the obligations of Section 607.325, Florida Statutes, as the same may apply to the Company; and I further agree to comply with the provisions of Florida Statutes, Section 48.091 and all other statutes, all as the same may apply to the Company relating to the proper and complete performance of my duties as Registered Agent.

Dated this 7th day of April, 1989.

Mary S. Forman
Registered Agent
D. Bylaws

ARTICLE I: MEMBERSHIP

Section 1.

a. Individual Members

Any person officially connected with a law library, or with a separately maintained law section in any library 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. 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.

c. 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 of the region may be elected to associate membership by the Executive Committee and shall pay annual dues.

d. 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, but who have retired from active fulltime library work, and any life members of A.A.L.L. who resided in the Southeastern Chapter area.

e. 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.

a. Rights and Privileges

The right to hold office shall be restricted to active individual and institutionally designated members who are members of the American Association of Law Libraries. Rights of voting shall be restricted to active individuals and institutionally designated members and to life members.
b. Dues

1. The annual dues for individual membership and associate members 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 $10.00 per designated member, and no library shall be required to pay annual dues in excess of $100.00.

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 the payment of dues for the current years.

4. The fiscal year shall coincide with that of the American Association of Law Libraries.

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 Office.

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.
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 March 1 in the year which the officer is elected:

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 mail ballot in May of each year. The secretary and treasurer shall be elected by mail ballot in May of each even-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 mail or at a meeting of the Chapter.

ARTICLE IV: AMENDMENTS AND BY LAWS

Section 1.

Any proposed amendments to the Constitution or Bylaws shall be filed with the secretary, and notice shall be sent by the secretary to all members through the mail at least 30 days prior to balloting.

Section 2.

Mail ballots may be conducted for the purpose of changing the Constitution 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. The Executive Board 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.

Section 3.

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.

Meetings of the Chapter and Executive Committee shall be conducted in accordance with Robert's Rules of Order except as otherwise specified by the Chapter Constitution or Bylaws.
## E. Current Officers and Committee Chairs (1988/90)

### Executive Committee

**President**

J. Wesley Cochran  
Univ. of Mississippi Law Libr.  
University, MS 38677  
(601) 232-7361 ext. 316

**Secretary**

Elizabeth Kern  
Law Library of Louisiana  
100 Supreme Court Building  
Civic Center  
New Orleans, LA 70012  
(504) 568-5704

**Vice-President/President-Elect**

Timothy Coggins  
Univ. of North Carolina Law Library  
CB #3385-Van Hecke-Wettach Bldg.  
Chapel Hill, NC 27599  
(919) 962-6202

**Treasurer**

Diana Osbalidston  
Coleman Karesh Law Library  
Main & Green Street  
University of South Carolina  
Columbia, SC 29208  
(803) 777-5944

**Immediate Past-President**

Mary D. Forman  
Akerman, Senkterfitt & Eidson  
255 S. Orange Avenue  
P.O. Box 231  
Orlando, FL 32802  
(407) 843-7860
F. Past Officers

Past President

Mary W. Oliver 1954-55
Jane Oliver 1955-56
Corinne Bass 1956-57
Dorothy Salmon 1957-58
Kate Wallach 1958-59
Stanley Bougas 1959-60
Jeanne Tillman 1960-62
Betty W. Taylor 1962-64
U.V. Jones 1964-66
Mary Polk Green 1966-68
Sarah Leverette 1968-70
Leah F. Chanin 1970-72
Pearl W. Von Allmen 1972-74
William C. Younger 1974-76
Caroline C. Heriot 1976-78
Anne H. Butler 1978-80
Robin K. Mills 1980-82
Donald Ziegenfuss 1982-83
Kay Todd 1983-84
Edwin M. Schroeder 1984-85
Richard A. Danner 1985-86
Carol D. Billings 1986-87
Hazel L. Johnson 1987-88
Mary D. Smith 1988-89
G. Past Committee Chairs and Members

Placement:  
Private Law Library Workshop:  
New Orleans Meeting (Program):  

1975-1976\(^{10}\)

- Ed Schroeder, Chair
- Steve Margeton, Chair
- Peyton Neal, Chair

1976-1978\(^{11}\)

- Ann Fortenberry, Chair
- Bill James, Chair
- David Brennan, Chair

1978-1980\(^{12}\)

- Carol West, Chair
- Alice Murphy
- Susan Csaky
- Joyce Cannon
- Ed Schroeder

Scholarships:

Program:

Nomination:

State, County & Court:

- Clayne Calhoun, Chair
- Elaine Poliakoff
- Jo A. Dowling

Placement:

- Leigh Morris, Chair
- Brian Polley
- Jeanne Underhill

Newsletter:

- Gene Teitelbaum, Chair
- Ann Fessenden
- Margaret Axtmann
- Jane Gudelsky

Membership:

- Connie Pine, Chair
- Sarah Frins
- Marguerite Haggerty
- Cindy Bott

Resolutions:

- Sally Wiant, Chair
- Peggy Martin

---

10\textsuperscript{2} \textit{Southeastern L. Libr.} 12 (1976)

11\textsuperscript{2} \textit{Southeastern L. Libr.} 27 (1977); \textit{3 Southeastern L. Libr.} 2 (1977); \textit{2 Southeastern L. Libr.} 72 (1978).

Private:

Anne Slaughter, Chair
Margarette Dye
Angela Stramiello

Nominating:

Kay Todd, Chair
Kenneth Zick
Carol Ramsey

Minority:

Steve Huang
Jose Rodriguez
Larry Ress

1979 SE Meeting/Institute
Program:

Robin Mills, Chair
Lance Dickson
Anne Slaughter

Local Arrangements:

Mike Beaird, Chair
Carol West

Constitution:

Leigh Morris, Chair
Charlotte Corneil
Kay Todd

1980 Program:

Robin Mills, Chair
Larry Wenger
Donald Ziegenfuss

1980 Local Arrangements:

Bardie Wolfe
Reba Best
David Brennan
Susan Kalen
Deidre R. McAmmon
Cheryl Picquet

Tellers:

Constance Matzen
Frances Hall
SOUTHEASTERN CHAPTER, AALL
COMMITTEES 1980–1982

Membership Committee
Chair: Cheryn Picquet (University of Tennessee Law Library)
Members: Brian S. Polley (Florida Supreme Court Library)
         Cheryl Jones (University of Kentucky Law Library)

Nominating Committee
Chair: Larry B. Wenger (University of Virginia Law Library)
Members: Anne Slaughter Towles (McCullister, McCleary, Fazio, Mixon,
         Holliday & Hicks)
         Frances H. Hall (North Carolina Supreme Court Library)
         Hazel Johnson (University of Georgia Law Library)

Placement Committee
Chair: Leigh Morris (University of Richmond Law Library)
Members: Cathy Arthur (Ashland Oil Inc. Law Library)
         J. Wesley Cochran (Loyola University Law Library)

Scholarship Committee
Chair: William James (University of Kentucky Law Library)
Members: Margarett Dye (Powell, Goldstein, Frazer & Murphy)
         Joan D. Cannon (Florida Supreme Court Library)
         Barbara G. Murphy (University of Virginia Law Library)
         Wallis Hoffsis (Florida State University Law Library)

Newsletter Committee
Chair: Margaret Maes Axtmann (National Center for State Courts Library)
Members: Ann Fessenden (University of Mississippi Law Library)
         Kathryn A. Jones (Mercer University Law Library)
         Edmund P. Edmonds (College of William & Mary)

Private Law Libraries Committee
Chair: Donald G. Ziegenfuss (Carlton, Fields, Ward, Emmanuel, Smith & Cutler)
Members: Patricia Strougal (Macey & Zusmann)
         Jane M. Gudelsky (Jones, Bird & Howell)
County and Court Libraries Committee

Chair: Peggy Martin (Fulton County Law Library)
Members: Jo A. Dowling (Florida Supreme Court Library)
Raymond M. Taylor (Practicing attorney, formerly with North Carolina Supreme Court Library)

Constitution and Bylaws Committee

Chair: J. Lamar Woodard (Stetson University Law Library)
Member: Charlotte Corneil (Louisiana State University Law Library)

Program Committee, 1981

Chair: A. Michael Beaird (University of Mississippi Law Library)
Members: William Younger (Alabama Supreme Court Library)
Joseph Cross (University of South Carolina Law Library)
Kay Todd (Kilpatrick & Cody)
SOUTHEASTERN CHAPTER, AALL
COMMITTEES 1982-1983

Program Committee
Chair: Kay Todd (Kilpatrick & Cody)
Members: Erwin Surrency (University of Georgia)
         Igor Kavass (Vanderbilt University)

Membership Committee
Chair: Christine Johnson (Coca-Cola Library)
Members: Reba Best (University of Tennessee)
         Orrin Walker (Georgia State University)

Nominating Committee
Chair: Lamar Woodard (Stetson University)
Members: Larry Wenger (University of Virginia)
         Anne Butler (Alston, Miller & Gaines)
         Sarah Wiant (Washington & Lee University)

Placement Committee
Chair: Joseph Cross (University of South Carolina)
Members: Edee Hammer (Shackleford, Farrior, Stallings & Evans)
         Joseph Simpson (Louisiana State University)

Scholarship Committee
Chair: Gene Teitelbaum (University of Louisville)
Members: Alcyone Hart (Holland & Knight)
         Brian Polley (Florida Supreme Court)
         Laurel R. Clapp (Samford University)

Constitution & Bylaws Committee
Chair: Howard Hood (Vanderbilt University)
Member: Charlotte Corneil (Louisiana State University)

Newsletter Committee
Chair: Carol Billings (Law Library of Louisiana)
Members: Patsy Brautigam (Law Library of Louisiana)
Newsletter Committee (continued)

Ann Fessenden (University of Mississippi)

Liaison to AALL Public Relations Committee

Chair: Robin Mills (University of South Carolina)
SOUTHEASTERN CHAPTER, AALL
COMMITTEES 1983-1984

Constitution Committee
Chair: William Grady
Member: Steve Thorpe

Membership Committee
Chair: Martha Mashburn
Members: Jacqueline Lichtman
        Judy Stinson

Newsletter Committee
Chair: Carol Billings
Members: Chester Bunnell
        Joan Cannon
        Mike Chiorazzi
        Ann Fessenden
        Marianne Musser
        Fran Pughesley

Placement Committee
Chair: Glenn Cooper
Members: Georgia Chadwick
        Angela Wier

Program Committee
Chair: Ed Schroeder
Members: Margarette Dye
        Larry Wenger

Scholarship Committee
Chair: Peggy Martin
Members: Katherine Kott
        Sara Straub
SOUTHEASTERN CHAPTER, AALL

COMMITTEES 1984-1985

Constitution and By-Laws Committee
Chair: Steve R. Thorpe (Mercer University)
Members: Alcyone Hart (Holland & Knight)
          Kay Elaine Duley (U.S. Court of Appeals, 5th Circuit)

Local Arrangements Committee
Chair (1985): Elizabeth Kern (Law Library of Louisiana)
Chair (1986): Larry B. Wenger (University of Virginia)

Membership Committee
Chair: Patricia G. Strougal (Alston & Bird)
Members: Joan D. Cannon (Florida Supreme Court)
          Martha Rush (College of William and Mary)

Newsletter Committee
Co-Chairs: Mary S. Bourget (Akerman, Senterfitt & Eidson)
          Hazel L. Johnson (Smith & Hulsey)
Member: Timothy Coggins (University of North Carolina)

Nominating Committee
Chair: Larry B. Wenger (University of Virginia)
Members: Frances H. Hall (North Carolina Supreme Court)
          Anne Slaughter Towles (McClishister, McCleary, Fazio & Holiday)

Placement Committee
Chair: Cherry L. Thomas (University of Alabama)
Members: Dianne Thompson (Law Library of Louisiana)
          Mary F. Cross (Arky, Freed, et. al.)

Program Committee
Chair: Richard A. Danner (Duke University)
Members: Susan English (University of Richmond)
          Peggy Martin (Kirkpatrick & Cody)
Scholarship Committee

Chair: Sara M. Straub (U.S. Court of Appeals, 11th Circuit)
Members: Kathryne B. Stokes (University of Miami)
          Mary Anne C. Fry (King & Spaulding)

Special Committee on Procedures Manual

F. Pamela Graham
SOUTHEASTERN CHAPTER, AALL
COMMITTEES 1985-1986

Constitution and By-Laws Committee
Chair: Edmund P. Edmonds (College of William & Mary)
Members: Bruce S. Johnson (University of South Carolina)
          Susan S. Roach (U.S. Department of the Navy, Judge Advocate
          General Law Library)

Local Arrangements Committee
Chair: Larry Wenger (University of Virginia)

Membership Committee
Chair: Michael Chiorazzi (Duke University)
Members: Patricia G. Strougal (Alston & Bird)
          Ruth D. Weeks (University of Alabama)

Newsletter Committee
Co-Chairs: Mary S. Bourget (Akerman, Senterfitt & Eidson)
          Hazel L. Johnson (Smith & Hulsey)
Members: Timothy Coggins (University of North Carolina)
          Mary Cooper (University of Virginia)
          Kathy S. Heberer (Rumberger, Kirk, Caldwell, Cabaniss & Burke)

Nominating Committee
Chair: Kay M. Todd (Paul, Hastings, Janofsky & Walker)
Members: Elizabeth Kern (Law Library of Louisiana)
          Gail G. Reinertsen (Florida State University)

Placement Committee
Chair: Cherry L. Thomas (University of Alabama)
Members: Mary F. Cross (Arky, Freed, Stearns, Watson, Greer, Weaver &
          Harris)
          Dianne Thompson (Law Library of Louisiana)

Program Committee
Chair: Carol Billings (Law Library of Louisiana)
Program Committee (continued)

Members: Mary Cooper (University of Virginia)
William James (University of Kentucky)
Hazel L. Johnson (Smith & Hulsey)

Scholarship Committee

Chair: Constance Matzen (Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan)
Members: Carol A. Nicholson (University of North Carolina)
Nancy P. Johnson (Georgia State University)
SOUTHEASTERN CHAPTER, AALL

COMMITTEES 1986-1987

Constitution and By-Laws Committee
Chair: Edwin M. Schroeder (Florida State University)

Education Committee
Chair: Richard A. Danner

Fiftieth Anniversary Celebration Committee
Chair: Edmund P. Edmonds (College of William and Mary)

Local Arrangements
Chair: Bruce S. Johnson (University of South Carolina)

Membership Committee
Chair: Hilary Burg (Fairfax Law Library)

Newsletter Committee
Chair: Timothy L. Coggins (University of North Carolina)

Nominating Committee
Chair: J. Wesley Cochran (University of Mississippi)

Placement Committee
Chair: Mary Cross (Arky, Freed, Stearns, Watson, Greer, et al)

Program Committee
Chair: Hazel L. Johnson (Smith & Hulsey)
Publications Committee
Chair: Wes Daniels (University of Miami)

Publicity & Public Relations Committee
Chair: Rita Parham (Louisiana State University)

Scholarship Committee
Chair: Claire Engel (Bowles, McDavid, Graff & Love)
SOUTHEASTERN CHAPTER, AALL
COMMITTEES 1987–1988

Constitution and By-Laws Committee
Chair: Dick Danner (Duke University)
Members: Carol Allred (Northern Kentucky University)
Lucinda D. Harrison (University of Richmond)
Thomas Steele (Wake Forest University)

Education Committee
Chair: Sarah K. Wiant (Washington & Lee University)
Members: Pamela D. Burdett (Stetson University)
J. Wesley Cochran (University of Mississippi)
Laura N. Gasaway (University of North Carolina)
Bruce Johnson (University of South Carolina)
Deborah Mayo-Jeffries (North Carolina Central University)
Sandra O'Connor (Information Research Center)
Susan Roach (Navy JAG Law Library)
Cheryl Rovinelli (Palm Beach County Law Library)
Pat Strougal (Alston & Bird)

Local Arrangements Committee
Chair: Bill James (University of Kentucky)
Members: Cheryl Jones (University of Kentucky)
Ebba Jo Sexton (University of Kentucky)

Membership Committee
Chair: Hilary Burg (Fairfax County Law Library)
Members: Harriet Day (Arnall Golden & Gregory)
Mirian K. Drey (Tulane University)
Diana Osbaldiston (University of South Carolina)
Paul Pruitt (University of Alabama)
Lisa Williams (Adams, McCullough & Beard)
Pamela Williams (University of Florida)
Renee Zeigler (Southern Bell)

Newsletter Committee
Chair: Timothy L. Coggins (University of North Carolina)
Members: Wes Cochran (University of Mississippi)
Joseph Cross (University of South Carolina)
Doina G. Farkas (University of North Carolina)
Newsletter Committee (continued)

Sally Anne Irvin (Wake Forest University)
Linda Jackson (Powell, Goldstein, Frazer & Murphy)
Dorothy Shea (Rogers & Hardin)
Sally Waters (Stetson University)

Nominating Committee

Chair: Peggy Martin (Paul, Hastings, Janofsky & Walker)
Members: Peggy Hardy (North Carolina Central University)
         Nancy Johnson (Georgia State University)
         Michael Lynch (Florida State University)
         Cheryn Picquet (University of Tennessee)

Placement Committee

Chair: Mary F. Cross (Stearns, Weaver, Miller et al)
Members: Phil Berwick (George Mason University)
         Reba Best (University of Tennessee)
         Susan Lisi (Kilpatrick & Cody)
         Katherine Malmquist (University of Virginia)
         Janet Meyer (The McNair Firm)
         Mary E. Miller (Mississippi College)
         Janet Sinder (Duke University)

Program Committee

Chair: Mary Smith (Akerman, Senterfitt & Eidson)
Members: Ed Edmonds (College of William and Mary)
         Wesley Gilmer, Jr. (Kentucky State Law Library)
         Connie Matzen (Smith, Anderson, Blount, Dorsett et. al.)
         Cam Riley (West Virginia University)

Publications Committee

Chair: Wes Daniels (University of Miami)
Members: Emerita Cuesta (University of Miami)
         Joice B. Elam (Emory University)
         Mary Cooper Gilliam (University of Virginia)
         Jean Holcomb (University of Alabama)
         Carol Nicholson (University of North Carolina)
         Karen T. Orlando (Spillman, Thomas, Battle & Klosterman)
         Randall Owen (Law Library of Louisiana)
         Melissa Surber (University of South Carolina)
         Steve Thorpe (Mercer University)
Publicity & Public Relations Committee

Chair: Steve Hinckley (University of Richmond)
Members: Carol Allen (Public Law Library of Richmond)
Kathy Crosslin (Alston & Bird)
Karin Den Bleyker (Mississippi College)
L.M. Golian (University of Miami)
Robin Harris (University of Louisville)
Ruth Johnson Hill (University of Tennessee)
Doris Hinson (Duke University)
Julie Luppino (Guardian Building Law Library)
Michael R. Smith (Tulane University)
Becky Stillwagon (Georgia State University)

Scholarship Committee

Chair: Claire Engel (Jackson, Kelly, Holt & O'Farrell)
Members: Donna Bausch (Smith, Currie & Hancock)
Earlene Hurst (Stetson University)
Ray Lytle (Tulane University)
Jewell J. Miller (Papy, Poole, Weissenborn & Papy)
Jean S. Vaughn (Mississippi College)

Special Committee on Service to SEAALL

Chair: Don Ziegenfuss (Carlton, Fields, Emmanuel, et al)
Members: Clayne Calhoun (Roanoke Law Library)
Robin Mills (Emory University)
SOUTHEASTERN CHAPTER, AALL

COMMITTEES 1988-1989

Constitution and Bylaws Committee

Chair: Thomas Steele (Wake Forest University)
Members: Lynn Fogle (Greenebaum, Doll & McDonald)
         Sarah L. Frins (Alabama Supreme Court)
         Lucinda D. Harrison (University of Richmond)
         Cynthia Jones (Chaffe, McCall, Phillips, et. al.)

Education Committee

Chair: Pamela Burdett (Stetson University)
Members: Sara T. Cole (Memphis State University)
         Candace S. Cooper (Bowles, McDavid, Braff & Love)
         Madeline Hebert (Louisiana State University)
         Jewell Jean Miller (Fine, Jacobson, et. al.)
         Miriam Murphy (Wake Forest University)

Local Arrangements Committee, 1989

Chair: Wes Daniels (University of Miami)
Members: Mary Cross (Stearns, Weaver, Miller)
         Felice Lowell (University of Miami)
         Warren Rosmarin (University of Miami)
         Lennye Stein (University of Miami)
         Carol Roehrenbeck (Nova University)

Membership Committee

Chair: Lisa W. Williams (Adams, McCullough & Beard)
Members: Marian Drey (Tulane Law Library)
         Judith P. Krone (Bondurant, Mixson & Elmore)
         Michael Lynch (Florida State University)
         Connie Matzen (Smith Anderson)
         Cheryl L. Rovinelli (Palm Beach County Law Library)
         Judith Stinson (Washington & Lee University)

Newsletter Committee

Chair: Michael J. Petit (University of Miami)
Members: Linda Golian (University of Miami)
         Jack Bissett (Washington & Lee University)
         Joseph Cross (University of South Carolina)
         Kathy Crosslin (Smith, Gambrell and Russell)
Newsletter Committee (continued)

Claire Engel (Jackson, Kelly, Holt)
Sally Irvin (Wake Forest University)

Nominations Committee

Chair: Joan Cannon (Florida Supreme Court)
Members: Reba A. Best (University of Tennessee)
         Roberta Tepper Guerin (Hurt, Richardson, et. al.)
         Ray A. Lytle (Tulane Law Library)
         Pamela D. Williams (University of Florida)

Placement Committee

Chair: Philip C. Berwick (George Mason University)
Members: June Berger (Steel, Hector & Davis)
         Hilary Burg (Fairfax Law Library)
         Nora J. Everlove (Special Library Services)
         Doina G. Farkas (University of North Carolina)
         Tina McLellan (Law Library of Louisiana)
         D. Cheryn Picquet (University of Tennessee)
         Dorothy Shea (Rogers & Hardin)

Program Committee

Chair: Wes Cochran (University of Mississippi)
Members: Sue Roach (Navy Judge Advocate General)
         Harriett Day (Arnall, Golden & Gregory)
         Jack Hurd (Nelson, Mullins, Riley)
         Jim Heller (William & Mary)
         Deborah Jeffries (North Carolina Central University)
         Nancy Johnson (Georgia State University)
         Susan Lisi (Kilpatrick & Cody)
         Isabel Wingerter (Louisiana State University)
         Mary Cross (Liaison to Program/Local Arrangements) Stearns,
         Weaver and Miller

Publications Committee

Jean M. Holcomb (Norfolk Law Library)
Glen Peter Ahlers (Wake Forest University)
H. Archives
ADMINISTRATIVE STRUCTURE

A. Officers

1. President

**Articles and Bylaws Provisions**

1. Committee Appointments

   The President appoints all members of standing and special committees. Art. VIII.

   Volunteers for service on committees are solicited during the summer after the President assumes office at the annual meeting of AALL. The President should consider expressed preferences, appropriate size and balance by geography and type of library.

   The President appoints the nominating committee "who shall submit the names of the candidate or candidates" for Vice-President/President-Elect, Secretary and Treasurer "by March 1 in the year which the officer is elected...." Art. III, Sec. 1 (a).

   The President must also accept communications in writing from any Chapter member who wishes to nominate any person in addition to those nominated by the Nominating Committee. Art. III, Sec. 1 (b).

   **Timetable for conduct of election of officers:**

   October 1: President appoints Nominating Committee

   March 1: Nominating Committee presents names to President

   Annual Meeting: Executive Board approves and President announces slate

   April 24: Deadline for additional nominations

   May 1: Secretary mails ballots

   June 1: Deadline for return of ballots

   AALL Annual Meeting: Secretary announces election results; new officers assume office at conclusion of Chapter business meeting. Art. V, sec. 6.

2. Executive Committee/Board of Trustees

   The President is the presided member of the Executive Committee and Board of Trustees. Art. VI.
3. Meetings

The President is responsible for calling meetings of the Chapter "as deemed necessary or when requested to do so by the Executive Committee." Provides "reasonable notice of such meetings to each member of the Chapter." Art. II, sec. 2

The President presides over the Business Meeting (breakfast) at the annual AALL meeting. The agenda includes committee reports and officer reports.

The three-day annual SEALL meeting takes place in the spring, hosted by a group of librarians in one of the Chapter's regions. The President should seek a firm commitment by a host group at least one year in advance.

4. Notes of Interest

The phrase "nor shall the president hold office for more than two consecutive terms" does not seem to comport with the other Articles regarding the President and Vice-President/President-Elect.
2. Vice-President/President-Elect

Articles and Bylaw Provisions

1. Term of Office

The Vice-President/President Elect serves as Vice-President for one year, then automatically serves as President for the subsequent year. Art. V, Sec. 1.

The Vice-President/President Elect automatically assumes the presidency "[i]n 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 new President serves in that capacity "until his original presidential term would have expired, or for no more than two years, whichever is shorter." Art. V, Sec. 2.

2. Executive Committee/Board of Trustees

The Vice-President/President Elect serves on the Executive Committee/Board of Trustees. Art. VII.

3. Program

The Vice-President/President-Elect has traditionally been appointed the Chair of the Program Committee. The Program Committee is responsible for planning and presenting the program at the Chapter’s Annual Meeting.

4. Notes of Interest

The phrase "or for no more than two years, whichever is shorter" in Art. V, Sec. 2 of the Articles appears to be superfluous.
3. Secretary

Articles and Bylaw Provisions

1. Term of Office

   The Secretary serves for two years. Art. V, sec. 1

   Serves on the Executive Committee. Art. VI

   Notifies the membership by mail or at a Chapter meeting of the outcome of elections of officers. B., Art. III, sec. 2

   Receives proposed amendments to the Constitution or the Bylaws and sends notice to all members through the mail at least 30 days prior to balloting on proposed amendments. B., Art. IV, sec. 1

   Sends mail ballots to change the Constitution or Bylaws immediately following a meeting where the amendments were discussed or thirty days after notice of the proposed amendments have been mailed to the membership. B., Art. IV, sec. 2
4. Treasurer

Articles and Bylaws Provisions
5. Immediate Past President

Articles and Bylaws Provisions
Chapter Committees

Program
Kay Todd, VP/Chair - Kilpatrick & Cody, Atlanta, GA
Erwin Surrency - University of Georgia, Athens, GA
Igor Kavass - Vanderbilt University, Nashville, TN

Membership
Christine Johnson, Chair - Coca-Cola Library, Atlanta, GA
Reba Best - University of Tennessee, Knoxville, TN
Orrin Walker - Georgia State University, Atlanta, GA

Nominating
Lamar Woodard, Chair - Stetson University, St. Petersburg, FL
Larry Wenger - University of Virginia, Charlottesville, VA
Anne Butler - Alston, Miller & Gaines, Atlanta, GA
Sarah Wiant - Washington & Lee University, Lexington, VA

Placement
Joseph Cross, Chair - University of South Carolina, Columbia, SC
Edee Hammer - Shackleford, Farrior, Stallings & Evans, Tampa, FL
Joseph Simpson - Louisiana State University, Baton Rouge, LA

Scholarship
Gene Teitelbaum, Chair - University of Louisville, Louisville, KY
Alcyone Hart - Holland & Knight, Tampa, FL
Brian Polley - Florida Supreme Court, Tallahassee, FL
Laurel R. Clapp - Samford University, Birmingham, AL

Constitution & Bylaws
Howard Wood, Chair - Vanderbilt University, Nashville, TN
Ellen Craig - Louisiana State University, Baton Rouge, LA

Finance
Carol Willings, Chair - Law Library, Louisiana, New Orleans, LA
John Drangsegg - LA Library of Louisiana, New Orleans, LA
Fred Lenden - University of Mississippi, University

Personnel and Public Relations Committee
Robin Walls - University of South Carolina, Columbia, SC
President's Page

I was sorry to miss the Houston convention and the chapter meeting there, but I will look forward to our upcoming meetings in Nashville and San Diego. It is a pleasure to follow Don Ziegenfuss in this office. He did an excellent job as President and made it look easy — perhaps the best compliment I can pay him.

The 1983-84 committee appointments are listed below. This year the standing committees will be working with Pam Graham (Georgia State Library) to develop a procedural manual for the chapter. This should save future committees from much wasted effort.

The Executive Board has begun to plan for the 1985 meeting. New Orleans has submitted a bid, suggesting that with the size of the chapter, we could choose a small hotel in the French Quarter. The possibility of joint participation by SWALL is also under consideration.

Program planning for the 1984 Nashville meeting is in the early stages. Ed Schroeder's Program Committee is composed of Margarette Dye and Larry Wenger, and all of them would be receptive to your suggestions. The meeting dates are April 12 to April 14, and the Nashville climate at that time of year is lovely. I hope you will begin planning now to attend.

Last year Don asked for volunteers for a committee to consider the chapter's long term goals and needs. There was no interest then, but the need for long range planning remains. If anyone is interested this year, please contact me.

Kay Todd

S.E.A.L.L. COMMITTEES, 1983-84

Constitution Committee
William Grady, chair
Steve Thorpe

Membership Committee
Martha Mashburn, chair
Jaequeline Lichtman
Judy Stinson

Newsletter Committee
Carol Billings, chair
Chester Bunnell
Joan Cannon
Mike Chiorazzi
Ann Fessenden
Marianne Musser
Fran Pughsley

Placement Committee
Glenn Cooper, chair
Georgia Chadwick
Angela Wier

Program Committee
Ed Schroeder, chair
Margarette Dye
Larry Wenger

Scholarship Committee
Peggy Martin, chair
Katherine Kott
Sara Straub

Special Committee on Procedures Manual
F. Pamela Graham

THE SOUTHEASTERN LAW LIBRARIAN is published quarterly. All members of the chapter are invited to submit articles and announcements for inclusions. The deadline for the next issue is November 15. Material should be sent to the editor, Carol Billings, at the Law Library of Louisiana, Supreme Court Building, 301 Loyola Ave., New Orleans, LA 70112.
FLORIDA

MICHAEL J. LYNCH joined the staff of the Law Library at the Florida State University College of Law in July 1984 as Reference Librarian. Michael has a Ph.D. from the University of Detroit, a J.D. from the University of Michigan, and a M.Libr. from Emory University. Prior to joining the staff at Florida State, he was Director of

CORRECTIONS/ADDITIONS

In the last issue, a portion of JoEllen McComb’s WESTLAW ONLINE UPDATE was omitted. The third paragraph should read as follows:

When the message “No documents satisfy your search request” appears on the screen, WESTLAW has always allowed you to edit your query and try again. You were left feeling stuck if you wanted to keep your original search request and try a different database. Now WESTLAW instructs you how to run the same search in a different database. Erase your search as it appears on the screen (on WALT, hit Delete/EOF key), and type S DB _, filling in the database identifier you select. Until you enter a new search request, WESTLAW retains the current search, even if it’s no longer displayed on the screen. For example, if you decide to edit your query and type in Q DB _, revise your query, and then change your mind before entering it, you can retrieve the original formulation. Just erase the revision from the screen, type Q and press enter. Your original search will be displayed.

In addition, the authors’ names were omitted from the lead article, “Use of Laser Disk Technology.” Profound apologies to STEPHEN K. THORPE, Chair (912-744-2621), Mercer University, Macon, GA; ALCYONE HART (813-223-1621), Holland & Knight, Tampa, FL; KAY ELAINE DUDLEY (504-589-6510), U.S. Court of Appeals, 5th Cir., New Orleans, LA.

E. WALT, hit Delete/EOF key), and type S DB _, filling in the database identifier you select. Until you enter a new search request, WESTLAW retains the current search, even if it’s no longer displayed on the screen. For example, if you decide to edit your query and type in Q DB _, revise your query, and then change your mind before entering it, you can retrieve the original formulation. Just erase the revision from the screen, type Q and press enter. Your original search will be displayed.

SPECIAL COMMITTEE ON INTERNATIONAL PLACEMENT

The Special Committee on International Placements (SCIP) is beginning its second year as a special committee of the American Association of Law Libraries. The Committee hopes to act as a clearinghouse for law librarians, both here and abroad, who wish to participate in international employment exchanges or visitations, and for foreign and domestic law libraries who wish to participate in the program.

To determine the viability of the Committee’s endeavor, a questionnaire was sent to law libraries in selected geographical locations last year. The positive response in dicated there is interest for this type of program.

Since funding is a constraint in effecting an international placement program, SCIP members are collecting information on funding sources to which an individual or institution might apply to finance an exchange or visitation. Also, work is currently underway to develop guidelines for libraries participating in an exchange of staff or the hosting of a librarian from another country.

The Committee is now developing a file of U.S. law libraries which are interested in the program. If your library is a potential participant, please contact Claire M. Germain, SCIP Committee, Duke University, Law School Library, Durham, N.C. 27706. A questionnaire will be sent to you to gather further information.

S.E.A.L.L. BRIEFS

Compiled by Timothy Coggins

Research for Miller Canfield Paddock & Stone in Detroit, Michigan.

KIMBERLY A. PORTER was named an Education Representative for Mead Data Central in January 1985. Kimberly has a B.S. in Advertising from the University of Texas at Austin. She was formerly account representative with Mead Data.

KATHY S. HEBERER, formerly Associate Librarian with Akerman, Senterfitt & Eidson in Orlando is now the (first!) Librarian with Rumberger, Kirk, Caldwell, Cabaniss & Burke law firm in Orlando. Kathy received her M.L.S. from the Library Science from the University of South Florida, Tampa.

New member, JENNY R. JOLINSKI joined Akerman, Senterfitt & Eidson as Associate Librarian in April. Jenny received her M.L.S. from the University of North Carolina at Chapel Hill and, although she is new to law librarianship, has spent a number of years in academic and public libraries as well as doing some free-lance cataloging.

SEALL COMMITTEES 1984-85

Constitution and By-Laws Committee: Steven R. Thorpe, Chair (912-744-2621), Mercer University, Macon, GA; ALCYONE HART (813-223-1621), Holland & Knight, Tampa, FL; KAY ELAINE DUDLEY (504-589-6510), U.S. Court of Appeals, 5th Cir., New Orleans, LA.

Local Arrangements Committee - 1985: Elizabeth Kern, Chair (604-566-5705), Law Library of Louisiana, New Orleans, LA.

Local Arrangements Committee - 1986: Larry B. Wrench, Chair (804-924-3384), University of Virginia, Charlottesville, VA.

Membership Committee: Patricia G. Strongul, Chair (404-586-1508), Alston & Bird, Atlanta, GA; JOAN D. CANNON, (904-488-8919), Florida Supreme Court, Tallahassee, FL; MARtha RUSH, (804-253-4690), College of William and Mary, Williamsburg, VA.

Newsletter Committee: Mary S. Bourget, Co-Chair (305) 843-7860, Akerman, Senterfitt & Eidson, Orlando, FL; HAZEL L. Johnson, Co-Chair (904) 359-7700, Smith & Hulsey, Jacksonville, FL; TIMOTHY COGGINS, (919-962-1321), University of North Carolina, Chapel Hill, NC.

Nominating Committee: Larry B. Wrench, Chair (804-974-3384), University of Virginia, Charlottesville, VA; FRANCES H. Hall, (919-733-3425), North Carolina Supreme Court, Raleigh, NC; ANNE Slaughter Towlen, (504-927-1600), McColister, McCleary, Fazie & Holiday, Baton Rouge, LA.

Placement Committee: Cherry L. Thomas, Chair (205-348-5925), University of Alabama, University, AL; DIANNE THOMPSON, (504-566-5705), Law Library of Louisiana, New Orleans, LA; MARY F. CROSS, (305-374-4800), Arky, Freed, [et-al], Miami, FL.

Program Committee: Richard A. Danner, Chair (919-684-2947), Duke University, Durham, NC; SUSAN ENG, (804-285-4259), University of Richmond, Richmond, VA; PEGGY MARTIN, (404-572-4397), Kirkpatrick & Cody, Atlanta, GA.

Scholarship Committee: SARA M. Straub, Chair (404-221-5105), U.S. Court of Appeals, 11th Circuit, Atlanta, GA; KATHRYNE B. STOKES, (305-282-2100), University of Miami, Coral Gables, FL; MARY ANNE C. CRY, (404-572-4800), King & Spaulding, Atlanta, GA.

Special Committee on Procedures Manual: F. Pamela Graham, (404-656-3468), Georgia State Library, Atlanta, GA.
From The President

As most of you realize, this is my first letter to the chapter as its president. Before sharing with you a few thoughts concerning our chapter and law librarianship, I would like to take one more opportunity to thank publicly Kay Todd our past president, Ed Edmonds our past secretary/treasurer and Carol Billings our past editor of the SOUTHEASTERN LAW LIBRARIAN. For many a moon each of these people has served the chapter; in fact, one must go back over two years not to find each of them mentioned on the masthead of the SOUTHEASTERN LAW LIBRARIAN. Personally and as a group we owe many many thanks to them and the chapter members who served on committees this past year or assisted them in their tasks these last two years. Many thanks to all of you for a job well done.

My first task as chapter president has been to appoint committees. This is noted elsewhere in the newsletter; hope I have remembered to appoint to committee preferences each of you that volunteered. If I haven’t, please feel free to drop me a line or give a call so that I can correct that omission. Dick Danner (Duke) and his Program Committee of Susan English (U. of Richmond) and Peggy Martin (Kilpatrick & Cody) are already hard at work planning our spring meeting scheduled for March 7-9 in New Orleans. Dick and the Program Committee will appreciate greatly any suggestions you may have.

If you would indulge me a few moments I would like to share some more personal thoughts with you. What are we? What are Law librarians? In a sense we must be all things to all peoples.

We are INFORMATION SPECIALISTS. We aren’t limited by the four walls of our libraries; ours is to acquire the information whether in our collections or elsewhere.

We are BUDGET AND FINANCE OFFICERS; we are PLANNERS. We set the goals for our (Continued on Page 3)

EDITOR’S CORNER

In the following pages you will find the results of our efforts to produce a newsletter.

It has been hectic and time consuming but also (dare we say it?) fun! The year promises to be exciting and we are starting it off with a new column, ONLINE UPDATE, and a couple of timely articles. The ONLINE UPDATE column is aimed at those of you who have too much to read but still try to keep up with the ever changing databases. If anyone would like to supply information on BRS, DOW JONES or NEXIS, please contact us. Don’t forget to supply our chief correspondent, Tim Coggins, with S.E.A.L.L. BRIEFS. PLACEMENT information should be sent to Cherry L. Thomas at the University of Alabama. DON’T FORGET the newsletter when you have a job opening. We have a standing committee for Placement so let’s use it effectively.

In our next issue, you can look forward to some more good articles and information on the chapter meeting coming up in New Orleans in early 1985. Remember the deadline for the next issue - November 15.

Mary S. Bourget
Hazel L. Johnson
WHO ARE WE?
Continued from Page 8

Category entitled Courts and included independent law librarians under the category of Publishers. The employment figures follow:

University — 185 — 46.8 percent
Firms — 84 — 21.2 percent
Courts — 82 — 20.8 percent
Publishers — 12 — 3 percent
Corporations — 6 — 1.5 percent

For twenty-six (6.6%) of our members who have their Southeastern Law Librarian mailed to a residential address, I was unable to determine an affiliation. On our next dues notice or perhaps for the directory we will attempt to categorize the groups a little more succinctly.

All right you may be asking, so what? I believe there are some conclusions which can be drawn from these statistics. First, the vast majority of Southeastern employers are supporting our professional activities through membership in a professional association. I hear many firm librarians saying they cannot make the administration of their firm understand the importance of such memberships, perhaps these statistics can be used to encourage recalcitrant employers. I also feel that we should be grateful for those members holding a membership in Southeastern and in another chapter. Many of these dual members are among our most active.

I was very surprised to find the percentage of firm librarians was so small when compared to that of university librarians. On a national level, the numbers of firm librarians seem to be rising. Are Southeastern firms smaller or slow to hire a librarian? Are we not reaching the firm librarians?

The Southeastern Chapter has 395 members and we need every one to be an active force for the Chapter to realize its potential as a dynamic, exciting organization. As A.A.L.L.’s oldest chapter, we also can be it’s most dynamic.

SOUTHEASTERN CHAPTER
AMERICAN ASSOCIATION OF LAW LIBRARIES
1985 - 86 Standing Committees

Constitution and By-Laws Committee:
Edmund P. Edmonds, Chair (College of William & Mary)
Bruce S. Johnson (University of South Carolina)
Susan S. Roach (U.S. Dept. of the Navy, Judge Advocate General Law Library)

Local Arrangements Committee - 1986:
Larry Wenger, Chair (University of Virginia)

Membership Committee:
Michael Chiorazzi, Chair (Duke University)
Patricia G. Strougal (Alston & Bird)
Ruth D. Weeks (University of Alabama)

Newsletter Committee:
Mary S. Bourget, Co-Chair (Akerman, Senterfitt & Eidson)
Hazel L. Johnson, Co-Chair (Smith & Hulsey)
Timothy Coggins (University of North Carolina)
Mary Cooper (University of Virginia)
Kathy S. Heberer (Rumberger, Kirk, Caldwell, Cabaniss & Burke)

Nominating Committee:
Kay M. Todd, Chair (Paul, Hastings, Janofsky & Walker)
Elizabeth Kern (Law Library of Louisiana)
Gail G. Reinertsen (Florida State University)

Placement Committee:
Cherry L. Thomas, Chair (University of Alabama)
Mary F. Cross (Arky, Freed, Stearns, Watson, Greer, Weaver & Harris)
Dianne Thompson (Law Library of Louisiana)

Program Committee:
Carol Billings, Chair (Law Library of Louisiana)
Mary Cooper (University of Virginia)
William James (University of Kentucky)
Hazel L. Johnson (Smith & Hulsey)

Scholarship Committee:
Constance Matzen, Chair (Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan)
Carol A. Nicholson (University of North Carolina)
Nancy P. Johnson (Georgia State University)
EDITOR'S CORNER

This first column for me is extremely easy to write, just a few thanks to certain chapter members and a continued plea for contributions.

Hazel and Mary have been great during the transition. Both have called and given their support and encouragement. Carol, as a former newsletter editor, also understands the time pressures and the constant reassurance which an editor needs. All chapter members have been supportive, agreeing to edit columns, to write columns and articles, and to forward information to me. Information is the number one need for the newsletter. Please continue to send me information about the library profession and libraries in your area. The editors need this information to make the newsletter useful to you.

Finally, thanks must go to Randall Brown and Cheryl Olszowy of Law Book Exchange. Randall's kind offer to print the newsletter is going to save the chapter the costs of typesetting and printing. Cheryl is the contact person at Law Book Exchange who is working out the various details of printing and mailing. Her job is not an easy one until the procedures for copying, mailing, etc., are determined and perfected. As you can see, the newsletter is not being typeset. The cost of typesetting the newsletter is tremendous. Also, with Randall's offer to print and duplicate it was not going to be easy to locate a printer who would only agree to typeset the original. Please let members of the Newsletter Committee or the SEALL officers know how you feel about the change.

I hope that you enjoy this first issue. Let me hear from you with information for future issues. Deadlines for copy to be submitted to me follow:

-2 Winter 1986 - 11/15/86
-3 Spring 1987 - 2/15/87
-4 Summer 1987 - 5/15/87
SOUTHEASTERN CHAPTER
AMERICAN ASSOCIATION OF LAW LIBRARIES

******** 1987/88 OFFICERS ********

Hazel L. Johnson, President
Long Aldridge & Norman
Atlanta, GA

Mary D. Smith, Vice President/President-Elect
Akerman Senterfitt & Eidson

Larry B. Wenger, Secretary
University of Virginia

William James, Treasurer
University of Kentucky

Carol D. Billings, Past President
Law Library of Louisiana


**** 1987/88 COMMITTEE MEMBERSHIP ****

Constitution and By-Laws:
Dick Danner, Chair
Duke University

Carol Allred
Northern Kentucky University

Lucinda D. Harrison
University of Richmond

Thomas Steele
Wake Forest University

Education:
Sarah K. Wiant, Chair
Washington & Lee University

Pamela D. Burdett
Stetson University

J. Wesley Cochran
University of Mississippi

Laura N. Gasaway
University of North Carolina

Bruce Johnson
University of South Carolina

Deborah Mayo-Jeffries
North Carolina Central University

Sandra O'Connor
Information Research Center
Greensboro, NC

Susan Roach
Navy JAG Law Library
Alexandria, VA

Cheryl Rovinelli
Palm Beach County Law Library

Pat Strougal
Alston & Bird, Atlanta

Local Arrangements:
Bill James, Chair
University of Kentucky

Cheryl Jones
University of Kentucky

Ebba Jo Sexton
University of Kentucky

Membership:
Hilary Burg, Chair
Fairfax County Law Library

Harriet Day
Arnall Golden & Gregory

Mirian K. Drey
Tulane University

Diana Osbaldeston
University of South Carolina

Paul Pruitt
University of Alabama

Lisa Williams
Adams McCullough & Beard
Raleigh, NC

Pamela Williams
University of Florida

Renee Zeigler
Southern Bell

Newsletter:
Timothy L. Coggins, Chair
University of North Carolina

Wes Cochran
University of Mississippi

Joseph Cross
University of South Carolina

Dona G. Parkas
University of North Carolina

Sally Anne Irvin
Wake Forest University

Linda Jackson
Powell Goldstein Frazer & Murphy
Atlanta, GA

Dorothy Sheed
Rogers & Hardin
Atlanta, GA

Sally Waters
Stetson University

Nominating:
Peggy Martin, Chair
Paul Hastings Janofsky & Walker

Peggy Hardy
North Carolina Central University

Nancy Johnson
Georgia State University

Michael Lynch
Florida State University

Cheryn Picquet
University of Tennessee

Placement:
Mary F. Cross, Chair
Stearns Weaver Miller et al
Miami, FL

Phil Berwick
George Mason University

Reba Best
University of Tennessee

Susan List
Kilpatrick & Cody
Atlanta, GA

Katherine Malquist
University of Virginia

Janet Meyer
The McNair Firm
Columbia, SC

Mary E. Miller
Mississippi College

Janet Sinder
Duke University
COMMITTEE ASSIGNMENTS
(continued)

Program:
Mary Smith, Chair
Akerman Senterfitt & Eidson
Orlando, FL
Ed Edmonds
College of William and Mary
Wesley Gilmer, Jr.
Kentucky State Law Library
Connie Matzen
Smith Anderson Blount Dorsett et al
Raleigh, NC
Cam Riley
West Virginia University

Publications:
Wes Daniels, Chair
University of Miami
Emerita Cuesta
University of Miami
Joice B. Elam
Emory University
Mary Cooper Gilliam
University of Virginia
Jean Holcomb
University of Alabama
Carol Nicholson
University of North Carolina
Karen T. Orlando
Spillman Thomas Battle & Klosterman
Charleston, WVA
Randall Owen
Law Library of Louisiana
Melissa Surber
University of South Carolina
Steve Thorpe
Mercer University

Publicity & Public Relations:
Steve Hinckley, Chair
University of Richmond
Carol Allen
Public Law Library of Richmond
Kathy Crosslin
Alston & Bird
Atlanta, GA
Karin Den Bleyker
Mississippi College
L.M. Golian
University of Miami
Robin Harris
University of Louisville
Ruth Johnson Hill
University of Tennessee
Doris Hinson
Duke University
Julie Luppino
Guardian Building Law Library
Rock Hill, SC
Michael R. Smith
Tulane University
Becky Stillwagon
Georgia State University

Scholarship:
Claire Engel, Chair
Jackson Kelly Holt & O'Farrell
Charleston, WVA
Donna Bausch
Smith Currie & Hancock
Atlanta, GA
Earlene Hurst
Stetson University
Ray Lytle
Tulane University
Jewell J. Miller
Papy Poole Weissenborn & Papy
Coral Gables, FL
Jean S. Vaughn
Mississippi College

Special Committee on Service to SEAALL:
Don Ziegenfuss, Chair
Carlton Fields Emmanuel et al
Tampa, FL
Clayne Calhoun
Roanoke Law Library
Robin Mills
Emory University

"You will become as small as your controlling desire; as great as your dominant aspiration."
SOUTHEASTERN CHAPTER
AMERICAN ASSOCIATION
OF LAW LIBRARIES

****** 1988/89 OFFICERS ******

Mary D. Smith, President
Akerman, Senterfitt & Eidson
Orlando, GA

J. Wesley Cochran, Vice-President/
President-Elect
University of Mississippi
University, MS

Elizabeth Kern, Secretary
Law Library of Louisiana
New Orleans, LA

Diana Osbaldiston, Treasurer
University of South Carolina
Columbia, SC

Hazel L. Johnson, Past President
Long, Aldridge & Norman
Atlanta, GA

-----------------------------

** 1988/89 COMMITTEE MEMBERSHIP **

CONSTITUTION AND BYLAWS

Thomas Steele, Chair
Wake Forest University

Lynn Fogle
Greenebaum, Doll & McDonald

Sarah L. Frins
Alabama Supreme Court

Lucinda D. Harrison
University of Richmond

Cynthia Jones
Chaffe, McCall, Phillips, et. al.

EDUCATION

Pamela Burdett, Chair
Stetson University

Sara T. Cole
Memphis State University

Candace S. Cooper
Bowles, McDavid, Braff & Love

Madeline Hebert
Louisiana State University

Jewell Jean Miller
Fine, Jacobson, et. al.

Miriam Murphy
Wake Forest University

LOCAL ARRANGEMENTS 1989 MEETING

Wes Daniels, Chair
University of Miami

Mary Cross
Stearns Weaver Miller

Felice Lowell
University of Miami

Warren Rosmarin
University of Miami

Lenny Stein
University of Miami

Carol Roehrenbeck
Nova University

MEMBERSHIP

Lisa W. Williams, Chair
Adams, McCullough & Beard

Marian Drey
Tulane Law Library

Judith P. Krone
Bondurant, Mixson & Elmore

Michael Lynch
Florida State University

Connie Matzen
Smith Anderson

Cheryl L. Rovinelli
Palm Beach County Law Library

Judith Stinson
Washington & Lee University
NEWSLETTER

Michael J. Petit, Chair
University of Miami

Linda Golian, Advertising Manager
University of Miami

Jack Bissett
Washington & Lee University

Joseph Cross
University of South Carolina

Kathy Crosslin
Smith, Gambrell and Russell

Claire Engel
Jackson, Kelly, Holt

Sally Irvin
Wake Forest University

NOMINATIONS

Joan Cannon, Chair
Florida Supreme Court

Reba A. Best
University of Tennessee

Roberta Tepper Guerin
Hurt, Richardson, et. al.

Ray A. Lytle
Tulane Law Library

Pamela D. Williams
University of Florida

PROGRAM

Wes Cochran, Chair
University of Mississippi

Sue Roach
Navy Judge Advocate General

Harriett Day
Arnall, Golden & Gregory

Jack Hurd
Nelson, Mullins, Riley

Jim Heller
William & Mary

Deborah Jeffries
North Carolina Central University

Nancy Johnson
Georgia State University

Susan Lisi
Kilpatrick & Cody

Isabel Wingerter
Louisiana State University

Mary Cross (Liaison to Program/Local Arrangements Committees)
Stearns Weaver Miller

PUBLICATIONS

Jean M. Holcomb
Norfolk Law Library

Glen Peter Ahlers
Wake Forest University
3. Secretary

Constitutional and Bylaw Provisions

Serves for two years. (Art. V, sec. 1)

Serves on the Executive Committee. (Art. IV, sec. 2)

Notifies the membership by mail or at a Chapter meeting of the outcome of elections of officers. (B. Art. III, sec. 2)

Receives proposed amendments to the Constitution or Bylaws and sends notice to all members through the mail at least 30 days prior to balloting on proposed amendments. (B. Art. IV, sec. 1)

Conducts balloting for the purpose of changing the Constitution or Bylaws provided that ballots shall be mailed the secretary to the
ADMINISTRATIVE STRUCTURE

A. Officers

1. President

Articles and Bylaws Provisions

1. Committee Appointments

Appoints all members of standing and special committees. Art. VII

Solicits volunteers for service on committees. Makes appointments on basis of expressed preferences and considerations of appropriate committee size and balance by geography and type of library.

Appoints a nominating committee "who shall submit the names of the candidate or candidates" for Vice-President/President-Elect, Secretary and Treasurer "by March 1 in the year which the officer is elected...." Art. III, sec. 1 (a)

Receives communications in writing from any Chapter member who wishes to nominate any person in addition to those nominated by the Nominating Committee as candidates for officer positions. Art. III, sec. 1 (b)

Timetable for conduct of election of officers:

October 1: President appoints Nominating Committee

March 1: Nominating Committee presents names to President

Annual Meeting: Executive Board approves and President announces slate

April 24: Deadline for additional nominations

May 1: Secretary mails ballots

June 1: Deadline for return of ballots

AALL Annual Meeting: Secretary announces election results; new officers assume office at conclusion of Chapter business meeting (see e. Art. V, sec. 6)

2. Executive Committee

Serves on the Executive Committee. Art. VI

3. Meetings

Calls meetings of the Chapter "as deemed necessary or when requested to do so by the Executive Committee." Provides "reasonable notice of such meetings to each member of the Chapter." Art. II, sec. 2
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 this 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 Orange Avenue
Orlando, Florida  32802-0231

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 L. 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

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 S. Orange Avenue, 10th Floor, Firstate Tower, Orlando, Florida 32801, and the name of the initial registered agent of this 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...
Committee Chairs

Constitution & Bylaws

Thomas Steele
Wake Forest Univ. Law Lib.
P.O. Box 7206 Reynolds Sta.
Winston-Salem, NC 27109
(919) 761-5440

Education

Pamela Burdett
Charles A. Dana Law Library
Stetson University
1401 - 61st St. S.
St. Petersburg, FL 33707
(813) 345-1300 ext. 229

Local Arrangements

Wes Daniels
Univ. of Miami Law Library
P.O. Box 248087
Coral Gables, FL 33124
(305) 284-2250

Membership

Lisa W. Williams
Adams, McCullough & Beard
P.O. Box 389
Raleigh, NC 27602
(919) 828-0564

Newsletter

Mike Petit
Univ. of Miami Law Library
P.O. Box 248087
Coral Gables, FL 33124
(305) 284-2250

Nominating

Joan Cannon
Florida Supreme Court Library
Supreme Court Building
Tallahassee, FL 32399
(904) 488-1531

Placement

Philip Berwick
George Mason Univ.
School of Law Library
3401 N. Fairfax Drive
Arlington, VA 22201
(703) 841-1648

Program

Wes Cochran
Univ. of Mississippi Law Lib.
University, MS 38677
(601) 232-7361 ext. 316

Publications

Jean Holcomb
Norfolk Law Library
1105 Sovran Center
Norfolk, VA 23510
(804) 622-2910

Publicity & Public Relations

Timothy Coggins
U. of North Carolina Law Library
CB #3385 Van Hecke-Wettach
Chapel Hill, NC 27599
(919) 962-6202

Scholarship

Donna Bausch
Woods, Rogers & Hazlegrove
105 Franklin Road, S.W.
Roanoke, VA 24004
(703) 982-7531

Service to SEALL

Bruce Johnson
Coleman Karesh Law Library
Univ. of South Carolina
Main & Greene Street
Columbia, SC 29208
(803) 777-5944
The duties of the Secretary can be divided into three principle categories: the taking and distribution of minutes at business meetings of the Chapter, distribution of ballots and tabulating the election results, and corresponding regarding members, potential members and other matters pertaining to the Chapter.

Minutes of meetings

The Secretary is responsible for preparing minutes of the meetings of the Chapter, usually the annual meeting and the breakfast meeting held in conjunction with the AALL annual convention. Minutes when completed should be either sent to the Editor of the Newsletter for publication there, or held for distribution at the next business meeting of the Chapter.

Chapter elections

Either the President or the Chair of the Nominating Committee will send the Secretary a list of candidates recommended for each office,
including biographical information. It is the responsibility of the Secretary to prepare the ballot and distribute copies to all voting members of the Chapter. The constitution specifies that elections are to be held in May of each year, and allowing four to five weeks for the completion and return of ballots seems, based on past experience, sufficient time for members to vote.

Three envelopes are used in the ballot mailings: the first is a number #10 large envelope which is addressed to each member and in which the ballot and other materials are placed. A slightly smaller envelope is addressed to the Secretary, for members to return their ballots. An identification number should be placed on the back of this envelope, and this number also placed opposite each member's name on the membership list, to insure that only the appropriate number of ballots are returned. When ballots are returned, the number on the envelope is checked against that on the membership list. The third envelope is smaller, and plain. Members are requested to insert their ballot in that envelope, seal it, and then return it in the mid-sized, pre-addressed envelope to the Secretary.

It is helpful to wait four to six days after the deadline for the mailing of ballots to allow sufficient time for letters to clear the post office. When the tally of the ballots has been completed, the Secretary should notify the President, and either the President or the Secretary, depending upon their decision, should notify the candidates of the election results. The Secretary should then mail a formal letter stating election results to the President, and at the next business meeting of the Chapter report the results of the election. In past years this has been the names of the winners only and the number of ballots returned; it has not included revealing the number of votes for each candidate for each position.

At that business meeting, the Secretary should also ask for authorization to destroy the ballots.

Correspondence

The Secretary is responsible for handling inquiries regarding the Chapter, primarily membership correspondence, and for transmitting membership information to other Chapter officers. More specifically, the practice has been that for inquiries regarding membership, a letter and an application form are sent to potential applicants, with instructions that they should complete the form and send their check and the form to the Secretary. The person's name is then added to the membership list, and the type of membership (institutional, individual or associate) noted in the computer file. A letter of transmittal is prepared to send the check to the Treasurer, and a copy of that letter goes to the chair of the Membership Committee. This lets the Membership chair know the names of individuals who have joined the chapter.

A letter is also sent to the applicant, acknowledging receipt of the application and indicating that person is now a member. At that time, the new member is asked to complete the biographical form and return it to the Newsletter editor responsible for membership news.
Membership lists are prepared several times a year. The Secretary will be asked to prepare mailing labels for each of the quarterly issues of the Newsletter, and occasionally for special mailings, either regarding the annual meeting or, for instance, scholarship application information.

4. Treasurer

Constitutional and Bylaw Provisions

Serves for two years. (C Art. V, sec. 1)

Serves on the Executive Committee. (C Art. VI)

Suspends the membership of any person who has not paid dues no later than three months after the due date appearing on the dues notice. Restores membership upon payment of dues for the current year. (B, Art. I, sec. 3)

Comments

Opens and maintains a checking account in the name of the Chapter.

Disburses funds from the checking account at the direction of the Executive Board.

Provides Secretary with list of members whose dues have been paid.

B. Executive Committee

Constitutional and Bylaw Provisions

 Determines when the President is unable to perform the duties of the office. (C Art. V, sec. 2)

 Determines whether special elections to fill unexpired terms of the Vice-President/President Elect, Secretary or Treasurer are held by mail or at the next Chapter meeting. (C Art. V, sec. 4)

 Consists of the President, Vice-President/President-Elect, Secretary, Treasurer and Immediate Past-President. "[D]irect[s] the activities of the Chapter subject to the provisions of this Constitution and the bylaws and in accordance with the policies agreed upon by its members." (C, Art. VI)

 May propose amendments to the Constitution. (C, Art. IX)

 Considers appeals from rulings of the Membership Committee concerning eligibility for individual membership. (B, Art. I, sec. 1 (a))

 Determines whether an institution applying for membership as an
institutional member is a law library. (B, Art. I, sec. 1 (b))

May select to associate membership "[p]ersons, companies and institutions not connected with law libraries, residing in or outside of the Southeast region, or connected with law libraries but residing outside of the region...." (B, Art. I, sec. 1 (c))

Determines time and place of and makes arrangements for annual meetings. (B, Art. II, sec. 1)

May request the Presidents to call meetings in addition to the annual meeting. (B, Art. II, sec. 2)

Specifies "the time for closing the balloting" in mail ballots "conducted for the purpose of changing the Constitution or Bylaws" which "in no case shall...be less than 30 days after the mailing of the ballots" by the Secretary. (B, Art. IV, sec. 2)

Comments

Should Art. I, sec. 1 (b) and (c) be changed to comport with (a): i.e., the Membership Committee rules on eligibility for all categories of members, subject to an appeal to the Executive Committee?

The Local Arrangements Committee, in consultation with the Executive Committee and the Program Committee, makes arrangements for annual meetings.

C. Standing Committees

1. Constitution and Bylaws Committee

Comments

Suggestions for amendments may be submitted to the Committee by the Executive Committee, or by an individual member or members. The Constitution and Bylaws Committee may also initiate its own proposed amendments.

Art. IV, sec. 1 of the Bylaws states that the Secretary of the Chapter is responsible for sending notice of amendments to the members. That section also specifies that proposed amendments be filed with the Secretary. Since the Constitution empowers the Executive Committee to propose amendments to the Constitution, and since the members of the Constitution and Bylaws Committee are appointed by the President, the recommendations of the Constitution and Bylaws Committee should be submitted to the President, who will provide copies to the Executive Committee. Once the Executive Committee has approved the recommended amendments (with or without charges), the President will "file" these proposed amendments with the Secretary.

Amendments proposed by a petition signed by ten percent of the members are to be filed directly with the Secretary.
Constitution and Bylaws Committee

The Constitution and Bylaws Committee is a standing committee under Article VII, section a. of the Constitution. Its primary function is to review the Constitution and Bylaws of the Chapter and to prepare drafts for their amendment and revision.

1. Proposals. Under Article IX of the Constitution, amendments to the Constitution may be proposed by the Executive Committee or by petition signed by ten percent of the chapter membership. There are no similar requirements for amendments to bylaws.

2. Notice. In drafting amendments or other changes to the Constitution or Bylaws, the Committee needs to schedule its work in consideration of the thirty day notice requirements under Article IV of the Bylaws. Any proposed amendment must be mailed to the membership at least thirty days prior to either a mail ballot or a ballot scheduled for a chapter meeting. To schedule the Committee's work, the chair needs to be conscious of the dates of chapter meetings and to know from the president how much time will be needed for Executive Committee consideration and to prepare the final proposals for mailing.

3. Committee Procedures. To facilitate the Committee's work, the chair should make sure that all Committee members have copies of the current version of the Constitution and Bylaws. Because the Committee members will probably be separated geographically, most of the Committee business will be conducted by mail. The chair determines how best to organize the Committee's work in light of the amount of business and time considerations.

S.E.A.L.L. Constitution and Bylaws Committee

STATEMENT OF FUNCTION

The Constitution and Bylaws Committee is a special committee created as necessary, according to the SEALL Constitution, Article VII (b). The SEALL President can appoint the committee for many reasons, the two most important of which are:

(1) to draft amendments to the Constitution and/or the Bylaws as directed by the Executive Committee (or members thereof), or by petition signed by 10% of the members (SEALL Const. Art. IX);

(2) to study the Constitution and Bylaws and propose changes that need to be made to clear up ambiguities or to clean up language.

The committee does not conduct ballots, nor is it responsible for sending notice of proposed amendments to the members. These are functions of the Secretary/Treasurer.
S.E.A.L.L. Constitution and Bylaws Committee

PROCEDURES

1. The Committee is appointed by the President of SEAL.

2. The need for an amendment and the reasons behind this need are communicated to the Committee Chair by the Executive Committee, or a member of it, or by petition of 10% of the members of SEAL.

3. The Committee Chair requests an up-to-date copy of the SEAL Constitution and Bylaws from the Secretary/Treasurer.

4. The Chair distributes a copy of the up-to-date Constitution and Bylaws to committee member(s). The Chair reports to the member(s) the reasons given for needing the amendment.

5. Most of the drafting work of the Committee can be handled by mail. The most workable mail procedure is: a committee member drafts a version of the proposed amendment. This draft is submitted to the other member(s) for correction, amendment, or complete or partial revision. The corrected or revised draft is sent back to the rest of the Committee for comments.

6. If there are no disagreements, this process can be speedily handled by mail. If there are short time limits or fundamental disagreements in wording, telephone calls are used to clear up any problems as rapidly as possible.

7. It is the Chair's responsibility to clearly communicate time limits to the committee member(s).

8. When a draft is agreed to by the Committee, it is submitted to the Secretary/Treasurer by the Committee Chair. It is the responsibility of the Committee to submit the proposed amendment within the time specified by the Executive Committee or other requestor.

9. Once the Committee is constituted, it is also empowered to examine the Constitution and to bring any problems it finds to the attention of the Executive Board.

2. Membership Committee

Constitutional and Bylaw Provisions

Determines eligibility for individual membership. (B, Art. I, sec. 1 (a))

Comments

See comments under Executive Board, above.

Actively recruits new members.
Membership Committee [SEALL]

1. Get current membership list from secretary/treasurer ASAP in September, if possible, and no later.

2. Check SEALL membership against the current AALL Membership Directory.

3. Since we just did this in April, 1985, I would suggest that new solicitation letters be sent only to those not contacted in April, 1985.

4. Brochure should be developed to be used with solicitation letter and for sending to law firms within region to enlighten attorneys.

   [See file & contact Pat Strougal for example]

Membership Committee 1984

A letter was sent to former members suggesting they renew SEALL membership. The following steps were followed in preparing the mailing list and letter:

1. The secretary/treasurer sends membership committee a list of previous year's membership with marks by those who have not paid current dues.

2. The AALL directory is checked against the membership list for any names of people in the SE area who are not current members.

3. A letter is sent to those names garnered from the above source. (example of letter on following page)

Suggestions:

A more timely reminder would probably be more effective; this year's went out in February. If the membership lists (previous year and current) were sent to the committee about 2 months after dues are due, the committee could probably send out the "reminder letter" in September. Not only would there still be 9 months of membership left, since September is the beginning of the academic year, the reminder might prompt those who let things slide during the summer and "gear up" in the fall.

Feedback from the Secretary/treasurer about the number of renewals after the letter is sent would be useful in determining if this is effective.

3. Newsletter Committee

SOUTHEASTERN LAW LIBRARIAN

Procedures Manual

23
The Southeastern Law Librarian is the official publication of the Southeastern Chapter of the American Association of Law Libraries. The newsletter is published quarterly in September, December, March and June. Outlined below are steps followed in the publication process of the newsletter, information regarding the composition of the editorial board, and various policies adopted by the editorial board.

I. EDITORIAL BOARD

A. Editor

The editor of the newsletter is named by the current President of the Southeastern Chapter in consultation with the Vice-President/President-Elect. The editor serves a two-year term.

B. Staff

Other members of the Chapter are solicited to write for the Newsletter. Three members serve as correspondents for the "Online Update" column; two members coordinate the "S.E.A.L.L. BRIEFS" section. The Placement Committee regularly submits a column for the job opportunities. The Secretary of the Chapter and the Treasurer of the Chapter submit their reports and minutes for publication in the newsletter. Other members, like the Program Chair and the Local Arrangements Chair, are asked to write articles about the annual meetings.

Members of the editorial board are solicited in several ways. At the beginning of a new editor's term, he or she should review the current positions necessary for the publication of the newsletter. Where appropriate, the current members who write for the newsletter are called and asked if they would like to continue writing the column. If they decline, the editor should ask for recommendations of other persons to write the column. Volunteers to write for the newsletter are solicited at chapter meetings and through the newsletter.

C. Advertising Manager

The Editor names a person who serves as the Advertising Manager who is responsible for soliciting advertisements and regularly reporting the status of the advertisements to the Editor.

II. PRODUCTION OF THE NEWSLETTER

A. Copy and Graphics

There are several regular columns in the newsletter. Those columns are:

- President's Column
- Editor's Corner
- S.E.A.L.L. BRIEFS
- Placement Column
- Online Update
A question and answer column has been suggested by Kathy Heberer. She recommends that a question from a law librarian appear in one issue with their suggestions/recommendations regarding how to handle the situation described in the question.

Feature articles are solicited from members of the Chapter. Examples of feature articles are the summaries of the chapter annual meetings, tax regulations and gift books, and a series of computer use articles.

Each article and/or column is typed using word processing software. After final editing, the articles are formatted into a two-column per page design. Copy is adjusted to provide space for advertisements and graphics. The editor and his/her assistant "cut and tape" the articles, graphics, and advertisements into place. Standard headings, like the newsletter masthead, the column headings, etc., are copied from an old newsletter and taped to the new copy. (Note: Use of tape on the copy does not interfere with the printing process.) The original paste-up of the Newsletter plus one copy is sent to the printer.

B. Advertisement

The newsletter accepts business card size advertisements. Each publisher/advertiser pays $100.00 for its business card to appear in four issues. Advertisements for Law Book Exchange (the printer of the newsletter) are also included in the newsletter. Seven publishers/book dealers advertised in the last volume of the newsletter.

An agreement between the Chapter and Law Book Exchange prohibits the Chapter from accepting advertisements from book dealers in direct competition with LBE. The agreement should be reviewed periodically to determine if the Chapter wants to continue the printing arrangement with LBE. The agreement should be reviewed periodically to determine if the Chapter wants to continue the printing arrangement with LBE.

C. Deadlines

The editor in consultation with the President of the Chapter sets the deadlines for each issue. For the last two volumes the following have been followed.

First of Month - Copy submitted to the Editor
15th of Month - Newsletter sent to LBE for printing
By end of Month - Newsletter sent to Chapter members

D. Printing and Mailing

Law Book Exchange is responsible for the printing and the mailing of the newsletter. The primary contact person with LBE is Cheryl Miller. The correct mailing address is:

Law Book Exchange
Post Office Box 24990
After printing, Law Book Exchange mails the newsletter to chapter members with labels provided by the Secretary of the Chapter. It is important to correspond with the Chapter secretary to coordinate the receipt of the labels by LBE at the time necessary for labelling and mailing. The newsletter is mailed under the bulk mailing permit of LBE; a bill for the charges is mailed to the Treasurer of the Chapter.

III. BACK ISSUES OF THE NEWSLETTER

All back issues of the newsletter are stored with the current editor. Several calls each year are received by users who wish to obtain back issues.

SOUTHEASTERN LAW LIBRARIAN - PRODUCTION SCHEDULE

(Note: The production schedule is based on a four-week period.)

First Day of First Week: Deadline for Copy to Editor

First Week of Month: Editing of Copy
Return to Author if Necessary
Typing and Preliminary editing
Revising of Copy
Solicitation of Copy from authors missed the deadline
Editing of "late" copy
Notify Chapter Secretary that mailing labels should be sent to LBE

Second Week of Month: Printing of final draft of copy
Lay-out of newsletter
Cut and tape newsletter
Send prepared newsletter (original & one copy to Cheryl Miller of LBE)

Third Week of Month: LBE sends newsletter to printer

By End of Month: Newsletter distributed to Membership

4. Nominating Committee
Constitutional and Bylaw Provisions

Submits by March 1 in the year in which the officers are to be elected the names of the "candidate or candidates" for the offices of Vice-President/President-Elect, Secretary and Treasurer. A Vice-President/President-Elect is elected every year. A Secretary and a Treasurer are elected for two-year terms. (B, Art. III, sec. 1 (a))

Comments

It is current practice for two competing candidates to be nominated for each office. The names are submitted to the President who seeks Executive Board approval for the slate and forwards the names to the Secretary for preparation of the ballot. (See the section on the President above for a timetable.)

Although the Constitution does not so specify, the Secretary and the Treasurer have been elected in the same year.

Southeastern Association of Law Libraries

NOMINATIONS COMMITTEE

PROCEDURES

The Nominations Committee shall solicit two candidates for the positions of Vice-President/President Elect (1 yr. term), Secretary (2 yr. term), Treasurer (2 yr. term). The Committee invites the entire SEALL membership to submit names of potential candidates.

Once names are submitted, the Committee will seek as much information as possible on each person's qualifications. The Committee will pay particular attention to the following information on each candidate:

- SEALL Association activities
- Institution (Academic, Firm, Court, etc.)
- Professional Experience - activities
- Desire to serve

If necessary, the Committee will request a resume in order to determine the person's qualification. To the extent possible, the Committee will attempt to provide a slate of well qualified candidates that represents different types of law libraries.

The Committee must present its slate to the President by April 1. The Committee shall prepare for the election, by obtaining a biographical sketch of each candidate which will be forwarded to the Secretary for inclusion in the ballots.

The responsibility of the Nominations Committee is to each year recommend candidates for elected office in the Association. The nominating process usually consists of the following steps.
Soon after the appointment of the full Committee by the President, the Committee chair contacts other Committee members for suggestions for nominees. It has also been worthwhile to contact the chair of the preceding year's committee for individuals that group may have considered but not been able to recommend; similarly, the chair should contact the Past President, the current President and the Vice-President/President-Elect for suggestions they might have.

Those recommendations should then be shared with other members of the Committee who should also submit any suggestions they have.

The chair then normally prepares a composite list of suggested names and asks for a ranking by committee members.

Depending upon the results, the chair may need to contact committee members individually or as a group if there is not a consensus.

It is then the responsibility of the chair to contact the individuals suggested, in priority order, to seek their agreement to run for office.

Once nominees have agreed, the chair writes to the President of the Chapter, with copies to the other members of the committee indicating who the candidates for the upcoming election will be. Some Committee chairs have copied this letter to the individuals nominated as well.

The current Bylaws require that only one candidate be nominated for each of the two elected positions, Vice-President/President-Elect and Secretary/Treasurer. In both 1984 and 1985, however, the Nominations Committees have, of their own choosing, nominated two candidates for each office.

5. Placement Committee

AALL Southeastern Chapter, Placement Committee

Information Sheet

1984-85

Committee Members: Should come from different areas of southeast and from different types of libraries. Appointed for two years.
(Suggest staggered terms.)

Members 1984-86:

Cherry Thomas, Chair, University of Alabama Law Library
P. O. Box 6205
University, Alabama 35486

Dianne Thompson, Law Library of Louisiana
100 Supreme Court Building
301 Loyola Avenue
New Orleans, Louisiana 70112
Purpose: To serve as a vehicle to assist librarians in identifying potential employers.

To serve as a vehicle to assist libraries in identifying potential librarians.

To serve as a source of information for placement activities within the profession of law librarianship; the relationship of the AALL Southeastern chapter placement committee and the national placement committee; the advertisement of jobs; and registration with the national placement committee.

1) Assisting job seekers to identify potential employers:

The placement committee will:

   Establish a network of information sources about available jobs.

   Advertise purpose of the committee.

   Give job seekers the names of libraries seeking librarians and encourage contact between employer and librarian.

   Give names of networking placement librarians to job seekers.

   Give information to job seekers concerning registration with the national placement committee.

2) Assisting employers to identify job seekers:

The placement committee will:

   Establish a network of information sources about job seekers.

   Advertise committee purpose.

   Give employers the names of job seekers (if the job seeker so requests) and/or encourage contact by the job seeker.

   Give information to employers concerning placement lists, deadlines for advertising in national and chapter publications and the national placement committee members names and addresses.

3) Information about the law library profession; the national and Southeastern chapter placement committee; the advertisement of jobs; and registration with the national committee:
Some individuals and libraries contacting the placement committee will not be members of AALL or of the Southeastern chapter. The placement committee and networking libraries will give information about both organizations or will have the information sent to the inquirer. The following sources may be consulted for information:

1. "Introducing the American Association of Law Libraries" (AALL, September 1983)


3. Back issues of the Southeastern Law Libraries and AALL Newsletter

4. The AALL Southeastern Chapter President

The chair of the national AALL Placement Committee maintains a file of positions available. Available positions may be advertised in the AALL Newsletter, which is published monthly. The deadline for listing a position is the second Monday of the month prior to the publication. In addition, the monthly "Placement list" published by AALL is sent to the Southeastern Chapter Placement Committee Chair. This "List" advertises positions that have become available since the last newsletter.

The Southeastern Law Librarian (SLL), the official organ of the Southeastern Chapter of AALL, also publishes position announcements in each issue. The SLL is published quarterly:

1984-85 Deadlines: November 15 for Winter issue 1984
February 15 for Spring issue 1985
May 15 for Summer issue 1985
August 15 for Autumn issue 1985

To place an announcement in the SLL, a SLL committee member must be contacted.

1984-85 SLL Committee Members:

Mary S. Bourget, Co-Chair
Akerman, Senterfitt & Eidson
17th Floor, CNA Tower
P. O. Box 231
Orlando, Florida 32802

Hazel L. Johnson, Co-Chair
Smith & Hulsey
500 Barnett Bank Building
Jacksonville, Florida 32202

The placement Committee serves as a source of information concerning SLL deadline dates and as a "register" of available positions prior to publication of the SLL each quarter.

Individuals may have their resumes available to prospective employers by registering with the national placement committee. The
registration forms of individuals who have registered with the national committee and who indicate an interest in obtaining a position in the southeast are sent to the Southeastern Chapter Placement Committee. There is a periodic follow-up to remove the registration forms of those who have accepted employment. The Southeastern Placement Chairman also has these forms available for the individual. When contacted by a job seeker, the chair or networking librarian will gather as much information about the individual as possible. Then the network of librarians will be utilized to gather information about the job market to match job seekers with job openings.

The networking concept is more flexible than the previous methods employed by the Southeastern placement committee. The purpose of creating this flexibility is to enable information about jobs and job seekers to travel along the network quickly and with a minimum of paperwork.

6. Program Committee

PROGRAM COMMITTEE

The Program Committee begins its formal activities with the election of the Vice-President/President-Elect who serves as the Committee Chair. The Chair chooses the members of the committee, striving for members from each of the types of libraries represented in the organization. Typically, the committee would include a law firm librarian, a university librarian, a court librarian and a corporate law librarian. Additionally, a member of the Local Arrangements Committee acts as a liaison between the two committee. This has proven to be extremely helpful in communicating between the two committees and in helping the Program Committee draw on local talent and thereby keeping speakers' expenses low.

Initial decisions regarding whether or not to schedule concurrent programs and discussion groups are made in conjunction with the Local Arrangements Committee and are greatly dependent upon the availability of rooms in the convention hotel. It is very helpful for the Chair to have a copy of the hotel's floor plan and to generally discuss room arrangements with the hotel's convention planner. This should be the extent of the Program Committee's contact with the hotel. The decision regarding luncheons/dinners with or without speakers is also one which must be made in conjunction with Local Arrangements. Additional meetings which have traditionally been held and must be worked into the programming schedule are the SOLINET users meeting (traditionally hosted by SOLINET); the Executive Board meeting, the Business Meeting; and the Southeastern Library Consortium. Time must also be allocated for SEALL committee meetings.

The methods used to determine programs and scheduling will depend upon the personality and work habits of the Chair and Committee members. One variation is described in the Appendix to this report.

Once program topics are chosen, the Committee divides the programs among themselves with each member being responsible for scheduling
speakers for their share of the programs and discussion groups. Committee members are "on their own" (with some guidance from the Chair) to locate speakers and coerce them into participating. It is the Chair's responsibility to keep the Committee's efforts in obtaining top quality speakers in line with budgetary restrictions. Committee members are requested to maintain written and telephone contact with speakers and to provide them with specific guidance in the development of topics. The Committee should provide the Chair with copies of all correspondence. Local Arrangements should also keep the Program Committee informed regarding its preparations through the Program/Local liaison or through direct contact.

In the past the allocation of chapter funds for speakers who were not members was sometimes inconsistent. A few speakers received very substantial sums either as honoraria or reimbursement for airfare, hotel and meal expenses simply because they asked for it. Other equally-worth speakers who made no demands sometimes received nothing. Recognizing the awkwardness of such situations, recent program committees have striven to develop a fair and consistent policy regarding speakers' expenses. Both for the sake of economy and to foster diversity on our programs, program committees have begun following the practice of recruiting non-member speakers primarily from the locale of the annual meeting. This not only saves on travel costs, but often carries the public relations bonus of introducing SEALL to members of the local legal community from which the speakers are drawn.

Reimbursement of speaker expenses has been and will remain dependent upon the location of the meeting. Local speakers do not require the same reimbursement offer as those who must travel. The prevailing feeling of the Local Arrangements Committee must also be relied upon. Previous Committees have not felt it necessary to offer any form of compensation, while other have felt a small honorarium was in order. If travel expenses are to be reimbursed, they should be limited to travel (airfare or 20 cents per mile), meals for one day and lodging for one night. Honoraria to speakers should not exceed $200.00 without approval of the Chapter's Executive Committee. Either honoraria or travel expenses will be offered, depending upon circumstances. The Registration fee for speakers at major programs will be waived for SEALL members. The fee will not be waived for discussion group leaders, who traditionally are Chapter members. The Chair will furnish to the Local Arrangements Committee an estimate of anticipated speaker expenses.

The Program Committee is responsible for providing Local Arrangements with all information regarding speakers' needs for audiovisual equipment and other aids. Never assume there will be a podium or any other equipment at the meeting site. Ask if the speaker requires anything and be sure to tell Local Arrangements. The preparation of meeting location signs and speaker name signs is also the responsibility of the Local Arrangements Committee, but should be coordinated with Program.

During the meeting, each committee member takes the responsibility for introducing his/her panels of speakers. Obtaining the appropriate biographical information and organizing it for
introduction is also the responsibility of the Committee member. This can be reassigned by the Chair if a member is unable to attend the meeting.

Speaker reimbursement requests will be sent directly to the Chair of the Program Committee for review. The Chair will be forward the requests to the Local Arrangements Chair for payment.

The Chair will send letters of thanks to all speakers and discussion group leaders, and will prepare a written report summarizing the committee's activities. The report will include recommendations for future programs and any other information thought necessary.

APPENDIX

A timetable (copy attached) was established by the Chair to insure all tasks were completed by early January for submission of the completed program schedule and speakers to the Local Arrangements Committee in time for mailing. The Committee was provided with a descriptive list of topics which had been suggested previously. The Committee was asked for comment and additions to the list. The Chair then prepared a ballot (copy attached) and each committee member assigned votes on a scale of 10 to 1 (most favorable to least favorable). The votes were tallied and those programs receiving the highest totals of votes were chosen for presentation as panels or discussion groups, depending upon the content. The scheduling of programs was based on the availability of outside speakers (large attentive groups are desirable), and whether there was a balancing program to run concurrently.

Program Committee Timetable

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary review of suggested topics with committee members additions</td>
<td>Sept 9 (due to HLJ)</td>
</tr>
<tr>
<td>Ranking of list of topics</td>
<td>Oct 6 (due to HLJ)</td>
</tr>
<tr>
<td>Final ranking of topics and division of labors</td>
<td>Oct 3 (mailed out)</td>
</tr>
<tr>
<td>Preliminary schedule of speakers and times (may be only suggested speakers)</td>
<td>Nov 10 (due to HLJ)</td>
</tr>
<tr>
<td>Final schedule of speakers</td>
<td>Dec 1</td>
</tr>
<tr>
<td>Schedule to Local Arrangements for mailing</td>
<td>Jan 5</td>
</tr>
</tbody>
</table>
SOUTHEASTERN CHAPTER
1986 PROGRAM SCHEDULE

Thursday
12:00 - 6:00 Registration
6:00 - 7:00 Reception

Friday
8:00 - 12:00 Registration
8:00 - 2:00 Exhibits
8:45 - 10:15 Program I
10:15 - 11:15 Break
11:15 - 12:30 Program II
2:15 - 5:30 Tour
6:30 - 7:30 Reception
7:30 Dinner

Saturday
7:30 - 8:45 Breakfast
8:00 - 12:00 Registration
8:00 - 2:00 Exhibits
9:00 - 10:15 Program III
10:15 - 10:45 Break
10:45 - 12:00 Program IV
12:15 - 1:45 Working Lunches V
2:00 - 3:15 Tour
3:30 - 5:00 Program VI
5:00 - 7:00 Reception

7. Scholarship Committee

PROCEDURE MANUAL FOR SEALL LUCILE ELLIOT SCHOLARSHIP COMMITTEE

1. If asked by the President, select or help select committee members.

2. Place scholarship announcement in the newsletter. Try to have it appear at least two months before the deadline for applications.

3. Along with the applications, send a letter to the committee outlining the criteria for the scholarships. Also include forms to be used such as the scoring system sheet and ballot. Try to give the members a month to evaluate applicants and return the ballots to you.

4. Send an acknowledgement letter of receipt of application to applicants.

5. Evaluate applicants and compile your ballot with the other
committee members' ballots.

6. Send a letter to committee members with a copy of the compiled ballot. It should include the final ranking and summary.

7. Send letters to winners/losers.

8. After receiving the acceptance letters, notify treasurer of winners and amount of scholarship. The check will be sent directly to the winners.

9. Notify the President of the winners and use of the scholarships.
LUCILLE ELLIOT SCHOLARSHIP
(Southeastern Chapter, AALL) Application Form

1. ___________________________________________ Date 

   Name

2. ___________________________________________

   Address

3. Are you a member of SEAALL? _________. If so, when did you join? __________.

4. Have you received either a SEAALL or AALL scholarship during the three-year period previous to this announcement? ________. If so, when? _________________________.

5. For what purpose do you wish to use this scholarship? Please indicate course work, institute, annual meeting or other program. Please give dates of said courses or meeting.

   ___________________________________________

   ___________________________________________

   ___________________________________________

6. Please describe how this scholarship will help you in your career as a law librarian.

   ___________________________________________

   ___________________________________________

   ___________________________________________

7. Please provide present place of employment, job title and length of service.

   ___________________________________________

   ___________________________________________

   ___________________________________________

8. List your last two positions, institution and length of service in each.

   ___________________________________________

   ___________________________________________

9. Please provide information on your educational background (schools attended, dates of degrees, or certificate received):

   ___________________________________________

   ___________________________________________

   ___________________________________________
10. Please provide information on your participation in and service to the profession (SEAALL and AALL offices, committees, sections, programs, etc.).

________________________________________________________________________

________________________________________________________________________

11. Please state your library's policy relating to reimbursement of training and/or travel expenses and to what extent you will depend upon this scholarship to attend the course work, institute, annual meeting, etc. you wish to attend.

________________________________________________________________________

________________________________________________________________________

Please read and sign the following.

If for any reason, I cannot attend the activity listed in Question __, I shall return the money to the SEAALL Treasurer, who will so notify the Scholarship Committee.

Signed: ____________________________________________

If more space is needed to answer a question, please feel free to attach an additional page of comments.

Letters of recommendation from at least two individuals must accompany this application.

Six copies of the completed application and attached recommendation letters must be received by the Committee Chairman by February 15, 1988.

Send all material to:

Claire Engel
JACKSON & KELLY
P.O. Box 553
Charleston, West Virginia 25322
December 22, 1987

Dear Colleague:

Would you like to attend SEAALL’s Annual Meeting? An AALL Institute? An SLA meeting? An ONLINE conference? A business, library, or computer course? SEAALL wants to help you obtain continuing education and further your professional development.

This fiscal year, the Lucille Elliot Scholarship Committee will award up to six scholarships, each in the amount of $300.00. An application form is enclosed. We encourage any and all interested in continuing education and professional development to apply.

Please note that the application deadline is February 15, 1988. Guidelines for the awarding of the Lucille Elliot Scholarship were published in the Fall, 1987 issue of the Southeastern Law Librarian.

Let us contribute! We look forward to receiving your scholarship application.

Cordially,

Claire Engel, Chairman
Lucille Elliot Scholarship Committee

CE/prb
Enclosure
D. Special Committees

1. Education Committee

SOUTHEASTERN CHAPTER – AALL

EDUCATION COMMITTEE

REPORT

The SEAALL Education Committee was charged with constructing a plan for a series of education programs. In reviewing the work of the Special Education Committee and discussing by memo and phone, this Committee recommends the following:

1) The Education Committee recommends that the Vice President/President-Elect appoint a Workshop Director to plan a one day workshop to be held generally at the time of the SEAALL Annual Meeting. This person would coordinate topics and speakers with the Program Chair to avoid problems of duplication and conflict.

2) The Education Committee endorses the concept of one day workshops and encourages the Board to repeat these programs in areas where there is a high concentration of individuals who typically cannot travel to an annual meeting.

3) The Education Committee recommends the following subjects be considered as workshop programs:

   First preference: Management
   Personnel management
   Personnel accountability
   Staff development
   Motivating senior employees

   Second preference: Legal Reference
   Providing skills to clerks
   Legal reference to the public
   Legal reference v. practice of law
   Bibliographic instruction outside the classroom

   Third category: Special legal topics
   Drug testing
   Aids in the work place
   Coastal developments

4) The Education Committee recommends the following locations be considered for these workshops:

   Miami/Tampa/Orlando
   Charlotte
   Winston/Salem, Durham or Raleigh

5) The Education Committee recommends that SEAALL offer an honorarium to its speakers to be funded by increasing the
registration fee.

6) Furthermore, the Education Committee recommends that because of the cruise scheduled for 1989, an enhanced regular meeting rather than a separate workshop be offered. The Education Committee encourages the development of a program to be offered on one day of the cruise and which will deal with personnel management issues.
Southeastern Chapter  
American Association Of Law Libraries  
July 27, 1987

Sarah K. Wiant  
Washington & Lee University Law Library  
Lewis Hall  
Lexington, VA 24450

Dear Sally:

Thanks very much for agreeing to serve as chair of the SEAALL Education Committee for 1987-88. Enclosed is a list of the members of your committee with their professional affiliations.

As we discussed on the phone and as is pretty evident from the education survey, I think the chapter's focus on additional educational activity should be in the nature of one-day programs; ideally a "canned" program with standard outlines and materials that would travel easily. I would like for your committee to construct a plan for a series of such programs, with the ultimate goal being to hold the first ones in 1988/89. Among the items which I think need to be addressed initially are:

1) Topic -- basic or advanced, law firm, academic or general orientation

2) Location -- central to a large group of librarians, with individuals willing to assume local responsibility, number of different locations

3) Registration -- I think the chapter could subsidize this program for awhile, I'd like to see it become a "break-even" situation, but I think we'd like to keep the fees as low as possible at the same time

4) Speakers -- local or imported, compensated or not, how much, by whom (chapter or registration fees)

5) Format -- half-day, one-day with lunch, one-day lunch on your own

6) Program materials -- who produces, do we borrow from previous AALL programs (i.e. Dallas reference institute)

If we organize this up carefully, I think we can set a pattern for it to be repeated each year with different topics. Does this give you an outline of what we are looking for? If not, I'll be happy to talk with you at length at your convenience.

Sincerely,

Hazel L. Johnson  
President
2. Local Arrangements Committee

Planning Guide for a March Program

JULY - AUGUST

1. Set date (with an alternative)
2. Reserve meeting place (check on services of local convention and visitors bureau)
3. Decide on program topic
4. Invite AALL officer(s) to attend
5. Get deadlines for all chapter newsletters; act accordingly with preliminary announcement
6. Send announcements to SEALL newsletter ("Save this date")

SEPT. - OCT.

1. Appoint local committees (recommended committee: coordinators for exhibits, registration, hospitality, program materials)
2. Block out program and preliminary schedule for all activities
3. Begin identifying speakers for program segments
4. Order free folders for handouts (provided by BNA)
5. Write to potential exhibitors and decide how many exhibitors can be accommodated. Set exhibitor fee

NOV. - DEC.

1. Finalize program components
2. Contact speakers -- the best speakers make commitments far in advance
3. Decide on food service required
4. Contact caterer, get price estimates
5. Tickler to vendor/exhibitors if no response received
6. Exchange mailing labels with NOAL and Atlanta chapters

JANUARY

1. Project a budget for the institute and set an institute registration fee (based on vendor response and preliminary price estimates)
2. Design and draft institute mailer and registration form (submit to SEALL board for comments, suggestions)

3. Decide if alternative registration forms will be printed in newsletter (if so, design and submit to newsletter editors)

4. Send another letter to speakers at the end of the month (serves as a reminder to them; gives opportunity to outline what you want each to cover; gives them a chance to withdraw if they have changed their minds). Ask speakers to submit program outlines (if desired) by a date early enough to reproduce for handouts. Find out if participants will need audio-visual or statutes, etc., in handouts.

5. Finalize design and content of institute mailer. Have it reproduced and mail it out.

FEBRUARY

1. Begin organizing handout materials to be available to participants (bibliographies, etc.)

2. Check biographical information on speakers, and begin organizing remarks for the introduction of topics, speakers

3. Check in with caterers, make any final decisions on food and refreshments

4. Make arrangements with AALL President or Vice-President on arrival and departure times, accommodations, length of their remarks, etc.

5. Reconfirm with exhibitors and inquire about any special needs they have -- communicate any limitations of the exhibit space to them

6. Decide on type of name tags, acquire them (to be typed as registration forms are received); include names of speakers, exhibitors, institute committee members

7. Place news notices (if effort is to be made to encourage non-member attendance)

8. Design evaluation form, if desired

LATE FEBRUARY

1. Wrap up any details on food and refreshments and 'room arrangements

2. Order floral arrangements, if desired

3. Make placecards, if needed for head table or speaker's table

4. Make arrangements for microphones, audio-visual equipment, etc.
5. Put together an "Institute Day" care package of miscellaneous useful items: tape, scissors, marking pen, paper, stapler, clock (If needed in meeting room), etc.

6. After final date for registration:
   a. Type registration list
   b. Type exhibitor list
   c. Reproduce sufficient copies of above lists, all handout and program materials, and evaluation forms, if used
   d. Stuff registration packets

7. Finalize remarks to be made, introductions, needed announcements

8. Make any direction signs needed for the site

3. Publications Committee

Informally advises the Newsletter editor on policy and management matters (production methods, advertising, the nature of material to be published, etc.) In practice, the Newsletter Committee deals directly with most of these questions. The Publications Committee Chair can serve as an informal conduit of information and opinion about the Newsletter received from members of the Publications Committee and other Chapter members.

Develops guidelines for SEALL publication projects:

--- Types of publications that might be undertaken: e.g., bibliographies, research guides, salary surveys, other statistical surveys, model library procedures manual, etc.

--- Production methods, costs, distribution, etc.

Serves as link with Chair of AALL Publications Committee and Law Library Journal and AALL Newsletter editors; suggests Chapter members' publications suitable for inclusion in AALL publications (such as Journal, Newsletter, and AALL Publications and Occasional Papers series.

Makes available to Chapter members information on the variety of existing sources of publication for writing by law librarians, including but not limited to SEALL and AALL publications.

Coordinates updating and distribution of Selective Bibliographies of State Practice Material, State Legislative Information Checklists and Guides to Obtaining Current Legislative Materials that originally appeared in the Newsletter.

Maintains a clearinghouse for in-house publications (such as policy/procedure manuals, disaster plans, guides, marketing plans, legal bibliography exercises and handouts, bibliographies, pathfinders, computer lab handbooks, software, audio/videotapes, etc.)
-- Surveys the membership for in-house publications: completed, in progress and contemplated.

-- Publishes a list of projects in progress and contemplated with name, address and phone number of contact person.

-- Maintains collection of best completed publications, publishes list in Newsletter and makes copies available to interested members.

Keeps the Chapter Procedure Manual up to date. Solicits suggestions from officers, Committee chairs and others for changes to be made in the Manual. Produces updates at appropriate intervals, with the approval of the Executive Committee. Distribute copies to all Chapter officers and Committee chairs, Presidents of other AALL Chapters, Coordinator of Council of Chapter Presidents, and Executive Director of AALL. Publishes a notice of availability of the Manual in the Newsletter and provides copies at no charge to Chapter members who request them. Also provides copies to those outside the Chapter who request them; if necessary, requests SEALL Executive Board to authorize a charge for copies provided to non-SEALL members, at a price not to exceed actual cost.

Coordinates with SEALL Publicity and Public Relations Committee any items submitted for publication in AALL Newsletter or any other non-Chapter publication.

Prepares and submits to the Executive Board by Oct. 1 of each year a proposed budget for Committee activities.

4. Publicity & Public Relations Committee

5. Service to SEALL Committee
Guidelines proposed by the 1987-88 Special Committee on Service to SEAALL were amended and approved by the Executive Committee at its final meeting in Atlanta on Wednesday, June 29, 1988. The final approved guidelines are:

1. The President shall appoint annually, but at his or her discretion, a special committee to be called the "Committee on Service to SEAALL", composed of three members, one of whom shall be the immediate past-president.

2. The Committee shall be empowered to received nominations, to select candidates and to give an award to the person who makes a special contribution to the Chapter.

3. The selection shall be based on cumulative, or continuing, service to the Chapter.

4. The recipient should have been a member of the Chapter for at least five years. Current and most recent past officers are not eligible for this award.

5. This award shall be in the form of a plaque, or something similar in nature, signifying the contribution.

6. This award shall be given at the annual meeting of the Chapter.

The first award was given at the 1989 annual meeting, Miami-Nassau, April 16, 1989. The recipient was Ed Edmonds.