Fall 1990

SEAALL Handbook, Fall 1990

SEAALL

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SOUTHEASTERN CHAPTER
AMERICAN ASSOCIATION OF LAW LIBRARIES
HANDBOOK

FALL 1990 EDITION
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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 Editor will update the Handbook on a regular basis as determined by the Executive Board. It is produced in looseleaf format to allow easy updating of individual sections.

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

The Handbook is distributed to all 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 Editor. 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." 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.

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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 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.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.

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5Id. at 184.

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


In spring 1975, the *Southeastern Law Librarian* was initiated. During its formative years it was edited by Gene Teitelbaum. The quarterly publication 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
<table>
<thead>
<tr>
<th>Year</th>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1955</td>
<td>Chapel Hill – Durham, North Carolina</td>
<td>April 28-30</td>
</tr>
<tr>
<td></td>
<td>Lexington, Kentucky</td>
<td></td>
</tr>
<tr>
<td>1957</td>
<td>Atlanta, Georgia</td>
<td>August 22-24</td>
</tr>
<tr>
<td>1959</td>
<td>Chapel Hill, North Carolina</td>
<td>November 12-13</td>
</tr>
<tr>
<td>1960</td>
<td>Nashville, Tennessee</td>
<td>November</td>
</tr>
<tr>
<td>1964</td>
<td>Chapel Hill – Durham, North Carolina</td>
<td>August 29-31</td>
</tr>
<tr>
<td>1966</td>
<td>Lexington, Kentucky</td>
<td>August 25-26</td>
</tr>
<tr>
<td>1967</td>
<td>Charleston, South Carolina</td>
<td>August 23-25</td>
</tr>
<tr>
<td>1968</td>
<td>Oxford, Mississippi</td>
<td>August 20</td>
</tr>
<tr>
<td>1969</td>
<td>New Orleans, Louisiana</td>
<td>August 26</td>
</tr>
<tr>
<td>1970</td>
<td>Nashville, Tennessee</td>
<td>August</td>
</tr>
<tr>
<td>1971</td>
<td>Charlottesville, Virginia</td>
<td>August 22-24</td>
</tr>
<tr>
<td>1972</td>
<td>St. Simon's Island, Georgia</td>
<td>August 22</td>
</tr>
<tr>
<td>1973</td>
<td>Marco Island, Florida</td>
<td>August 18-20</td>
</tr>
</tbody>
</table>
1973
Annual Institutes
Law Cataloging
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
April 14-17

1990
Oxford, Mississippi
April 5-7

Postconference Institute
Organizational Development: Library Power and Performance
Oxford, Mississippi
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

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. 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

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
J. Wesley Cochran 1989-90
### Past Vice-President/President-Elects

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

### Past Secretary-Treasurers

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Younger</td>
<td>1971-72</td>
</tr>
<tr>
<td>Nancy Jo Kitchen</td>
<td>1972-76</td>
</tr>
<tr>
<td>Lamar Woodard</td>
<td>1976-78</td>
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<tr>
<td>Frances Hall</td>
<td>1978-80</td>
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<tr>
<td>Anne Slaughter-Towles</td>
<td>1980-82</td>
</tr>
<tr>
<td>Ed Edmonds</td>
<td>1982-84</td>
</tr>
<tr>
<td>Margarette Dye</td>
<td>1984-86</td>
</tr>
</tbody>
</table>

### Past Secretaries

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
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</thead>
<tbody>
<tr>
<td>Larry Wenger</td>
<td>1986-88</td>
</tr>
<tr>
<td>Betty Kern</td>
<td>1988-90</td>
</tr>
</tbody>
</table>

### Past Treasurers

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill James</td>
<td>1986-88</td>
</tr>
</tbody>
</table>
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 (University of Alabama, Tuscaloosa, AL)
         Peggy Cook (University of Alabama, Tuscaloosa, AL)
         Penny Gibson (University of Alabama, Tuscaloosa, AL)
         Sondra Hayward (University of Alabama, Tuscaloosa, AL)
         Betty Hutchins (University of Alabama, Tuscaloosa, AL)
         David Lowe (University of Alabama, Tuscaloosa, AL)
         Robert Marshall (University of Alabama, Tuscaloosa, AL)
         Diana May (University of Alabama, Tuscaloosa, AL)
         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)
         Miriam Murphy (Wake Forest University, Winston-Salem, 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 (continued)

Members: Julia Best
Jack Bissett (Washington & Lee University, Lexington, VA)
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: Debbie Henson (Taylor, Porter, Brooks & Phillips, Baton Rouge, LA)
Jack Hurd (Nelson, Mullins, Riley & Scarborough, Columbia, SC)
Mary McCormick
Deborah K. Webster (University of North Carolina, Chapel Hill, NC)

Publicity/Public Relations Committee

Chair: Sue Burch (University of Kentucky, Lexington, KY)

Members: Nona Beisenherz (Loyola University Law Library, New Orleans, LA)
Joseph Cross (University of South Carolina, Columbia, SC)
Robin Gault (Florida State University, Tallahassee, FL)
Nancy Johnson (Georgia State University, Atlanta, GA)
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

1975-1976

Placement Committee
Chair: Ed Schroeder (Florida State University, Tallahassee, FL)

Private Law Library Workshop
Chair: Steve Margeton

New Orleans Meeting (Program)
Chair: Peyton Neal (Washington & Lee University, Lexington, VA)

1976-1978

Scholarships Committee
Chair: Ann Fortenberry

Program Committee
Chair: Bill James (University of Kentucky, Lexington, KY)

Nominations Committee
Chair: David Brennan (University of Alabama, Tuscaloosa, AL)

1978-1980

Scholarships Committee
Chair: Carol West (Mississippi College, Jackson, MS)
      Alice Murphy
      Susan Csaky
      Joyce Cannon
      Ed Schroeder (Florida State University, Tallahassee, FL)

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

Placement Committee
Chair: Leigh Morris
      Brian Polley
      Jeanne Underhill
Newsletter Committee
Chair: Gene Teitelbaum (University of Louisville, Louisville, KY)
Ann Fessenden
Margaret Axtmann (National Center for State Courts, Williamsburg, VA)
Jane Gudelsky (Jones, Bird & Howell, Atlanta, GA)

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

Resolutions Committee
Chair: Sally Wiant (Washington & Lee University, Lexington, VA)
Peggy Martin

Private Libraries Committee
Chair: Anne Slaughter (McCollister, McCleary, Fazio, Mixon, Holliday & Hicks, Baton Rouge, LA)
Margarette Dye
Angela Stramiello

Nominating Committee
Chair: Kay Todd
Kenneth Zick
Carol Ramsey

Minority Committee
Steve Huang (University of South Carolina, Columbia, SC)
Jose Rodriguez
Larry Ress

1979 SE Meeting/Institute
Chair: Robin Mills (University of South Carolina, Columbia, SC)
Program: Lance Dickson (Louisiana State University, Baton Rouge, LA)
Anne Slaughter

Local Arrangements Committee
Chair: Mike Beaird (University of Mississippi, Oxford, MS)
Carol West (Mississippi College, Jackson, MS)
Constitution Committee

Chair: Leigh Morris
Charlotte Corneil
Kay Todd

1980 Program Committee

Chair: Robin Mills (University of South Carolina, Columbia, SC)
Larry Wenger (University of Virginia, Charlottesville, VA)
Donald Ziegenfuss (Carlton, Fields, Ward, Emmanuel, Smith & Cutler, Tampa, FL)

1980 Local Arrangements Committee

Chair: Bardie Wolfe (University of Tennessee, Knoxville, TN)
Reba Best (University of Tennessee, Knoxville, TN)
David Brennan (University of Alabama, Tuscaloosa, AL)
Susan Kalen
Deidre R. McCammon
Cheryn Picquet (University of Tennessee, Knoxville, TN)

Tellors

Constance Matzen
Frances Hall

1980–1982

Membership Committee

Chair: Cheryn Picquet (University of Tennessee Law Library, Knoxville, TN)
Members: Brian S. Polley (Florida Supreme Court Library, Tallahassee, FL)
Cheryl Jones (University of Kentucky Law Library, Lexington, KY)

Nominating Committee

Chair: Larry B. Wenger (University of Virginia Law Library, Charlottesville, VA)
Members: Anne Slaughter Towles (McCollister, McCleary, Fazio, Mixon, Holliday & Hicks, Baton Rouge, LA)
Frances H. Hall (North Carolina Supreme Court Library, Raleigh, NC)
Hazel Johnson (University of Georgia Law Library, Athens, GA)

Placement Committee

Chair: Leigh Morris (University of Richmond Law Library, Richmond, VA)
Members: Cathy Arthur (Ashland Oil Inc. Law Library)
J. Wesley Cochran (Loyola University Law Library, New Orleans, LA)
Scholarship Committee

Chair: William James (University of Kentucky Law Library, Lexington, KY)
Members: Margarete Dye (Powell, Goldstein, Frazer & Murphy, Atlanta, GA)
Joan D. Cannon (Florida Supreme Court Library, Tallahassee, FL)
Barbara G. Murphy (University of Virginia Law Library, Charlottesville, VA)
Wallis Hoffsis (Florida State University Law Library, Tallahassee, FL)

Newsletter Committee

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

Private Law Libraries Committee

Chair: Donald G. Ziegenfuss (Carlton, Fields, Ward, Emmanuel, Smith & Cutler, Tampa, FL)
Members: Patricia Strougal (Macey & Zusmann, Atlanta, GA)
Jane M. Gudelsky (Jones, Bird & Howell, Atlanta, GA)

County and Court Libraries Committee

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

Constitution and Bylaws Committee

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

Program Committee, 1981

Chair: A. Michael Beaird (University of Mississippi Law Library, Oxford, MS)
Members: William Younger (Alabama Supreme Court Library)
Joseph Cross (University of South Carolina Law Library, Columbia, SC)
Kay Todd (Kilpatrick & Cody, Atlanta, GA)
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)
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

Special Committee on Procedures Manual
F. Pamela Graham
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 (McCollister, 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)

Special Committee on Procedures Manual
F. Pamela Graham
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)
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)
Miriak 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 & Klesterman)
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)

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 Wingertar (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)

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: Peggy 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, Lipoff, 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  Beverly L. Boyer
       Paul Willis (University of Kentucky, Lexington, KY)

1970  Kathleen Price (Duke University, Durham, NC)

1971  No Scholarship was given

1972  Harriet S. Tuch

1973  Gloria M. Frederick

1974  Katherine Long May
       Robin K. Mills (University of South Carolina, Columbia, SC)

1975  Angela M. Denerle
       Barbara G. Murphy (University of Virginia, Charlottesville, VA)
       Fred C. Pearson

1976  Marguerite B. Coe
       Donna Joity

1977  Steve Huang (University of South Carolina, Columbia, SC)
       Connie Pine
       Elaine Poziakoff

1978  Martha J. Birchfield
       Reynold Kosek (Mercer University, Macon, GA)
       Marguerite A. Rey (Loyola University, New Orleans, LA)

1979  Claire M. Germain (Duke University, Durham, NC)
       Carole W. Knobil (University of Miami, Coral Gables, FL)
       Martha W. Rush (University of Louisville, Louisville, KY)

1980  Anne D. Bardolph (Florida State University, Tallahassee, FL)
       Margaret D. Martin (Fulton County, Atlanta, GA)
       Anne S. Towles (McCullister, McCleary, Fazio & Holliday, Baton Rouge, LA)
1981
Janeen J. Denson (Duke University, Durham, NC)
Mary H. Ladner
Patricia L. Mennicke (Sirote, Permutt, Friend, Friedman, Held & Apolinsky, Birmingham, AL)
Orietta Ayala Ortiz

1982
Patsy Ruth Brautigam (Law Library of Louisiana, New Orleans, LA)
Charles S. Finger (Loyola University, New Orleans, LA)
Louise H. Stafford

1983
Constance Matzen (Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan, Raleigh, NC)
Jo Ellen McComb (University of Kentucky, Lexington, KY)
Carmen Melindez (University of Puerto Rico, Rio Piedras, PR)

1984
Cynthia Adams (Long & Aldridge, Atlanta, GA)
Sarah Churney (Tulane University, New Orleans, LA)
Rita Parham (Louisiana State University, Baton Rouge, LA)
Sally Wambold (University of Richmond, Richmond, VA)

1985
Mary Cooper (University of Virginia, Charlottesville, VA)
Mark Evans
Kathy Heberer (Rumberger, Kirk, Caldwell, Cabaniss & Burke, Orlando, FL)
Jane Needham
Randy Owen (Law Library of Louisiana, New Orleans)

1986
Doris M. Hinson (Duke University, Durham, NC)
Suzanne Krebsbach (McNair, Glenn, Konduros, Corley, Singletary, Porter & Dribble, Columbia, SC)
Susan P. Morrison (Louisiana State University, Baton Rouge, LA)
Janet Sinder (Duke University, Durham, NC)

1987

1988
Mary D. Smith (Akerman, Senterfitt & Eidson, Orlando, FL)
Clayne M. Calhoun (Roanoke Law Library, Roanoke, VA)
Peggy Hardy (North Carolina Central University, Durham, NC)
Alva T. Stone (Florida State University, Tallahassee, FL)
Terri O. Saye (University of North Carolina, Chapel Hill, NC)
Daniel Taysom (Nova University, Fort Lauderdale, FL)

1989
Karin Den Bleyker (Mississippi College of Law, Jackson, MS)
Ajaye Bloomstone (Louisiana State University, Baton Rouge, LA)
Ulrike Dieterle (University of Northern Kentucky, Highland Heights, KY)
Melissa Ann McPherson (Charlotte Law Library, Charlotte, NC)
M. Kathleen Ries (Kilpatrick & Cody, Atlanta, GA)
Susan S. Roach (Navy JAG Library, Alexandria, VA)
1990

Sara Allen (Kilpatrick & Cody, Atlanta, GA)
Nona K. Beisenherz (Loyola University, New Orleans, LA)
Donna S. Bennett (University of Northern Kentucky, Highland Heights, KY)
Marguerite Rey Florent (Loyola University, New Orleans, LA)
Dorothy C. Hill (Stetson University, St. Petersburg, FL)
Constance M. Matzen (Smith, Anderson, Blount, Dorsett, Mitchell, Raleigh, NC)
Carol Avery Nicholson (University of North Carolina, Chapel Hill, NC)
Diana Osbaldiston (University of South Carolina, Columbia, SC)
Carla Downer Pritchett (Loyola University, New Orleans, LA)
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)

L. Archives

The archives of the Southeastern Chapter are maintained by Ed Edmonds at Loyola University, New Orleans, Louisiana. All SEALL materials (e.g. publications, annual meeting materials, committee reports, papers of officers) that can be located are on file. Members should feel free to contact Ed Edmonds for any materials that are desired. All former officers and committee chairs are encouraged to forward materials to the archives.)
ADMINISTRATIVE STRUCTURE

A. Officers

1. President

1. Committee Appointments

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

Volunteers for service on committees are solicited during the spring before 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 1: President appoints nominating committee
March 1: Nominating committee presents names to president
Annual Meeting: Executive Committee 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. VII.

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." The president provides "reasonable notice of such meetings to each member of the Chapter." Art. II, sec. 2

The president presides over the Business Meeting at the annual AALL meeting. The agenda includes committee reports and officer reports.

The three-day annual SEALL meeting normally 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.

The president represents the Chapter at the Council of Chapter Presidents meeting.

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

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. VI, 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. VI, Sec. 1.

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. VI, Sec. 1 of the Articles appears to be superfluous.
3. Secretary

1. Term of Office

The secretary serves for two years. Art. VI, sec. 1.

2. Executive Committee/Board of Trustees

The secretary serves on the Executive Committee/Board of Trustees. Art. VI.

3. Mail Ballots

The secretary is responsible for all mail ballots. This includes elections of officers and amendments to the Articles or Bylaws. The secretary also notifies the membership by mail or at a Chapter meeting of the outcome of elections of officers. B., Art. III, sec. 2. The secretary receives proposed amendments to the Articles 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. The secretary sends mail ballots to change the Articles 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

1. Term of Office
   The treasurer serves for two years. Art. VI, sec. 1.

2. Executive Committee/Board of Trustees
   The treasurer serves on the Executive Committee/Board of Trustees. Art. VII

3. Dues
   The treasurer is responsible for mailing dues notices as outlined in Article I, section 2(b) of the Bylaws. Note that the fiscal year must coincide with that of AALL.

4. Financial Affairs
   The treasurer is responsible for the financial affairs of the Chapter
5. Immediate Past President

1. Executive Committee/Board of Trustees

The immediate past president serves on the Executive Committee/Board of Trustees. Art. VII.
B. Executive Committee/Board of Trustees

The president, vice-president/president-elect, secretary, treasurer, and the immediate past president serve as the Executive Board/Board of Trustees. The Committee is charged with "general supervision, management and control of the business, affairs and activities of this corporation, subject, however, to the other articles of these Articles of Incorporation and the bylaws and in accordance with the policies agreed upon by its members." Art VII, sec. I.
C. 1. 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. Therefore, the committee selection process should locate at least one law firm librarian, a university librarian, a court librarian and a corporate law librarian. Additionally, a member of the Local Arrangements Committee serves as a liaison between the two committees providing necessary communication and assistance to the Program Committee in locating local speakers to assure the budget is controlled.

Initial decisions regarding whether or not to schedule concurrent programs and discussion groups are made in conjunction with the Local Arrangements Committee and depend 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 Committee. Additional meetings which have traditionally been held and should be considered in the programming schedule are the SOLINET users meeting (traditionally hosted by SOLINET), the Executive Board meeting, the Business Meeting, and the Consortium of Southeastern Law Libraries (COSELL) meeting. Time may also be necessary 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. 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. The Local Arrangements Committee 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 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-worthy speakers who made no demands sometimes received nothing. Recognizing the awkwardness of such situations, recent program committees have tried 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 others have felt a small honorarium was in order. If travel expenses are to be reimbursed, they should be limited to travel (airfare or $0.20 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 speakers expenses.

The Program Committee is responsible for providing the Local Arrangements Committee 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 the Local Arrangements Committee. The preparation of meeting location signs and speaker name signs is also the responsibility of the Local Arrangements Committee, but should be coordinated with the Program Committee.

During the meeting, each committee members 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 forward the requests to the Local Arrangements Chair for payment.

The Chair will send letters of appreciation 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.

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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>Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early September</td>
<td>Preliminary review of suggested topics with committee members additions</td>
</tr>
<tr>
<td>Early October</td>
<td>Ranking of list of topics</td>
</tr>
<tr>
<td>Mid-October</td>
<td>Final ranking of topics and division of programs</td>
</tr>
<tr>
<td>Early November</td>
<td>Preliminary schedule of speakers and times</td>
</tr>
<tr>
<td>Early December</td>
<td>Final schedule of speakers</td>
</tr>
<tr>
<td>Early January</td>
<td>Schedule to Local Arrangements for mailing</td>
</tr>
</tbody>
</table>
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 - 12:00  Exhibits
C. 2. Membership Committee

The Membership Committee is a standing committee under Article VIII of the Articles. The Committee's primary function is maintain and increase membership and to offer advice to the Executive Committee over qualifications for membership. The Committee may also be asked to assist the Publications Committee with the production of the Membership Directory.

The Committee should acquire a current membership list from the secretary/treasurer during August or early September.

The Committee should periodically check SEALL membership against the current AALL Membership Directory.

The Publicity Committee is currently responsible for development of a brochure to be used with solicitation letter and for sending to law firms within region to enlighten attorneys.
C. 3. Nominating Committee

The Nominating Committee is responsible for submitting to the President a slate listing the candidate or candidates for positions to be elected in a given year by March 1 in accord with Article III of the Bylaws. Elections are by mail ballot in May. A vice-president/president-elect is nominated each year. A secretary is nominated and elected in each even number year. A treasurer is nominated and elected in each odd number year. The current practice is for the Nominating Committee to submit to the president a slate containing two names for each office. The slate is approved by the Board of Trustees. The secretary is responsible for preparation, mailing, receipt, counting, and validating the ballots.

The Nominating Committee Chair is responsible for requesting input from Committee members for suggestions for nominees. Suggestions from the previous Nominating Committee should be considered. Members of the Board of Trustees should also be contacted for nominees. The membership is invited to submit names of potential candidates through solicitation in the Southeastern Law Librarian.

During these deliberations the Committee should seek pertinent information concerning each person's qualifications. The Committee should particularly consider the following information:

1. SEALL Association activities
2. Type of institution (e.g. academic, court, firm, etc.)
3. Professional experience
4. Willingness to serve

The Committee chair should contact each member of the Committee to rank potential nominees.

The Committee chair is responsible for contacting each potential nominee concerning their willingness to be nominated. This should be done in order of Committee ranking until the desired number of nominees for each position is reached.

The Committee is also responsible for submitting to the secretary and the newsletter editor pertinent biographical information for inclusion with the ballot and the Southeastern Law Librarian. A Candidate Biographical Data Form has been developed to assure that uniform information is available for all candidates.
CANDIDATE BIOGRAPHICAL DATA FORM

Please complete the following form and return it to the Chair of the Nominating Committee.

Name ________________________________

Institution ________________________________

Office for which you have been nominated: ________________________________

Education: Please list the university and the year you received your degree

JD ________________________________

MLS ________________________________

BA ________________________________

Other ________________________________

Professional Affiliations: Please list all offices held, committee memberships and chairs, other activities and the years for each:

Southeastern Chapter, American Association of Law Libraries

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

American Association of Law Libraries

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Other Chapter, American Association of Law Libraries

________________________________________________________________________
Other Library Affiliations

Presentations

Publications

Other Activities
C. 4. Placement Committee

The primary purpose of the Placement Committee is to assist librarians searching for new positions. A secondary purpose is to inform potential employers of the assets of professional librarians.

The Placement Committee annually establishes a network of information sources concerning available positions. The past practice of listing positions in the Southeastern Law Librarian proved ineffective because the publication schedule and the necessary deadlines were not timely enough for the needs of librarians.
C. 5. Scholarship Committee

The Scholarship Committee is responsible for the Lucile Elliot Scholarships. The scholarship program assists Chapter members in attending Chapter institutes, annual meeting or other programs.
Lucile Elliot Scholarship Application Form  
Southeastern Chapter, American Association of Law Libraries

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Name</td>
</tr>
<tr>
<td>2.</td>
<td>Position</td>
</tr>
<tr>
<td></td>
<td>Length of time in Position</td>
</tr>
<tr>
<td>3.</td>
<td>Address</td>
</tr>
<tr>
<td>4.</td>
<td>Are you a member of SEALL?</td>
</tr>
<tr>
<td></td>
<td>When did you join?</td>
</tr>
<tr>
<td>5.</td>
<td>Have you received either a SEALL or AALL scholarship during the</td>
</tr>
<tr>
<td></td>
<td>three year period prior to this application?</td>
</tr>
<tr>
<td></td>
<td>If so, when?</td>
</tr>
<tr>
<td>6.</td>
<td>For what purpose do you wish to use this scholarship?</td>
</tr>
<tr>
<td></td>
<td>Please indicate course work, institute, annual meeting or other</td>
</tr>
<tr>
<td></td>
<td>program. Please provide dates or the courses or meeting.</td>
</tr>
<tr>
<td>7.</td>
<td>Please describe how this scholarship will help you in your</td>
</tr>
<tr>
<td></td>
<td>career as a law librarian.</td>
</tr>
<tr>
<td>8.</td>
<td>List your last two library positions, the institution and length</td>
</tr>
<tr>
<td></td>
<td>of service in each.</td>
</tr>
</tbody>
</table>
9. Please provide information on your educational background (institutions attended and dates of degrees)

________________________________________

________________________________________

10. Please provide information on your participation in professional activities (SEALL and AALL offices, committees, sections, programs, etc.)

________________________________________

________________________________________

11. Please state your library's policy relating to reimbursement for training or travel expenses and degree to which you must depend upon this scholarship to attend the course work, institute, annual meeting, etc., that you wish to attend.

________________________________________

________________________________________

________________________________________

Please read and sign the following.

If for any reason, I cannot attend the activity for which this scholarship was granted, I shall return the money to the SEALL Treasurer, who will so notify the Scholarship Committee.

Signed: __________________________

Date: __________________________

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 Chair by February 15, 19__.

Send all material to:

Name and Address of the committee chair.
C. 6. Articles and Bylaws Committee

The Articles and Bylaws Committee is a standing committee under Article VIII of the Articles. The Committee's primary function is to draft amendments to the Articles and/or the Bylaws as directed by the Executive Committee or the members, and to study and review the Articles and Bylaws and propose necessary changes to clarify ambiguities or to revise language.

Proposed Amendments

Under Article XII of the Articles, "[a]mendments to the charter may be proposed by the Executive Committee or by a petition signed by ten percent (10%) of the members." There are no similar requirements for proposal to amend the bylaws.

Notice

In drafting amendments or other changes to the Articles or Bylaws, the Committee needs to schedule its work to assure compliance with the thirty day notice requirements contained in 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. In scheduling the Committee's work, the chair needs to be conscious of the dates of chapter meetings, must discuss with the president the time needed by the Executive Committee for consideration, and the time necessary for the secretary to prepare and mail the final proposals.

Committee Process

To facilitate the Committee's work, the chair should make sure that all Committee members have copies of the current version of the Articles and Bylaws. Because the Committee members is separated geographically, most of the Committee business will be conducted by mail. The chair should determine in August or September how to organize the Committee's work in light of the amount of business and time considerations.

Most of the drafting work of the Committee can be handled by mail or telefacsimile. The chair assigns drafting responsibility to a committee member. The initial draft is submitted to the other Committee members for comment and suggestions. If necessary, a corrected or revised draft is prepared and resubmitted to the Committee.

It is the chair's responsibility to clearly communicate time limits to the committee member(s) and to consult with the Executive Committee about proposed changes. The chair is also responsible for submitting an annual report at the SEALL annual meeting.
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:
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 at the Archives. Several calls each year are received by users who wish to obtain back issues. This calls should be referred to the Archivist.
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
D. 1. Education

The Education Committee is responsible for planning and implementing a series of special educational programs beyond that offered at the annual meeting. The programs include a workshop to be held in conjunction with the annual meeting, a series of workshops to be repeated in areas of a high concentration of members.

In 1989 the committee planned a postconference institute on "Organizational Development: Library Power and Performance." The institute was held on April 7-8 in Oxford, Mississippi.

From 1973 to 1976, SEALL conducted annual institutes covering topics such as law cataloging, law library administration, private law libraries workshop, microforms, classification for library administrators, and users of Library of Congress class K. In 1988, the committee recommended that 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 versus practice of law
- Bibliographic instruction outside the classroom

Third preference: Special legal topics
- Drug testing
- Aids in the workplace
- Coastal developments
D. 2. Local Arrangements Committee

Planning Guide

Dates assume mid-March meeting.

July - August

1. Reserve meeting place (check on services of local convention and visitors bureau)

4. Invite AALL officer(s) to attend

5. Get deadlines for all chapter newsletters November 15 & early January; act accordingly with preliminary announcement

6. Send announcements to SEALL newsletter ("Save this date")

September - October

1. Appoint local committees (recommended committee: coordinators for exhibits, registration, hospitality, program facilitator)

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

November - December

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 SEALL 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

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
Basic Convention Registration Form

Name

Affiliation

Address

City State Zip

Others who will be attending with you

CONFERENCE REGISTRATION FEE
(includes all programs and social events)

Additional Tickets

Total

Make checks payable to SEALL and return registration form by (date) to:

Local Arrangements Chair
Address
Fax Number

Return hotel registration form by (date) to:

Hotel Address
D. 3. Publications Committee

The Publications Committee is responsible for overseeing SEALL publications projects.

The Publications Committee is initially responsible for the Handbook, and the selection of the editor.

The Committee is responsible for coordinating the updating and distribution of the State Practice Materials Bibliographies. This project is an extension of a series originally published in the newsletter. The chair is responsible for locating a coordinator or co-coordinators for each state. The coordinator is responsible for assembling a bibliography of state practice oriented materials and coordinating the writing of annotations for each entry.

The committee should also consider updating the State Legislative Information Checklists and Guides to Obtaining Current Legislative Materials that originally appeared in the Southeastern Law Librarian.

The Committee is also responsible for maintaining a clearinghouse for in-house publications (e.g. policy/procedure manuals, disaster plans, guides, pathfinders, marketing plans, legal bibliography exercises and handouts, bibliographies, computer lab handbooks, software, audio/videotapes).

The Committee should act as a liaison with COSELL in their project to distribute library newsletters.
D. 4. Publicity and Public Relations

The Publicity and Public Relations Committee was established to announce SEALL activities. The committee chair is responsible for assuring that SEALL news appears in the American Association of Law Libraries Newsletter. Such news should include a listing of offices, plans for the annual meeting and any institutes which are held.

The committee should also consider what role it wishes to take at state bar association conventions. This activity should be coordinated with the work of the Placement Committee.
D. 5. Service to SEALL

Guidelines were proposed by the 1987-88 Special Committee on Service to SEALL and 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 SEALL", composed of three members, one of whom shall be the immediate past-president.

2. The Committee shall be empowered to receive nominations, select candidates and 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.