1994

SEAALL Handbook Revision Materials, 1994

SEAALL

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Pam,

Below is a draft version of the letter and survey I propose to send to 92- and 93-94 officers and committee chairs. My goals are to determine how widely the handbook has been distributed, whether it has any value as currently written, what (if anything) folks would like to have in it and how should be distributed. I have my own ideas, but I'd like to know if they match what people want. Please review the letter and survey and modify as necessary. I have also attached a tentative timetable.

Do you think the draft needs to go to other Board members for review? (I don't since they will get a copy of the survey and I plan to distribute a draft handbook to them before the Richmond meeting, but am happy to send it if you think it necessary.)

Once the language is established, I will send you a mail merge document on disk with the letter, survey and appropriate addresses. I want to include the table of contents and the chapter which relates to the person's committee with the survey. How is the easiest way to handle this for you? I have a handbook which has not been bound, so I can send you photocopies of the pages if you need it. That way you wouldn't have to photocopy from a bound version (if you have one) and you could be sure of the pages I want to include.

I'd like to develop some kind of preliminary report for Seattle, so we should probably try to get this out no later than June 1, so it can be return by mid- to late June. Thanks for getting UF to take care of this. I really appreciate it. If you have questions, call or email. -- Hazel

***************Proposed Seall Handbook Revision Timetable***************

May
Draft of survey to President, et al

June 1
Survey mailed to 92-93 & 93-94 officers and committee chairs with due date of June 20

July
Report to Board in Seattle regarding suggested revisions, proposed inclusiveness of document, and timetable

Aug/Sept
Re-Draft sections, review Board policies for inclusion

Oct
Send to 94-95 Committee chairs for review

Nov
Include revisions (if any) and send to Board for review

Jan/Feb
Complete revision of document

April
Distribute final draft to Board at Richmond meeting
July    Distribute to 95-96 committee chairs at Pittsburgh meeting

******************************************************** Proposed Seall Handbook Survey Letter

Dear:

The SEALL Committee Handbook is being revised for the first time. As a (current/past) (officer/committee chair), I need your help to create a handbook which will be of assistance to you and those who follow you. Enclosed are the current pages relevant to your (committee/office) and a brief survey about the handbook. Please review the pages and complete the attached survey. The survey should be returned to me at the address above by JUNE 20, 1994. Thanks for your help.

Sincerely,
Hazel Johnson

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

SEAALL HANDBOOK REVISION SURVEY

Committee/Office name ____________________________
Your name (optional) ________________________________

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your (committee/office) when you took (office/became chair)?

2. If you received materials, did you find them helpful?

3. If you did not receive materials, would the pages as they exist now have been helpful to you?

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.)

5. Would it be helpful to a committee chair/office to know about the responsibilities of other committees and/or offices?

6. How do you think the Handbook should be kept up to date?

7. How should the Handbook be distributed? When?

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook.

Return this survey and any accompanying documents to Hazel Johnson, Law Library Services Consultant, 4709 Lakeview Estates Drive, Northport, AL 35476 no later than JUNE 20, 1994.
Believe it or not, I have been working on the revision of the Handbook. I apologize for the delay, but AALL Public Relations has been consuming me since August. To date, I have imported and updated the historical sections and have drafted the sections pertaining to officers. There are several items on which I need your input.

Organization

The enclosed Table of Contents should give you an idea of the structure I propose to use for the Handbook. I am contemplating adding two additional sections — one which will cumulate all the details about a particular SEALL activity which involve more than one officer and more than one committee (e.g. the Annual Meeting, the Institute, the Lucile Elliott Scholarship, Southeastern Law Librarian etc.). My thought was that having all the procedures together in addition to listed with each officer might facilitate planning and would allow a better compilation of chapter policies regarding a particular event or activity. The other section would cumulate general chapter forms, using a cross reference in the appropriate officer or committee section.

I am interested in your comments on the proposed organization and the two additional sections which are not reflected in the Table of Contents.

Content

Each of you has received the section relevant to your current or immediate past office (except Carol, Pam and Joyce who have received copies of all sections). The outline of each section is the same and I anticipate utilizing a similar format for the committee sections. I have some questions about actual chapter policies and procedures and have highlighted those items in yellow. I particularly need your comments on those items.
I have borrowed liberally from the Handbooks of ALLUNY, MALL and the D.C. chapter. If a statement from one of their handbooks seemed like something we should be doing, I included it and have highlighted it for your comment.

Chapter Calendar

The chapter calendar which is included is in very draft form. It will be complete when the handbook is, as I add things to it as I come across them. Comments and additions are welcome.

Overall Concerns

I am somewhat concerned about the projected length of the Handbook. As you can see, the Handbook now includes more than 70 pages. When the enclosed Table of Contents was created, there was no content in the Treasurer, Immediate Past President, and Executive Committee sections and little in the committee sections. I have utilized a 10 point font for the sections you have received. Please let me know if you think they are readable or if I am worrying unnecessarily over the length.

I have requested copies of the Executive Committee minutes from Mary Forman, Registered Agent and may be supplementing each section with new materials as I discover them. If any of the materials in your section are inaccurate please correct them.

I would very much appreciate receiving the answers to my questions and your comments by December 5 if at all possible.
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Chapter Calendar

July
• Chapter Business meeting held at AALL annual meeting
• Executive Committee meets prior to Chapter Business Meeting
• Vice-President/President-Elect becomes President at end of business meeting
• Newly elected officers and new committee chairs are presented to the membership and assume positions at end of meeting
• Chapter Handbook distributed to new officers and committee chairs

August
• All appropriate records are conveyed to new officers and committee chairs (by August 1)[is this enough time?]
• Quarterly financial report prepared by Treasurer
• Southeastern Law Librarian printed (issue 4)

September


October


November
• Quarterly financial report prepared by Treasurer
• Southeastern Law Librarian printed (issue 1 of new volume)

December


January
• Chapter Mid-year report due to AALL -- is this date accurate?

February/March
• Preliminary committee reports due two weeks prior to annual meeting -- is this enough time for President to prepare for distribution
• Budget requests for upcoming year due -- do we prepare a budget/if not, aren't we supposed to for incorporation purposes?
• Quarterly financial report prepared by Treasurer
• Southeastern Law Librarian printed (issue 2)

March
• Nominating Committee presents slate of candidates to President
March/April

- Chapter Annual Meeting and Educational Institute held
- Executive Committee meets prior to annual meeting
- Service to SEALL award presented at annual meeting
- Full year financial report prepared by Treasurer
- Committee volunteer form distributed during annual meeting

April

- Chapter Annual Report due to AALL [is this accurate?]
- Registered Agent files chapter annual report with Florida Secretary of State
- Dues notices mailed, payable by [ ]
- Committee volunteer form distributed with dues notice
- Executive Committee accepts slate of candidates, President announces slate

May

- Secretary mails ballots on May 1
- Southeastern Law Librarian printed (issue 3)

June

- Ballots due to Secretary on June 1
- Candidates notified of election results by President
- Final committee reports due 2 weeks prior to AALL annual meeting [enough time?]
Immediate Past President

A. General Responsibilities
   1. The Immediate Past President advises the current President and Board.

B. Articles/Bylaws Statements
   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 the 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.
   (Articles, Art. VI, Sec. 1)

C. Responsibilities
   1. Serves as a voting member of the Executive Committee and attends all Executive Committee
   meetings.
   2. Participates with the President and Vice-President in preparation of the next year's budget

D. Special Authority
   1. None

E. Reimbursement of Expenses
   1. [are there any policies on what expenses of ipp are reimbursed?]

F. Chapter Records
   1. Receive from predecessor
      a. Minutes of Chapter and Executive Committee meetings for the previous two years
      b. Copies of handouts at Board meetings for previous two years
   2. Collect during term
      a. Items listed above
   3. Convey to successor
      a. Minutes of Chapter and Executive Committee meetings for the previous two years
      b. Copies of handouts at Board meetings for previous two years.

G. Calendar of Responsibilities
   July Conveys President's Records to incoming President and receives Immediate Past
   President Records from predecessor.
A. General Responsibilities
1. The Executive Committee has general supervision, management and control of the business, affairs and activities of the chapter.

B. Articles/Bylaws Statements
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 the 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 Board of Trustees, however, shall never be less than three members. (Articles, Art. VI, Sec. 1)

2. 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. (Articles, Art. X, Sec. 1)

3. Amendments to the charter may be proposed by the Executive Committee or by a petition signed by ten percent (10%) of the members. (Articles, Art. XII)

4. 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 of 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 for 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. (Articles, Art. XIII)

5. The Executive Committee is empowered to adopt procedures for verifying student status. ... The Executive Committee is empowered to determine whether the institution applying for membership is a law library. ... Persons, companies and institutions not connected with law libraries, residing in or outside of the Southeastern region, or connected with law libraries but residing outside the region may be selected to associate membership by the Executive Committee. ... (Bylaws, Art. I, Sec. 1b, 1c, 1d)

6. 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. (Bylaws, Art. II, Sec. 1)

7. The president shall call other meetings of the Chapter as deemed necessary or when requested to do so by the Executive Committee. (Bylaws, Art. II, Sec. 2)
8. 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. (Bylaws, Art. IV, Sec. 2)

9. Meetings of the Chapter and Executive Committee shall be conducted in accordance with Roberts Rules of Order except as otherwise specified by the Chapter Articles or Bylaws. (Bylaws, Art. IV, Sec. 4)

C. Responsibilities

1. Chapter Administration
   a. The Executive Committee is responsible for all aspects of Chapter management and administration.
   b. The Executive Committee has oversight for all Chapter committee activities.
   c. The Executive Committee provides final approval of any changes in committee policies, procedures and activities, unless it is deemed appropriate to submit such changes to the membership.

2. Meetings
   a. The Executive Committee, guided by the President, chooses sites for Chapter annual meetings.

D. Special Authority

1. Expenditure of funds
   a. [are there any guidelines here?]
May 16, 1994

Kenneth Hirsh
Duke University
Law Library
P. O. Box 90361
Durham, NC  27708

Dear Ken:

The SEALL Committee Handbook is being revised. As a current committee chair, I need your help to create a handbook which will be of assistance to you and those who follow you. Enclosed are the current pages relevant to your committee and a brief survey about the handbook. Please review the pages and complete the attached survey. The survey should be returned to me at the address above by JUNE 20, 1994.

Thanks for your help.

Sincerely,

Hazel Johnson
Pam Williams
Legal Information Center
University of Florida
Gainesville, FL 32611

Dear Pam:

Enclosed is a disk with the SEAALL Handbook Survey (document named survey) and the cover letter (survey.ltr) in the form of mail merge documents. I also went ahead and merged them (final.doc). I used Wordperfect 5.2 for Windows and the easiest thing would probably be to print from the already merged document if that's an option for you.

Some folks will be getting multiple copies of the survey. You and Ed get three surveys, one for Program Chair, one for VP and one for President; Alva Stone will get two - as past Secretary and current committee chair; Carol Nicholson will get two -- for Program Committee and VP; and Kathy Heberer will get two -- as Newsletter Editor and Treasurer. I've set up their letters to reflect this and put the appropriate surveys following their letter in the merged document.

The letter and survey are set up to be printed on plain paper with my return address (copies enclosed). If you need to change this to make the University happy, be my guest. Thanks for helping me with this. Let me know if you have any questions.

Sincerely,

Hazel Johnson
May 26, 1994

Mary Forman
Akerman, Senterfitt & Eidson
255 S. Orange Ave, 17th Fl.
Orlando, FL 32801

Dear Mary:

The SEALL Committee Handbook is being revised. As a past committee chair, I need your help to create a handbook which will be of assistance to future SEAALL committee chairs. Enclosed are the current pages relevant to your committee along with a brief survey about the handbook. Please review the pages and complete the attached survey. The survey should be returned to me at the address above by JUNE 20, 1994.

Thanks for your help.

Sincerely,

Hazel Johnson

Hazel, we've enclosed the redlined version of what Sally wanted us to work on & she presented to SEAALL Board in Asheville. Shaded areas added; --- deleted.

Sorry it's late. M&F
SEAALL HANDBOOK REVISION
SURVEY

Articles & Bylaws Committee     Your name (optional) _______

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your committee when you became chair?

2. If you received materials, did you find them helpful?

3. If you did not receive materials, would the pages as they exist now have been helpful to you?

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey)

5. Would it be helpful to a committee chair to know about the responsibilities of other committees and/or offices?

6. How do you think the Handbook should be kept up to date?

7. How should the Handbook be distributed? When?

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook.

Return this survey and any accompanying documents to Hazel Johnson, Law Library Services
Hazel - Sue Bruch did this wonderful Treasurer's Handbook. You may already have it, but see my notes.

Kathy
Hazel -

I compiled this calendar so I wouldn't forget non-routine matters. It may help future Treasurers if you want to include it in the Handbook.

Kathy
Dear Hazel,

Can't be June 20% yet because I'm just getting this to you.

Carol has raved about your house - she says everything is simply perfect, house and garden (and I'm not a bit surprised!)

I know this is very overdue, but I wanted to thank you for your major role in my receiving the FHA Service Award. Having been so housed yourself, you know the warm,족 feeling it gives you (and unlike office, does not require future work!) Anyway, I know it's a small committee and I also know you're a very nice person. Sooo... thank you!

Regard, your & Tim.

Betty
Hazel - this is what Sue Burch put together for Kathy Heberer when we had the last "passing of the purse."

I think she's done an excellent job. You might contact Sue or Kathy to see if either of them has it on disk.

Pam
Hazel,

The "Treasurer's Manual" is on disc — but it's on a strange program. So, I will ask the Computer Lab guys to help me put it in ASCII* (?) format — but that won't be til Friday!

Joe & I will be in Seattle — hope to see you & Jim.

She

* I am not a computer person —
June 18, 1994

Hazel L. Johnson
Law Library Services Consultant
4709 Lakeview Estates Drive
Northport, Ala 35476

Dear Hazel:

My response to the SEAALL Committee Handbook survey follows. I have responded to the Program Committee survey because that is primarily what I have been involved with this past year. There were no other particular duties that I performed as Vice-President. I do agree with your note about the phrase "or for no more than two years."

Please let me know if any of my responses seem unclear (or illegible). I worked on this while sitting in a hot car during Kenny's tennis practice and I think that my brain was slowly melting!

Thanks for taking on this responsibility, and thanks again for your work on the Program Committee. I truly appreciate your work and your responsiveness to my requests for assistance and advice. See you in Seattle!

Sincerely,

Carol

Carol Avery Nicholson
Vice-President/President-Elect
Southeastern Chapter, AALL
TO: Tim Coggin
FOR: Hazel Johnson
FAX #: 205-348-1112

FROM: Carol Avery Nicholson
PHONE: (919) 962-1199

DATE: 6-18-94   TOTAL PAGES: 9
(including cover sheet)

NOTES: Hi Jim,

How's it going? We've been moved out of Tech Services to the Computer Lab again. This time it's to install a new ceiling and lighting in Tech Services and primarily to run new wiring for a new (Finally)

Hazel, if you need the hard copy, I can fax it to you. Just let me know.

Carol

If you did not receive all of the pages, or if any portions of the transmission are illegible, please contact us at (919) 962-1191.
Hazel,

I am leaving for vacation tomorrow so I do not have a lot of time to spend on the SEAALL Handbook Survey, but I do want to weigh in on the topic.

I do not think the local arrangements portion is very helpful when putting on a convention. Having done it, it is hard to remember what I did not know when I started, but I remember someone saying that we had to take Easter into account, and that I was embarrassed that I had not thought about it. We had called a big meeting to set the date and no one knew when Easter was going to be a year and one half from then. We did not know to start with our Convention Center for help and advice.

As you know, there are all kinds of things that one needs to know when planning, including such things as how to estimate the food and events tickets, how much pop is consumed in the morning, how to set the registration fee, and what the rates for the hotel were the year before. The timeline is nice, although a bit unrealistic, but I think more explanations and lists of things to prepare, such as nameplates for the speakers at the tables, is really important.

I know that once the convention is over one has to get back to the piles of "real" work that have accumulated (I speak from experience—I spent Memorial Day weekend at work, finally opening all the junk mail I threw into a box after the Charleston convention). However, I think that there should be forms to be filled out that include such things how many room reservations were made, how many picked up; how many meals ordered, how many eaten; mix of men and women (caterers want to know so they can plan heavier or lighter foods, depending), how many people skipped the entertainment function. Remember to drive to the hotel or convention center so you can get accurate directions to put in the brochure.

I don't know your time schedule but I'll be happy to talk to you about this later, or help with some more suggestions. My time prior to June 20 is pretty well booked—actually my whole summer has collapsed already, but call me if you need more. I am including the food guidelines I got from friend of mine who puts on at least one convention per year.

Very quickly done—Sorry for the incomplete thoughts.

Cam

- Office of the Director (304) 293-7641 P.O. Box 6135 Morgantown, West Virginia 26506-6135
May 26, 1994

Pam Williams
Legal Information Center
University of Florida
Gainesville, FL 32611

Dear Pam:

The SEALL Committee Handbook is being revised. As a current officer and former committee chair, I need your help to create a handbook which will be of assistance to future SEAALL officers and committee chairs. Enclosed are the current pages relevant to your office and former committee, along with a brief survey about the handbook. Please review the pages and complete the attached surveys. The surveys should be returned to me at the address above by JUNE 20, 1994.

Thanks for your help.

Sincerely,

Hazel Johnson

Hazel, I will try to draft my procedures for the mailing list and Directory. I plan to handle them next year (and who knows how long!) but would be a good idea to record my basic strategies.
June 10, 1994

Hazel Johnson
Law Library Services Consultant
4709 Lakeview Estates Dr.
Northport, Alabama 35476

Dear Hazel:

Enclosed please find my revision to the SEAALL Committee Handbook. I have included, as requested by Pam during the Ashville meeting, copies of my form letters and the idea of checking AALL Newsletter for new members.

Should you have any questions about any of the forms, please feel free to call me at (305) 623-2336. Thanks.

Sincerely,

Paula Tejeda
Chair
SEAALL Membership Committee
June 14, 1994

MEMORANDUM

TO: Hazel Johnson
FROM: Sue Burch

Question 8: The SEAALL Handbook has a lot of useful background information that is especially helpful to new SEAALL members. In my case, I got to see the names of people who have been active and who might be of help (to a new officer or committee chair.)

The brief descriptions of each officer position and committee functions also were helpful; and if that was the purpose of the Handbook (general background information), then I think it fulfills its mission.

However, I think there needs to be some kind of further, detailed documentation for officers and even committee chairs that goes beyond the Handbook. This might be in the form of a new publication or perhaps just some kind of appendix could be included in the Handbook.

Before members are asked to run for office or take on a committee responsibility, it might be useful for them to see what they are getting into, and this detailed information would give them a better idea.

After serving as Treasurer for one week, I realized there was so much I didn't know that I was calling Diana Osbaldiston every few days. That's when I
decided to begin the procedural manual -- to help me remember what to do and when to do it. I really did not want to spend the next two years calling Diana for help, and I knew the next treasurer might like/appreciate it. Even still, Kathy Heberer had to call me quite often to get help with starting an account and taking care of bills. Perhaps the Treasurer's job is more time consuming and complex than the others, but I'm sure every officer would find it useful to have provided some kind of operational guidelines as well as some sort of timetable of events.

Also, SEAALL Presidents' help, guidance, and organizational abilities vary and having written procedural/operational guidelines might pick up the slack where administrative structures break down.

If some sort of indepth guidelines are provided, I think it should be the kind of thing that is meant to be a guide and not the "law". There's no way everyone will handle his/her responsibilities the same way, and each chair or officer should be able to add or delete information as the situation or position change.

Good luck! If you need any other information or assistance, just let me know.
May 26, 1994

Kathy Heberer  
Holland and Knight  
200 South Orange Avenue, Suite 2600  
Orlando, FL 32801

Dear Kathy:

The SEALL Committee Handbook is being revised. As a current officer and former committee chair, I need your help to create a handbook which will be of assistance to future SEALL officers and committee chairs. Enclosed are the current pages relevant to your office and former committee, along with a brief survey about the handbook. Please review the pages and complete the attached surveys. The surveys should be returned to me at the address above by JUNE 20, 1994.

Pam sent me the document you and Sue created. It’s really wonderful and I’m going to use it as a model for some of the other sections. Any chance you have it on disk and could send it to me? I don’t – maybe Sue Burch does.

Thanks for your help.

Sincerely,

Hazel Johnson
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<tr>
<td>Sexton</td>
<td>Publication</td>
<td>6/15</td>
<td>✓</td>
</tr>
<tr>
<td>Stone</td>
<td>Nomination</td>
<td>6/4/94</td>
<td>✓</td>
</tr>
<tr>
<td>Tejeda</td>
<td>Membership</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Valadie</td>
<td>Membership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warren</td>
<td>Publicity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weeks</td>
<td>Publicity</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Wiand</td>
<td>Scholarship</td>
<td>6/6/94</td>
<td>✓</td>
</tr>
<tr>
<td>Williams</td>
<td>Program VP/P</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
SEALL HANDBOOK REVISION SURVEY
Scholarship Committee

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your committee when you became chair?
   ____________________________
   No

2. If you received materials, did you find them helpful?
   ____________________________

3. If you did not receive materials, would the pages as they exist now have been helpful to you?
   ____________________________
   Yes

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.
   ____________________________

5. Would it be helpful to a committee chair to know about the responsibilities of other committees and/or offices?
   Yes, especially as it relates to that particular chair's duties

6. How do you think the Handbook should be kept up to date?
   Recommended revisions should be due at the same time as their Annual Report (ie Spring). Handbook then revised & distributed by Board (incoming President) to all incoming committee chairs.

7. How should the Handbook be distributed? When?
   Annually to incoming chair between SEAALL Spring Meeting & AALL

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)
   Self committees were structured w/ vice chairs who would rise to chairs, you would have more continuity & knew to whom the books should go early instead of this huge shift + vacuum each summer.

Your name (optional) Mary S.orman

Return this survey and any accompanying documents to Hazel Johnson, Law Library Services Consultant, 4709 Lakeview Estates Drive, Northport, AL 35476 no later than JUNE 20, 1994.
SEALL HANDBOOK REVISION SURVEY  
Membership Committee 

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your committee when you became chair?  
I received a box of files from the previous chair which probably included the relevant pages.

2. If you received materials, did you find them helpful?  
The materials which helped me were sample letters and forms to be sent to members of the committee and sample minutes and instructions on what to send to whom. The file on the mentor/mentee program was helpful.

3. If you did not receive materials, would the pages as they exist now have been helpful to you?

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.)

5. Would it be helpful to a committee chair to know about the responsibilities of other committees and/or offices?  
Yes

6. How do you think the Handbook should be kept up to date?

7. How should the Handbook be distributed? When?

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)  
This may be too specific of a suggestion, but what about including an outline of responsibilities for each committee with a timetable. For example, submit article about mentor/mentee program for the — issues of the newsletter.

Your name (optional)  
Elizabeth M. Valade

Return this survey and any accompanying documents to Hazel Johnson, Law Library Services Consultant, 4709 Lakeview Estates Drive, Northport, AL 35476 no later than JUNE 20, 1994.

Sorry this is so late.
SEAALL HANDBOOK REVISION SURVEY
Vice-President and President

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your office when you took office?
   YES

2. If you received materials, did you find them helpful?
   YES

3. If you did not receive materials, would the pages as they exist now have been helpful to you?
   THE DISCUSSION NEEDS TO BE EXPANDED

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.)
   WILL SEND SOME SUGGESTIONS LATER

5. Would it be helpful to an officer to know about the responsibilities of other committees and/or offices?
   YES

6. How do you think the Handbook should be kept up to date?
   SUPPLEMENTED BY ADDITIONS EVERY OTHER YEAR - NEW EDITION EVERY OTHER YEAR

7. How should the Handbook be distributed? When?
   TO OFFICERS AND COMMITTEE MEMBERS UNLESS SELECTED

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)

Your name (optional) ED EDMONDS

Return this survey and any accompanying documents to Hazel Johnson, Law Library Services Consultant, 4709 Lakeview Estates Drive, Northport, AL 35476 no later than JUNE 20, 1994.
VAE ALL HANDBOOK REVISION SURVEY

Vice-President and President

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your office when you took office?

   yes

2. If you received materials, did you find them helpful?

   I think I knew everything there by time I reached that position.
   (part of that may be cause I chaired Bylaws not so long ago)

3. If you did not receive materials, would the pages as they exist now have been helpful to you?


4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey).

   see comments or pages

5. Would it be helpful to an officer to know about the responsibilities of committees and other offices?

   those offices should know EVERYTHING

6. How do you think the Handbook should be kept up to date?


7. How should the Handbook be distributed? When?

   Paper and disk as soon as elected.

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)

Return this survey and any accompanying documents to Hazel Johnson, Law Library Services Consultant, 4709 Lakeview Estates Drive, Northport, AL 35476 no later than JUNE 20, 1994.
SEAALL HANDBOOK REVISION SURVEY

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your office when you took office?  
   yes

2. If you received materials, did you find them helpful?  
   somewhat helpful

3. If you did not receive materials, would the pages as they exist now have been helpful to you?

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.)  
   see attached

5. Would it be helpful to an officer to know about the responsibilities of committees and other offices?  
   yes

6. How do you think the Handbook should be kept up to date?  
   Immediate Past President should take this on as her/his principal task.

7. How should the Handbook be distributed? When?

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)

Your name (optional)  
Alva T. Stone

Return this survey and any accompanying documents to Hazel Johnson, Law Library Services Consultant, 4709 Lakeview Estates Drive, Northport, AL 35476 no later than JUNE 20, 1994.
SEAALL HANDBOOK REVISION SURVEY
Secretary

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your office when you took office?
   Yes. (Not sure when I received it...)

2. If you received materials, did you find them helpful?
   Very! Provides enhanced understanding of the mission and functions of each chapter activity.

3. If you did not receive materials, would the pages as they exist now have been helpful to you?

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.)
   I would add a little more colloquial and background info. See my suggestions.

5. Would it be helpful to an officer to know about the responsibilities of other committees and/or offices?
   Of course - all Exec. Bd. members need to be current on committee charges as well as duties of all officers.

6. How do you think the Handbook should be kept up to date?
   Should we assign this role to an Exec. Bd. member or maybe to immediate past president? Transfer disk as duty transfers.

7. How should the Handbook be distributed? When?
   Hard copy to all new officers and incoming Committee Chairs by AALL Annual Meeting. (Officers probably need earlier). Disk or email distribution available as an alternative?

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)

Your name (optional) Donna Bausch

Return this survey and any accompanying documents to Hazel Johnson, Law Library Services Consultant, 4709 Lakeview Estates Drive, Northport, AL 35476 no later than JUNE 20, 1994.

Thanks for your work on this!
Donna
SEAALL HANDBOOK REVISION SURVEY
Treasurer

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your office when you took office?
   
   ***Yes*** (get the handbook)

2. If you received materials, did you find them helpful?
   
   ***Yes, somewhat***

3. If you did not receive materials, would the pages as they exist now have been helpful to you?
   
   ***No***

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.)
   
   See "Treasurer's Manual" attached

5. Would it be helpful to an officer to know about the responsibilities of other committees and/or offices?
   
   ***Yes!***

6. How do you think the Handbook should be kept up to date?
   
   ***Someone should be assigned by Pres. to update it every two years or so.***

7. How should the Handbook be distributed? When?
   
   ***Distributed to every Com. Chair, every officer when they assume office***

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)
   
   See attached

Your name (optional) ***Don Bowers***

Return this survey and any accompanying documents to Hazel Johnson, Law Library Services Consultant, 4709 Lakeview Estates Drive, Northport, AL 35476 no later than JUNE 20, 1994.
SEAALL HANDBOOK REVISION SURVEY

Treasurer

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your office when you took office?
   
   NO

2. If you received materials, did you find them helpful?

3. If you did not receive materials, would the pages as they exist now have been helpful to you?
   
   Only read p. 50; not very helpful

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.)
   
   Treasurer's handbook done by Sue Burch
   Treasurer's calendar done by me

5. Would it be helpful to an officer to know about the responsibilities of other committees and/or offices?
   
   yes

6. How do you think the Handbook should be kept up to date?

   Duh...

7. How should the Handbook be distributed? When?

   On disk to each officer/committee chair as requested

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)

   Maybe folks requesting the handbook should supply their own disk; previous officers/chiefs should pass theirs on

   Your name (optional) Katie S. Heberer

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SEAALL HANDBOOK REVISION SURVEY
Articles & Bylaws Committee

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your committee when you became chair?  No

2. If you received materials, did you find them helpful? 

3. If you did not receive materials, would the pages as they exist now have been helpful to you? Yes

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.) See attached

5. Would it be helpful to a committee chair to know about the responsibilities of other committees and/or offices? Yes

6. How do you think the Handbook should be kept up to date? Looseleaf

7. How should the Handbook be distributed? When? At the summer meeting by mail. Those not in attendance.

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)

Your name (optional)  [Signature]

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SEAALL HANDBOOK REVISION SURVEY
Articles & Bylaws Committee

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your committee when you became chair?
   
   UNDERSIGNED

2. If you received materials, did you find them helpful?

   I FOUND THEM EMPASSING BECAUSE THE MATERIALS WERE OUT OF DATE

3. If you did not receive materials, would the pages as they exist now have been helpful to you?

________________________________________

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.

________________________________________

________________________________________

5. Would it be helpful to a committee chair to know about the responsibilities of other committees and/or offices?

________________________________________

6. How do you think the Handbook should be kept up to date?

   OUTGOING CHAIR SHOULD SUBMIT CHANGES/ADDITIONS DEEMED VALUABLE BY THAT YEAR'S EXPERIENCE

7. How should the Handbook be distributed? When?

   SHOULD BE PROVIDED TO CHAIR UPON ACCEPTANCE OF APPOINTMENT

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)

________________________________________

________________________________________

________________________________________

Your name (optional) __________________________

Betty

Return this survey and any accompanying documents to Hazel Johnson, Law Library Services Consultant, 4709 Lakeview Estates Drive, Northport, AL 35476 no later than JUNE 20, 1994.
SEAALL HANDBOOK REVISION SURVEY
Education Committee

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your committee when you became chair?
   
   No

2. If you received materials, did you find them helpful?

3. If you did not receive materials, would the pages as they exist now have been helpful to you?
   Background of interest

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.)
   Budget information; recent surveys of interest; past compilation of evaluation forms

5. Would it be helpful to a committee chair to know about the responsibilities of other committees and/or offices?
   Yes — I was unsure who to keep informant
   I hinted price of developments but mainly
   schedule updates & input each
   year from chair

6. How do you think the Handbook should be kept up to date?
   looseleaf format; be nice to have a bi-annual meeting with all chairs as a workshop session

7. How should the Handbook be distributed? When?

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)

   Your name (optional) Billie Jo Kaufman

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SEAALL HANDBOOK REVISION SURVEY
Local Arrangements Committee

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your committee when you became chair?
   [ ]

2. If you received materials, did you find them helpful?
   [ ] Not really

3. If you did not receive materials, would the pages as they exist now have been helpful to you?
   [ ]

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.
   [ ] Change

5. Would it be helpful to a committee chair to know about the responsibilities of other committees and/or offices?
   [ ] Yes, particularly the program chair

6. How do you think the Handbook should be kept up to date?
   [ ] Maybe there should be a standing committee whose job it is to revise a section each year

7. How should the Handbook be distributed? When?
   [ ] Once someone gets into the office, they should get one.

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)
   [ ]

Your name (optional) [ ] Carole Riley

Return this survey and any accompanying documents to Hazel Johnson, Law Library Services Consultant, 4709 Lakeview Estates Drive, Northport, AL 35476 no later than JUNE 20, 1994.
That way you would have the book updated on a regular basis but it wouldn't be an overwhelming job.
SEAALL HANDBOOK REVISION SURVEY
Membership Committee

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your committee when you
became chair?

   Yes

2. If you received materials, did you find them helpful?

   Yes, a lot

3. If you did not receive materials, would the pages as they exist now have been helpful to you?

   No

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed
   pages and return them with the survey.

   See attachment

5. Would it be helpful to a committee chair to know about the responsibilities of other committees and/or
   offices?

   Yes

6. How do you think the Handbook should be kept up to date?

   Every year to be updated annually.

7. How should the Handbook be distributed? When?

   Have Committee Chair meet at with SEALL
   President at SEAALL. This will need for Chairs to be selected
   Appointed before the meeting.

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use
   the back or other pages if necessary)

   

   

Your name (optional) Paula Tejeda

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SEAALL HANDBOOK REVISION SURVEY
Newsletter Committee

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your committee when you became chair?
   Yes

2. If you received materials, did you find them helpful?
   Yes

3. If you did not receive materials, would the pages as they exist now have been helpful to you?

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey).
   When I took over as editor, Randall Brown had just dropped the "Hofhe" system, so I rewrote things as I went along.

5. Would it be helpful to a committee chair to know about the responsibilities of other committees and/or offices?
   Possibly

6. How do you think the Handbook should be kept up to date?
   Maybe on someone's "Hofhe" system.

7. How should the Handbook be distributed? When?
   Won't here, except to those with no electronic capabilities

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)

Your name (optional)  

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SEAALL HANDBOOK REVISION SURVEY

Nominations Committee

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your committee when you became chair?

   yes

2. If you received materials, did you find them helpful?

   yes

3. If you did not receive materials, would the pages as they exist now have been helpful to you?

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.)

   One typo (see next page). Also I wonder if election should be conducted in April (see #8 below).

5. Would it be helpful to a committee chair to know about the responsibilities of other committees and/or offices?

   I don't think so, but it might depend (e.g.)

6. How do you think the Handbook should be kept up to date?

   Immediate. Past President should be assigned this task during her/his last year on the Board; also continue to ask committee chair and other officers for their suggestions.

7. How should the Handbook be distributed? When?

   Each yearly to newly elected officers.
   Continue copying pertinent pages to committee chairs.

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)

   IF AALL Board wants us to complete election at least 2 mos. before the AALL annual meeting, we should have our election (mail the ballots) in April, not May. This may require a Bylaws amendment.

Your name (optional)  Alvia V. Stone

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those Committee chairs (Educational Scholarship) that do anything requiring funds might need to know what the Treasurer's duties are.)
SEAALL HANDBOOK REVISION SURVEY
Placement Committee

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your committee when you became chair?
   
   Yes

2. If you received materials, did you find them helpful?
   
   Yes

3. If you did not receive materials, would the pages as they exist now have been helpful to you?
   
   

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.)
   
   Seems adequate

5. Would it be helpful to a committee chair to know about the responsibilities of other committees and/or offices?
   
   Yes

6. How do you think the Handbook should be kept up to date?
   
   Annual surveys

7. How should the Handbook be distributed? When?
   
   Via mail - at the beginning of each new administration

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)
   
   

Your name (optional) Deborah Jefferson

Return this survey and any accompanying documents to Hazel Johnson, Law Library Services Consultant, 4709 Lakeview Estates Drive, Northport, AL 35476 no later than JUNE 20, 1994.
SEAALL HANDBOOK REVISION SURVEY
Placement Committee

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your committee when you became chair?
   
   No

2. Did you receive materials, did you find them helpful?

3. If you did not receive materials, would the pages as they exist now have been helpful to you?

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.)
   
   doesn't tell you what to do - I don't know what is being done now.

5. Would it be helpful to a committee chair to know about the responsibilities of other committees and/or offices?

6. How do you think the Handbook should be kept up to date?

   - Responsibility of outgoing committee chair to update in timely fashion so new chair will receive.

7. How should the Handbook be distributed? When?

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)

Your name (optional)

Return this survey and any accompanying documents to Hazel Johnson, Law Library Services Consultant, 4709 Lakeview Estates Drive, Northport, AL 35476 no later than JUNE 20, 1994.
SEAALL HANDBOOK REVISION SURVEY
Program Committee

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your committee when you became chair?
   
   YES

2. If you received materials, did you find them helpful?
   
   YES

3. If you did not receive materials, would the pages as they exist now have been helpful to you?

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.)
   
   See comments on pages

5. Would it be helpful to a committee chair to know about the responsibilities of other committees and/or offices?
   
   Local arrangements, fundraising progress

6. How do you think the Handbook should be kept up to date?
   
   Ideally, chair holder should notify Publications Committee at necessary changes as noticed.

7. How should the Handbook be distributed? When?
   
   Print copy of relevant portion and/or distribute copy of entire contents

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)

   This may have been one of the better sections

Your name (optional) ________________________________

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SEAALL HANDBOOK REVISION SURVEY
Program Committee

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your committee when you became chair?  

   [ ] Yes
   
2. If you received materials, did you find them helpful?  

   [ ] Yes
   
3. If you did not receive materials, would the pages as they exist now have been helpful to you?  

   [ ] Yes
   
4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.)

   NEEDS TO SHOW ALTERNATE STORAGE FORMATS

5. Would it be helpful to a committee chair to know about the responsibilities of other committees and/or offices?  

   [ ] Yes
   
6. How do you think the Handbook should be kept up to date?

   [ ] NEW EDITION EVERY OTHER YEAR - SUPPLEMENTS EVERY OTHER YEAR

7. How should the Handbook be distributed? When?

   [ ] TO OFFICERS & COMMITTEE MEMBERS UNTIL SEPTEMBER

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)

   
   

Your name (optional)  

[ ] EDmonds

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1. Did you receive a copy of the Chapter Handbook or the pages relevant to your committee when you became chair?  
Yes, I received relevant pages. I am not sure if I received the Chapter handbook because I cannot use my office temporarily and I do not recall receiving it.

2. If you received materials, did you find them helpful?  
Yes.

3. If you did not receive materials, would the pages as they exist now have been helpful to you?  
Someday, but what I received was more useful.

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.  
Please see comments added to the section. I also found the sample articles regarding speakers to be very useful.

5. Would it be helpful to a committee chair to know about the responsibilities of other committees and/or officers?  
Yes.

6. How do you think the Handbook should be kept up to date?  
A complete revision every three to five years (as a special assignment) with annotations and supplements in between.

7. How should the Handbook be distributed? When?  
Please see below.

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back of other pages if necessary)

---

Your name (optional) __________

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7. Perhaps the Secretary (or an appointed archivist) could bear this responsibility. Outgoing officers/chairs could return handbooks and other documentation within 15 days of the end of the AALL Annual Meeting (or the SRAAALL Annual Meeting) and the handbooks could then be mailed to incoming officers by mid-August. It could be the responsibility of the President to inform everyone to return the materials. Extra copies of the handbook could be kept on hand to replace those not returned. Early distribution could be established for the Local Arrangements and Program Committees.
SEAALL HANDBOOK REVISION SURVEY
Publications Committee

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your committee when you became chair?
   Yes, received copy of page relevant to assignment

2. If you received materials, did you find them helpful?
   a little

3. If you did not receive materials, would the pages as they exist now have been helpful to you?

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.)
   It would be helpful to include information about locations of archives of this committee’s publications, such as the State Legislative Information Checklist, State Materials Bibs. (see back of this form)

5. Would it be helpful to a committee chair to know about the responsibilities of other committees and/or offices?
   yes

6. How do you think the Handbook should be kept up to date?
   Add a summary of each committee activity for each year; if nothing happened, no need to add anything....

7. How should the Handbook be distributed? When?
   By mail, shortly after committee assignments

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)

Your name (optional)  Ebba Jo Sexton

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4. (con.) I know in my case, with the Publications Committee, Pam wasn't too knowledgeable about who was doing what. It seemed Ed Edmonds had everything that I should have been able to read or discuss with people, in order to find new compilers/authors to update previous publications. Try to get anything from him! There is no indication in the current committee description, WHAT to do with "clearinghouse" status materials.

Maybe I should have done that as Chair? If so, the Chair needs to know more explicitly the year's agenda.

If one hasn't a complete backfile of SEALL newsletter, it's hard to obtain necessary documents or for that matter, what has been going on for 15 years.

I know full well it is hard to have a central location for such things, but previous publications should be available somewhere and a listing of them in the handbook would really help.

Sorry for the spastic typing. I had too many interruptions while doing this.

Yrs. Ed
SEAALL HANDBOOK REVISION SURVEY
Publicity & Public Relations Committee

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your committee when you became chair?

2. If you received materials, did you find them helpful?

3. If you did not receive materials, would the pages as they exist now have been helpful to you?

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.)

5. Would it be helpful to a committee chair to know about the responsibilities of other committees and/or offices?

6. How do you think the Handbook should be kept up to date?

7. How should the Handbook be distributed? When?

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)

Your name (optional)

Return this survey and any accompanying documents to Hazel Johnson, Law Library Services Consultant, 4709 Lakeview Estates Drive, Northport, AL 35476 no later than JUNE 20, 1994.
SEAALL HANDBOOK REVISION SURVEY

SURVEY DISTRIBUTION AND RESPONSE RATE:
Thirty surveys were sent to twenty-five current and immediate past officers and committee chairs (current and past presidents received three surveys, one member who is serving as a committee chair and is an immediate past officer received two surveys). Twenty-two responses were received from nineteen members. One current committee chair and five past chairs did not respond.

RESPONSES:
1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your (committee/office) when you took (office/became chair)?
   - Yes -- 9
   - No -- 5
   - Yes, received copy of page relevant to assignment
   - Upon request
   - Yes (Got the Handbook)
   - Yes, I received relevant pages, not sure whether received entire Handbook
   - Yes, but I received the files months after I needed them
   - Yes (not sure when I received it...)
   - Yes, received chapter handbook
   - [Received] pages from handbook
   - [Maybe] in box of files received from previous chair

2. If you received materials, did you find them helpful?
   - Yes -- 7
   - A little
   - I found them embarrassing because the materials were out of date
   - Yes, somewhat
   - The Handbook had no timetables and minimal instruction
   - Very! Provides enhanced understanding of the mission and functions of each chapter activity
   - Somewhat helpful
   - Not really
   - Yes, a lot
   - Not extremely helpful
   - Files from previous chair more helpful

3. If you did not receive materials, would the pages as they exist now have been helpful to you?
   - Yes - 2
   - Not very helpful
   - Background [was] of interest
   - Discussion needs to be expanded

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey.
   - It would be helpful to include information about locations of archives of this committee's [Publications] publications, such as the State Legislative Information Checklist, State Materials bibs. .... There is no indication in the current committee description, WHAT to do with "clearinghouse" status materials. Maybe I should have done that as Chair? If so, the Chair needs to know more explicitly the year's agenda. If one hasn't a complete backfile of SEALL newsletter, it's hard to obtain necessary documents,
or for that matter to know what has been going on for 15 years. I know full well it is hard to have a central location for such things, but previous publications should be available somewhere and a listing of them in the handbook would really help.

- Comments attached. I also found the sample letters regarding speakers to be very helpful.
- Doesn’t tell you what to do -- I don’t know what’s being done now
- All of the pages, forms etc. were rewritten and approved by the Board at [Asheville meeting]
- I would add a little more colloquial and background info. [suggestions included]
- Treasurer’s handbook created by Sue Burch, Treasurer’s calendar done by Kathy Heberer
- One typo, also I wonder if election should be conducted in April
- When I took over as editor, Randall Brown had just dropped us, so I re-invented things as I went along.
- Budget information; recent surveys of interest; past compilation of evaluation forms
- Seems adequate
- Vice President/President should know EVERYTHING!
- Needs to show alternative program formats
- Will send along suggestions later

5. Would it be helpful to a committee chair/officer to know about the responsibilities of other committees and/or offices?

- Yes -- 11
- Probably
- Of course -- all Executive Board members need to be current on Committee charges as well as duties of all officers.
- I don’t think so, but it might depend, (e.g. those committee chairs (Education, Scholarship) that do anything requiring funds might need to know what the SEAALL Treasurer’s duties are.)
- Yes, particularly the program chair [Local Arrangements committee]
- Possibly
- Yes, I was unsure who to keep informed, alerted President of developments but mainly dealt with local [arrangements] chair
- Local arrangements fund raising progress
- Yes, so they could coordinate activities
- Yes, especially as it relates to that particular Chair’s duties

6. How do you think the Handbook should be kept up to date?

- Add a summary of each committee activity for each year; if nothing happened, no need to add anything....
- Outgoing chair should submit changes/additions deemed valuable by that year’s experience
- Someone should be assigned by President to update it every two years or so --
- A complete revision every three to five years (as a special assignment) with annotations and supplementary data in between
- Responsibility of outgoing committee chair to update in timely fashion so new chair will receive, looseleaf or on Internet
- Looseleaf
- Perhaps on disk -- then you could send as much or as little as you want -- a problem: different software
- Should we assign this role to an Executive Board member or maybe to immediate Past President> Transfer disk as duty transfers.
- ????
- Immediate Past President should take this on as her/his principal task
- Continue to ask committee chairs and other officers for their suggestions
- Maybe there should be a standing committee whose job it is to revise a section each year. That way you would have the book updated on a regular basis but it wouldn’t be an overwhelming job.
• Place it on someone's Gopher system
• Schedule updates and input each year from chair
• Annual surveys
• Ideally, chair should notify Publications Committee of necessary changes as noticed
• [via] Paper and disk as soon as elected
• Looseleaf to be updated annually
• New edition every other year, supplements every other year
• Looseleaf type -- each year new information or changed information added
• Recommended revisions should be due at the same time as the annual report (i.e. Spring). Handbook then revised and distributed by Board (incoming President?) to all incoming committee chairs

7. How should the Handbook be distributed? When?

• By mail, shortly after committee assignments
• Should be provided to Chair upon acceptance of appointment
• Distributed to every Committee Chair, every officer when they assume office
• Perhaps the Secretary (or an appointed archivist) could bear this responsibility. Outgoing officers/chairs could return handbooks and other documentation within 15 days of end of the AALL Annual Meeting (or the SEALL Annual Meeting) and the handbooks could then be mailed to incoming officers by mid-August. It could be the responsibility of the President to inform everyone to return the materials. Extra copies of the handbook could be kept on hand to replace those not returned. Early distribution could be established for Local Arrangements and Program Committee.
• At the summer meeting, by mail to those not in attendance
• After meeting in July
• Hard copy to all new officers and incoming Committee chairs by AALL Annual Meeting. (Officers probably need earlier) Disk or email distribution available as an alternative?
• On disk to each officer/committee chair and as requested (Wordperfect)
• Each year; to newly elected officers. Continue copying pertinent pages to Committee Chairs
• Once someone gets into the office, they should get one
• [Using a gopher], won't have to, except to those with no electronic capabilities
• Looseleaf format; be nice to have a board meeting with all chairs as a workshop session
• Via mail, at the beginning of each new administration
• Print copy of relevant portion and/or diskette copy of entire contents
• Have committee chairs meet with SEALL President at AALL. The will require chairs to be selected or appointed before the meeting
• To officers and committee members upon selection
• At SEALL meeting, mailed if not at meeting -- several months before Chair takes over
• Annually to incoming Chair between SEAALL Spring meeting and AALL

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook.

• Maybe folks requesting the handbook should supply their own disk; previous officers/committee chairs should pass theirs on
• If AALL Board wants us to complete election at least 2 months before the AALL annual meeting, we should have our election (mail ballots) in April, not May. This may require a Bylaws amendment.
• What about including an outline of responsibility for each committee with a timetable?
• If committees were structured with Vice Chairs who would rise to Chairs, you would have more continuity and know to whom the books should go early instead of this huge shift and vacuum each summer.
INTRODUCTION
The SEAALL Chapter Handbook was last revised in the Fall of 1990. The historical data which is contained in the Handbook is very useful and valuable. However, the sections concerning responsibilities of officers and committee chairs have never been fully developed. A survey was undertaken in June of 1994 to gauge the distribution of the Handbook, its usefulness as it currently exists and suggestions about its structure and content. Surveys were sent to current and immediate past Officers and Committee Chairs. Full survey results are attached, however, responses to the survey indicate that Committee Chairs and Officers who had limited experience in the operations of the Chapter found little or no guidance in the Handbook about the responsibilities and duties required of them. Individuals holding the Treasurer’s office have found it necessary to create a handbook independently in order to maintain the efficient functioning of that office. Several committees have developed programs which are documented only within the committee. The Executive Board has adopted specific chapter policies which are documented only within the minutes of the Board meetings and/or the Chapter business meetings. For the sake of the continuity of chapter activities (i.e. not having to re-invent the wheel each year), the practical aspects of chapter functions need to be documented in a more central and accessible manner. The Handbook seems to be the logical place for this to happen.

PROPOSED ADDITIONS TO THE HANDBOOK
General
• Chapter Policies as recorded in Executive Board and Chapter Business Meeting Minutes
• Chapter-wide Timetable of Activities
• Lists of Chapter publications and activities
• Current Articles and By-Laws
• Updated history section (including all historical lists)
• Standard method of updating and distribution
• Summary of committee actions which require Executive Board approval

Office/Committee Section
• Summaries of committee activities for previous three years (committee reports)
• Expanded sections for each office and committee to include but not be limited to:
  • Form letters, other documents as utilized by current committees
  • Relationships between committees, between Executive Board and committees
  • Basic list of responsibilities (i.e. send files to new chair, to archives)
  • Timetable of committee activities

Sample suggestions for specific committees (preliminary and for example only)
• Program Committee
  • Reimbursement guidelines as adopted by chapter
• Publication Committee
  • Status and future of clearinghouse materials
  • Lists of publications and authors, prior and pending
• Publicity
  • Brochure sample

• Scholarship
  • Application forms and guidelines

• Newsletter
  • Advertising rates, publication schedule, publication practices
  • Mailing list maintenance
  • Directory production guidelines

**METHODOLOGY**
- Review Executive Board Minutes and Business Meeting Minutes for chapter policies
- Review Southeastern Law Librarian
- Inform 94/95 Committee Chairs of project and solicit suggestions
- Solicit additional information from 93/94 Committee Chairs

**PROPOSED HANDBOOK REVISION TIMETABLE -- 1994/1995**
- **August**  
  Review minutes, Southeastern Law Librarian for Board policies  
  First draft of new sections

- **October**  
  Send to 94-95 Committee chairs for review

- **November**  
  Re-draft to include Committee Chair revisions  
  Send to Board for review

- **February**  
  Complete revision of document

- **April**  
  Distribute final draft to Board at Richmond meeting

- **July**  
  Distribute to 95-96 committee chairs at Pittsburgh meeting

**EXECUTIVE BOARD DECISIONS**
- Maintenance of Handbook
- Frequency of updates
- Delivery method(s)
<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>Draft of survey to President, et al</td>
</tr>
<tr>
<td>June 1</td>
<td>Survey mailed to 92-93 &amp; 93-94 officers and committee chairs with due date of June 20</td>
</tr>
<tr>
<td>July</td>
<td>Report to Board in Seattle regarding suggested revisions, proposed inclusiveness of document, and timetable</td>
</tr>
<tr>
<td>Aug/Sept</td>
<td>Re-Draft sections, review Board policies for inclusion</td>
</tr>
<tr>
<td>Oct</td>
<td>Send to 94-95 Committee chairs for review</td>
</tr>
<tr>
<td>Nov</td>
<td>Include revisions (if any) and send to Board for review</td>
</tr>
<tr>
<td>Jan/Feb</td>
<td>Complete revision of document</td>
</tr>
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</tr>
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Believe it or not, I have been working on the revision of the Handbook. I apologize for the delay, but AALL Public Relations has been consuming me since August. To date, I have imported and updated the historical sections and have drafted the sections pertaining to officers. There are several items on which I need your input.

Organization

The enclosed Table of Contents should give you an idea of the structure I propose to use for the Handbook. I am contemplating adding two additional sections — one which will cumulate all the details about a particular SEALL activity which involve more than one officer and more than one committee (e.g. the Annual Meeting, the Institute, the Lucile Elliott Scholarship, Southeastern Law Librarian etc.). My thought was that having all the procedures together in addition to listed with each officer might facilitate planning and would allow a better compilation of chapter policies regarding a particular event or activity. The other section would cumulate general chapter forms, using a cross reference in the appropriate officer or committee section.

I am interested in your comments on the proposed organization and the two additional sections which are not reflected in the Table of Contents.

Content

Each of you has received the section relevant to your current or immediate past office (except Carol, Pam and Joyce who have received copies of all sections). The outline of each section is the same and I anticipate utilizing a similar format for the committee sections. I have some questions about actual chapter policies and procedures and have highlighted those items in yellow. I particularly need your comments on those items.
I have borrowed liberally from the Handbooks of ALLUNY, MALL and the D.C. chapter. If a statement from one of their handbooks seemed like something we should be doing, I included it and have highlighted it for your comment.

Chapter Calendar

The chapter calendar which is included is in very draft form. It will be complete when the handbook is, as I add things to it as I come across them. Comments and additions are welcome.

Overall Concerns

I am somewhat concerned about the projected length of the Handbook. As you can see, the Handbook now includes more than 70 pages. When the enclosed Table of Contents was created, there was no content in the Treasurer, Immediate Past President, and Executive Committee sections and little in the committee sections. I have utilized a 10 point font for the sections you have received. Please let me know if you think they are readable or if I am worrying unnecessarily over the length.

I have requested copies of the Executive Committee minutes from Mary Forman, Registered Agent and may be supplementing each section with new materials as I discover them. If any of the materials in your section are inaccurate please correct them.

I would very much appreciate receiving the answers to my questions and your comments by December 5 if at all possible.
Hazel-
looks great! See my scribbled comments.
Please don't hesitate to call or write with additional questions.
What a mammoth undertaking!

Also enclosed are Exec. Bd. minutes from 1993-94, EXCEPT Boston. Rhea
will have all of these AND those on
the disk I sent her of all recent SEAL docs.

Donna
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<td>• Chapter Business meeting held at AALL annual meeting</td>
</tr>
<tr>
<td></td>
<td>• Executive Committee meets prior to Chapter Business Meeting</td>
</tr>
<tr>
<td></td>
<td>• Vice-President/President-Elect becomes President at end of business meeting</td>
</tr>
<tr>
<td></td>
<td>• Newly elected officers and new committee chairs are presented to the membership and assume positions at end of meeting</td>
</tr>
<tr>
<td></td>
<td>• Chapter Handbook distributed to new officers and committee chairs</td>
</tr>
<tr>
<td>August</td>
<td>• All appropriate records are conveyed to new officers and committee chairs (by August 1) [is this enough time?]</td>
</tr>
<tr>
<td></td>
<td>• Quarterly financial report prepared by Treasurer</td>
</tr>
<tr>
<td></td>
<td>• <em>Southeastern Law Librarian</em> printed (issue 4)</td>
</tr>
<tr>
<td>September</td>
<td>•</td>
</tr>
<tr>
<td>October</td>
<td>•</td>
</tr>
<tr>
<td>November</td>
<td>• Quarterly financial report prepared by Treasurer</td>
</tr>
<tr>
<td></td>
<td>• <em>Southeastern Law Librarian</em> printed (issue 1 of new volume)</td>
</tr>
<tr>
<td>December</td>
<td>•</td>
</tr>
<tr>
<td>January</td>
<td>• Chapter Mid-year report due to AALL — is this date accurate?</td>
</tr>
<tr>
<td>February/March</td>
<td>Preliminary committee reports due two weeks prior to annual meeting — is this enough time for President to prepare for distribution</td>
</tr>
<tr>
<td>March</td>
<td>• Nominating Committee presents slate of candidates to President</td>
</tr>
<tr>
<td></td>
<td>• <em>sends bios to Secretary for ballot preparation</em></td>
</tr>
</tbody>
</table>

rev. 11/11/95
March/April

- Chapter Annual Meeting and Educational Institute held
- Executive Committee meets prior to annual meeting
- Service to SEALL award presented at annual meeting
- Full year financial report prepared by Treasurer
- Committee volunteer form distributed during annual meeting

April

- Chapter Annual Report due to AALL [is this accurate?]
- Registered Agent files chapter annual report with Florida Secretary of State
- Dues notices mailed, payable by
- Committee volunteer form distributed with dues notice
- Executive Committee accepts slate of candidates, President announces slate

May

- Secretary mails ballots on May 1
- Southeastern Law Librarian printed (issue 3)

June

- Ballots due to Secretary on June 1
- Candidates notified of election results by President
- Final committee reports due 2 weeks prior to AALL annual meeting [enough time?]
A. General Responsibilities
1. The Secretary prepares minutes for all Board and Society meetings, supervises the election process and supervises the Articles of Incorporation and Bylaws amendment process.

B. Articles/Bylaws Statements
1. The officers of the corporation shall consist of a President, Vice-President - President Elect, Secretary and Treasurer. ... The secretary and treasurer shall each serve for two years. The officers shall serve without compensation. (Articles, Art. VI, Sec. 1)

2. 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. (Articles, Art. VI, Sec. 1)

3. No officer shall hold more than one office in this Chapter at one time, nor shall the president hold office for than two consecutive terms. (Articles, Art. VI, Sec. 1)

4. 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. (Articles, Art. VI, Sec. 1)

5. 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 the 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. (Articles, Art. VII, Sec. 1)

6. The secretary shall be elected by mail ballot in May of each even numbered year. (Bylaws, Art. III, Sec. 2)

7. The membership is to be notified by the secretary of the outcome of the election by mail or at a meeting of the Chapter. (Bylaws, Art. III, Sec. 2)

8. Any proposed amendments to the Articles or the Bylaws shall be filed with the secretary. Notice shall be given to members in one of the following ways:
   a. notice shall be published in the Chapter newsletter Southeastern Law Librarian or its successor, at least 90 days prior to balloting, or
   b. notice shall be sent by the secretary to all members through the mail at least 30 days prior to balloting. (Bylaws, Art. IV, Sec. 1)

   [Note: although not specifically directed in the Bylaw, the secretary is responsible for providing copy to the Chapter newsletter as directed in item a above.]

9. 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. (Bylaws, Art. IV, Sec. 2)

C. Responsibilities
1. Minutes
a. Attends all Chapter and Executive Committee meetings and prepares the official minutes of all business conducted.

b. Within two weeks of date of meeting distributes written Chapter meeting minutes to:
   (1) All Executive Committee members for their approval and upon receiving said approval to
   (2) The Registered Agent of the chapter as identified in the Articles of Incorporation
   (3) The Editor of Southeastern Law Librarian for publication in the next issue.

c. Within two weeks of date of meeting distributes Executive Committee meeting minutes to:
   (1) All Executive Committee members
   (2) The Registered Agent of the chapter as identified in the Articles of Incorporation
   (3) The Editor of Southeastern Law Librarian
   (4) Any Committee chair or Chapter member who attended the meeting or whose work might be significantly affected by an action of the Board taken at the meeting.

2. Elections
   a. Supervises the elections process in concert with the Nominations Committee and the President.
   b. Obtains from the Nominations Committee or President the complete list of all candidates for all positions. Obtains from the President the names of any candidates submitted by written petition to the President in compliance with the Bylaws.
   c. Obtains from the Nominations Committee biographies of candidates.
   d. Prepares the biographies in a uniform format (so as not to be prejudicial to any candidate). Prepares the official ballot with a cover letter explaining the voting process. The official ballot designates all of the offices to be filled, and under each office lists the names of each of the nominees in alphabetical order by last name.
   e. The cover letter instructs voters to mark their ballots, seal them in a plain envelope provided and return them to the Secretary by a specified date in the covering envelope, also provided. The covering envelope, when it is sent to each voter, should have as its return address the name and address of the voter. The envelope should be addressed to the Secretary [and the words "Official Ballot" printed on the outside.]

   This collection of material (cover letter, biographies, and ballot) is mailed all members in compliance with the Bylaws (Art. 1, Sec. 2).

   g. The Secretary maintains a count of the ballots mailed and received and counts the vote.

   h. The names of successful candidates are conveyed to the President immediately upon conclusion of counting for the purposes of notification of said candidates.

   i. At the Chapter Business meeting following the election, the Secretary should request permission of the membership to destroy the ballots.

3. Articles and Bylaws Amendments Process
   a. The Secretary receives proposed amendments to the Articles or the Bylaws and, following
Executive Committee approval, prepares the final text.

b. Notice shall be given to members in one of the following ways:
   (1) by publication in the *Southeastern Law Librarian* at least 90 days prior to balloting, or
   (2) by mail to all members at least 30 days prior to balloting. (Bylaws, Art. IV, Sec.1)

c. In the event of a mail ballot,
   (1) the Secretary prepares the proposed amendments and ballot, including any explanatory
       material deemed necessary by the Executive Committee or the Articles and Bylaws
       Committee and issues the ballot following the procedures establishing for election
       balloting.
   (2) The Secretary transmits the text of amendments which are approved by the
       membership to:
       (a) The Executive Committee
       (b) The Registered Agent as identified in the Articles of Incorporation
       (c) The Handbook & Procedures Manual Editor

d. In the event of a voice ballot during a Chapter meeting,
   (1) the Secretary assists the President and the Chair of the Articles and Bylaws
       Committee in preparing for and conducting the vote.
   (2) The Secretary transmits the text of amendments which are approved by the
       membership to:
       (a) The Executive Committee
       (b) The Registered Agent as identified in the Articles of Incorporation
       (c) The Handbook & Procedures Manual Editor

[who is responsible for maintaining a current copy of the articles & bylaws? Who should be?]

4. Correspondence with AALL

   a. The Secretary is responsible for notifying the AALL Newsletter or the appropriate newsletter
      columnist(s) of all upcoming meetings, election of officers, appointment of newsletter
      Editor, and chapter events. A report of the Annual Meeting should be sent to the Chapter
      News column. *Is this the manner in which this actually works?*

D. Special Authority

   1. None

E. Reimbursement of Expenses

   1. *are there policies on reimbursement of secretary's expenses? which ones?*

F. Chapter Records

   1. Receive from predecessor
      a. Official Chapter Correspondence for at least the previous three years
      b. Minutes of Chapter meetings for the previous three years and significant handouts at Board
         meetings
### 2. Collect during term
   a. Current copies of the above items

### 3. Convey to successor/Archives
   a. Updated Correspondence and Minutes file
   b. All significant Society Correspondence deemed too old to be transmitted to the successor should be submitted to the Society's archives if it is deemed to have historical value.

### G. Calendar of Responsibilities

#### 1. First year of term

<table>
<thead>
<tr>
<th>July</th>
<th>Attend Executive Committee meeting at AALL annual meeting if requested by President</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Attend Chapter Business Meeting held at AALL annual meeting. Assume office at conclusion of summer Chapter Business Meeting</td>
</tr>
<tr>
<td>August, March</td>
<td>Receive documents from outgoing Secretary</td>
</tr>
<tr>
<td>April/May</td>
<td>Attend Executive Committee meeting and annual chapter meeting, records minutes of both meetings</td>
</tr>
<tr>
<td></td>
<td>March/April obtains biographical info from Nominating Committee by</td>
</tr>
<tr>
<td>April/May</td>
<td>Distribute minutes to Executive Committee, Editor of chapter newsletter</td>
</tr>
<tr>
<td>May</td>
<td>Mail ballots for election of officers by May 1</td>
</tr>
<tr>
<td>June</td>
<td>Ballots returned to Secretary by June 1</td>
</tr>
<tr>
<td></td>
<td>Notify President, Editor of chapter newsletter of election results</td>
</tr>
</tbody>
</table>

#### 2. Second year of term

| July          | Attend summer chapter business meeting and record minutes of Executive Committee meeting and chapter business meeting |
| August        | Distribute copies of Executive Committee minutes to Executive Committee for approval. When approved, forward to Registered Agent and any Committee Chair affected by Executive Committee action |
|              | Distribute copies of Business Meeting minutes to Executive Committee for approval. Upon approval forward to Registered Agent and Editor of chapter newsletter |
| March/April   | Attend Executive Committee meeting and annual chapter meeting, records minutes of both meetings |
| April/May     | Distribute minutes to Executive Committee, Editor of chapter newsletter |
| May           | Mail ballots for election of officers by May 1 |
| June          | Ballots returned to Secretary by June 1 |
|               | Notify President, Editor of chapter newsletter of election results |
| July          | Attend summer chapter business meeting and record minutes of Executive Committee meeting and chapter business meeting |

### H. Relevant Chapter Forms
1. Sample Ballot
2. Sample Ballot cover letter
3. Sample candidate biographical information
4. Sample Chapter meeting minutes
5. Sample Chapter Executive Committee minutes
Executive Committee/Board of Trustees

A. General Responsibilities

1. The Executive Committee has general supervision, management and control of the business, affairs and activities of the chapter.

B. Articles/Bylaws Statements

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 the 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 Board of Trustees, however, shall never be less than three members. (Articles, Art. VI, Sec. 1)

2. 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 benefit 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. (Articles, Art. X, Sec. 1)

3. Amendments to the charter may be proposed by the Executive Committee or by a petition signed by ten percent (10%) of the members. (Articles, Art. XII)

4. 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 of 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 for 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. (Articles, Art. XIII)

5. The Executive Committee is empowered to adopt procedures for verifying student status. ... The Executive Committee is empowered to determine whether the institution applying for membership is a law library. ... Persons, companies and institutions not connected with law libraries, residing in or outside of the Southeastern region, or connected with law libraries but residing outside the region may be selected to associate membership by the Executive Committee ... (Bylaws, Art. I, Sec. 1b, 1c, 1d)

6. 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. (Bylaws, Art. II, Sec. 1)

7. The president shall call other meetings of the Chapter as deemed necessary or when requested to do so by the Executive Committee. (Bylaws, Art. II, Sec. 2)
8. 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. (Bylaws, Art. IV, Sec. 2)

9. Meetings of the Chapter and Executive Committee shall be conducted in accordance with Roberts Rules of Order except as otherwise specified by the Chapter Articles or Bylaws. (Bylaws, Art. IV, Sec. 4)

C. Responsibilities
1. Chapter Administration
   a. The Executive Committee is responsible for all aspects of Chapter management and administration
   b. The Executive Committee has oversight for all Chapter committee activities.
   c. The Executive Committee provides final approval of any changes in committee policies, procedures and activities, unless it is deemed appropriate to submit such changes to the membership.

2. Meetings
   a. The Executive Committee, guided by the President, chooses sites for Chapter annual meetings

D. Special Authority
1. Expenditure of funds
   a. [are there any guidelines here?]
Believe it or not, I have been working on the revision of the Handbook. I apologize for the delay, but AALL Public Relations has been consuming me since August. To date, I have imported and updated the historical sections and have drafted the sections pertaining to officers. There are several items on which I need your input.

Organization

The enclosed Table of Contents should give you an idea of the structure I propose to use for the Handbook. I am contemplating adding two additional sections -- one which will cumulate all the details about a particular SEALL activity which involve more than one officer and more than one committee (e.g. the Annual Meeting, the Institute, the Lucile Elliott Scholarship, Southeastern Law Librarian etc.). My thought was that having all the procedures together in addition to listed with each officer might facilitate planning and would allow a better compilation of chapter policies regarding a particular event or activity. The other section would cumulate general chapter forms, using a cross reference in the appropriate officer or committee section.

I am interested in your comments on the proposed organization and the two additional sections which are not reflected in the Table of Contents.

Content

Each of you has received the section relevant to your current or immediate past office (except Carol, Pam and Joyce who have received copies of all sections). The outline of each section is the same and I anticipate utilizing a similar format for the committee sections. I have some questions about actual chapter policies and procedures and have highlighted those items in yellow. I particularly need your comments on those items.
I have borrowed liberally from the Handbooks of ALLUNY, MALL and the D.C. chapter. If a statement from one of their handbooks seemed like something we should be doing, I included it and have highlighted it for your comment.

Chapter Calendar

The chapter calendar which is included is in very draft form. It will be complete when the handbook is, as I add things to it as I come across them. Comments and additions are welcome.

Overall Concerns

I am somewhat concerned about the projected length of the Handbook. As you can see, the Handbook now includes more than 70 pages. When the enclosed Table of Contents was created, there was no content in the Treasurer, Immediate Past President, and Executive Committee sections and little in the committee sections. I have utilized a 10 point font for the sections you have received. Please let me know if you think they are readable or if I am worrying unnecessarily over the length.

I have requested copies of the Executive Committee minutes from Mary Forman, Registered Agent and may be supplementing each section with new materials as I discover them. If any of the materials in your section are inaccurate please correct them.

I would very much appreciate receiving the answers to my questions and your comments by December 5 if at all possible.
# Table of Contents

## Chapter Calendar

- Articles of Incorporation
  - Bylaws

## Current Officers

## Current Committees

## Officers

- President
- Vice-President/President-Elect
- Secretary
- Treasurer
- Immediate Past President

## Executive Committee

## Committees

- Articles and Bylaws Committee
- Education Committee
- Government Relations Committee
- Local Arrangements Committee
- Membership Committee
- Newsletter Committee
- Nominating Committee
- Placement Committee
- Program Committee
- Publications Committee
- Publicity and Public Relations Committee
- Scholarship Committee
- Service to SEALL Committee

## Chapter Chronology

- History
- Meetings/Conventions Location
- Past Presidents
- Past Vice-President/President-Elects
- Past Secretary-Treasurers
- Past Secretaries
- Past Treasurers
- Past Committee Chairs and Members
- Past Editors of *Southeastern Law Librarian*
- Lucile Elliott Scholarship Recipients
- Service to SEALL Award Recipients
## Chapter Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Events</th>
</tr>
</thead>
</table>
| July  | - Chapter Business meeting held at AALL annual meeting  
- Executive Committee meets prior to Chapter Business Meeting  
- Vice-President/President-Elect becomes President at end of business meeting  
- Newly elected officers and new committee chairs are presented to the membership and assume positions at end of meeting  
- Chapter Handbook distributed to new officers and committee chairs |
| August| - All appropriate records are conveyed to new officers and committee chairs (by August 1)[is this enough time?]  
- Quarterly financial report prepared by Treasurer  
- *Southeastern Law Librarian* printed (issue 4) |
| September |  |
| October |  |
| November | - Quarterly financial report prepared by Treasurer  
- *Southeastern Law Librarian* printed (issue 1 of new volume) |
| December |  |
| January | - Chapter Mid-year report due to AALL -- *is this date accurate?* |
| February/March | - Preliminary committee reports due two weeks prior to annual meeting -- is this enough time for President to prepare for distribution  
- Budget requests for upcoming year due -- do we prepare a budget?if not, aren't we supposed to for incorporation purposes?  
- Quarterly financial report prepared by Treasurer  
- *Southeastern Law Librarian* printed (issue 2) |
| March | - Nominating Committee presents slate of candidates to President |
March/April

• Chapter Annual Meeting and Educational Institute held
• Executive Committee meets prior to annual meeting
• Service to SEALL award presented at annual meeting
• Full year financial report prepared by Treasurer
• Committee volunteer form distributed during annual meeting

April

• Chapter Annual Report due to AALL. [Is this accurate?]
• Registered Agent files chapter annual report with Florida Secretary of State
• Dues notices mailed, payable by
• Committee volunteer form distributed with dues notice
• Executive Committee accepts slate of candidates, President announces slate

May

• Secretary mails ballots on May 1
• Southeastern Law Librarian printed (issue 3)

June

• Ballots due to Secretary on June 1
• Candidates notified of election results by President
• Final committee reports due 2 weeks prior to AALL annual meeting [enough time?]
Officers

President

A. General Responsibilities

The President serves as chief administrative officer of the Chapter, presides at all meetings, [signs all contracts] and represents the Chapter before the American Association of Law Libraries.

B. Articles/Bylaws Statements

1. 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 officers shall serve without compensation. (Articles, Art. VI, Sec. I)

2. 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. (Articles, Art. VI, Sec. I)

3. 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. (Articles, Art. VI, Sec. I)

4. 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. (Articles, Art. VI, Sec. I)

5. The officers shall together act as the Board of Trustees and the immediate past president shall serve on the Board of Trustees. (Articles, Art. VII, Sec. 1)

6. 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. (Articles, Art. VIII) [Note: In practice, this occurs in the spring while the President is completing his/her term as Vice-President/President-Elect.]

7. 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. (Bylaws, Article II, Sec. 2)

8. 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 (Bylaws, Article III, Sec. 1)

9. Amendments of these Bylaws shall be submitted to the American Association of Law Libraries committee on constitutions and bylaws by the president upon adoption by the membership of the Chapter. (Bylaws, Art. IV, Sec. 4)

C. Major Responsibilities

1. Meetings
a. The President is the presiding officer at all meetings of the Chapter and of the Executive

rev. 11/11/95
Committee. Meetings of the Chapter and the Executive Committee are governed by the current edition of Robert's Rules of Order.

b. The President sets, or confirms in conjunction with the Executive Committee, the date and place of all Chapter Meetings.

c. The President chooses the option of hosting a visit from an AALL Board representative at the annual Chapter meeting.

d. Hosts for the annual three day spring convention meeting should be solicited by the President at least two years in advance. The President is responsible for any negotiations between the Chapter and other chapters in connection with a joint meeting.

e. The President handles all arrangements for the Chapter Business Meeting traditionally held during the AALL annual convention.

f. The President sets the date and place of all Executive Committee meetings. He/She prepares the agenda for all meetings and ensures that information regarding the meetings is properly distributed. The President requests attendance by those Committee Chairs having concerns or issues requiring Executive Committee attention. Candidates for Vice-President/President-Elect may be invited to attend the Executive Committee meeting held during the Chapter annual meeting, at the President's discretion.

2. Appointments

a. Committees. The President makes appointments to all standing and special committees from volunteers who are solicited in the spring of each year. A Committee Volunteer Form is included in the mailing of dues notices in the spring of the year prior to the commencement of committee service.

b. Special Committees. The President may form special committees as authorized by the Articles of Incorporation for a specified purpose for a specific or indefinite period of time.

c. Appointment Guidelines. The President attempts to balance committee membership by the type of library represented, length of service on a particular committee and geographical representation of the members. Committee chairs, when possible, should have served on the committee the previous year.

3. Chapter Administration

a. General Administration. The President is responsible for the performance and enforcement of all Chapter rules and procedures.

b. Miscellaneous. The President writes a column on Chapter affairs for each issue of the Southeastern Law Librarian.

The outgoing President presents the incoming President with a gavel upon the assumption of office.

c. Correspondence. The President responds to communications from AALL and other organizations.

4. Chapter Financial Affairs
a. Annual Budget.  
   [are any prepared?]  

d. Operations  
   [president's fiscal responsibilities]  

c. Audit  
   [do we do one?]  

5. Liaison with AALL  
   a. The President serves as a member of the AALL Council of Chapter Presidents and acts as  
      liaison between the Chapter and AALL. The President is responsible for preparing any  
      reports required by AALL (mid-year, annual, chapter biography). This responsibility may be  
      delegated to another officer at the President's discretion.  

D. Special Authority  
   1. Checks  
      a. The President is the alternate signatory to the Chapter's accounts in case of incapacity of  
         the Treasurer.  

   2. Expenditure of funds  
      a. [dollar limit of president's authority without board authorization?]  

   3. Contracts  
      a. [signatory authority for contracts?]  

E. Reimbursement of Expenses  
   1. [Do we have policies on what expenses of the President are reimbursed?]  

F. Chapter Records  
   1. Receive from predecessor  
      By [date?] of the year he/she assumes office, the President received from the Immediate Past  
      President the set of President's Records consisting of the following:  

      a. Minutes of all Chapter and Board meetings for the previous three years  
      b. Originals of all current Chapter contracts  
      c. Official current copy of Chapter's Articles of Incorporation and Bylaws, and all amendments  
         pending or approved the previous year  
      e. Copy of the AALL Bylaws and the President's Annual Report to AALL for the previous three  
         years  
      f. The President's copy of Southeastern Law Librarian for the previous three years  
      g. President's Correspondence file  
      h. Final Chapter Budgets and Audit Reports for the previous three years  
      i. Annual Reports and Budget Requests of Committees for the previous two years  
      j. Copies of meeting announcements and meeting agendas for the previous two years.  

   2. Collect during term  
      a. Minutes of all Society and Board meetings  
      b. Contracts, contract proposals (RFPs), and bids received  
      c. Bylaws amendment proposals and approved amendments  
      d. Procedures Manual changes as formulated in policies adopted by the  
         President or the Executive Committee  

This text was last checked by [date] of 1995.
3. Convey to successor/Archives
At the end of his/her term, the President reviews the records in his/her possession and, if needed, submits to the Archives, the oldest year (no less than three years from the present) of minutes, *Southeastern Law Librarian*, correspondence and other documents.

G. Calendar of Responsibilities

**July**  Assumes office at the Chapter Business Meeting held during the AALL Annual Meeting; generally presents a memento of thanks to the outgoing President and sets forth an agenda of activities for the coming year.

Attends the Annual Conference of AALL and the Council of Chapter Presidents meetings. *when does the incoming president begin representing SEALL?*

Conveys all appropriate records to the new President and receives the records of the Immediate Past President.

**February/March**  Solicits from every Committee a preliminary annual report of the group activities and a proposed budget for the coming year. Such reports and budgets should be due no later than two weeks prior to the annual meeting.

**June**  Notifies candidates of election results.

H. Chapter Forms of Interest

1. Committee Volunteer Form
Vice-President/President-Elect

A. General Responsibilities
1. The Vice-President/President-Elect assists the President in conducting the affairs of the Chapter and prepares for his/her term of office as President.

B. Articles/Bylaws Statements
1. 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 officers shall serve without compensation. (Articles, Art. VI, Sec. 1)

2. 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. (Articles, Art. VI, Sec. 1)

3. 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. (Articles, Art. VI, Sec. 1)

4. No officer shall hold more than one office in this Chapter at one time. (Articles, Art. VI, Sec. 1)

5. 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. (Articles, Art. VI, Sec. 1)

6. 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 the 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. (Articles, Art. VII, Sec. 1)

7. The nominating Committee shall not submit, for election to the office of vice-president/president elect, the name of any member who is not in good standing of the American Association of Law Libraries. (Bylaws, Art. III, Sec. 1)

8. The vice-president - president elect shall be elected by mail ballot in May of each year. (Bylaws, Art. 111, Sec. 2)

C. Responsibilities
1. Serves as Chair of the Program Committee and, as such, plans and implements the educational program for the annual meeting following his/her election.

2. Assists the President with the conduct of Society and Executive Committee Affairs and assumes such duties or undertakes such projects as the President directs.
3. Attends all meetings of the Chapter and the Executive Committee, and conducts any meeting in the absence of the President. The VP/PE should be familiar with the AALL Constitution, the Chapter’s Articles and Bylaws, this Handbook and Procedures Manual and the current edition of Robert’s Rules of Order as specified by the Articles.

4. Attends the Annual Meeting of the American Association of Law Libraries following his/her election and participates in the Chapter Leadership Training events.

5. Although the Bylaws indicate the President fills committee memberships, in practice, this process begins during the final months of the VP/PE term (between the Annual Chapter Meeting and the AALL Annual Meeting).

6. Assumes all duties and obligations of the President in the event of the absence or withdrawal of the President.

7. In recent years, the VP/PE has presented the outgoing President with a gift of appreciation during the Chapter Business Meeting at the AALL meeting.

D. Special Authority
1. [check signing, etc??]

E. Reimbursement of Expenses
1. [do we have policies for reimbursement of VP/PE expenses?]

F. Chapter Records
1. Receive from predecessor
   a. Minutes of Board meetings for previous three years
   b. Budgets of Chapter for previous five years
   c. Reports of all Committees for previous three years
   d. Southeastern Law Librarian for previous three years

2. Collect during term
   a. Current copies of above items

3. Convey to successor
   a. At conclusion of term, VP/PE reviews files collected during year, discards obsolete or unnecessary files and conveys the collection to the incoming VP/PE.

G. Calendar of Responsibilities

<table>
<thead>
<tr>
<th>July</th>
<th>Chapter Business Meeting at AALL - Following election, assumes office as VP/PE</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>Conveys to incoming VP/PE the Position Records specified in Section E above (by August 1)</td>
</tr>
</tbody>
</table>

H. Chapter Forms of Interest

Sample: "Thank you" to speakers, vendors, etc.
Secretary

A. General Responsibilities
1. The Secretary prepares minutes for all Board and Society meetings, supervises the elections process and supervises the Articles of Incorporation and Bylaws amendment process.

B. Articles/Bylaws Statements
1. The officers of the corporation shall consist of a President, Vice-President - President Elect, Secretary and Treasurer. ... The secretary and treasurer shall each serve for two years. The officers shall serve without compensation. (Articles, Art. VI, Sec. 1)

2. 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. (Articles, Art. VI, Sec. 1)

3. No officer shall hold more than one office in this Chapter at one time, nor shall the president hold office for than two consecutive terms. (Articles, Art. VI, Sec. 1)

4. 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. (Articles, Art. VI, Sec. 1)

5. 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 the 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. (Articles, Art. VII, Sec. 1)

6. The secretary shall be elected by mail ballot in May of each even numbered year. (Bylaws, Art. III, Sec. 2)

7. The membership is to be notified by the secretary of the outcome of the election by mail or at a meeting of the Chapter. (Bylaws, Art. III, Sec. 2)

8. Any proposed amendments to the Articles or the Bylaws shall be filed with the secretary. Notice shall be given to members in one of the following ways:
   a. notice shall be published in the Chapter newsletter Southeastern Law Librarian or its successor, at least 90 days prior to balloting, or
   b. notice shall be sent by the secretary to all members through the mail at least 30 days prior to balloting. (Bylaws, Art. IV, Sec.1)

   [Note: although not specifically directed in the Bylaw, the secretary is responsible for providing copy to the Chapter newsletter as directed in item a above.]

9. 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. (Bylaws, Art. IV, Sec. 2)

C. Responsibilities
1. Minutes
a. Attends all Chapter and Executive Committee meetings and prepares the official minutes of all business conducted.

b. Within two weeks of date of meeting distributes written Chapter meeting minutes to:
   (1) All Executive Committee members for their approval and upon receiving said approval to
   (2) The Registered Agent of the chapter as identified in the Articles of Incorporation
   (3) The Editor of Southeastern Law Librarian for publication in the next issue.

c. Within two weeks of date of meeting distributes Executive Committee meeting minutes to:
   (1) All Executive Committee members
   (2) The Registered Agent of the chapter as identified in the Articles of Incorporation
   (3) Editor of Southeastern Law Librarian
   (4) Any Committee chair or Chapter member who attended the meeting or whose work might be significantly affected by an action of the Board taken at the meeting.

2. Elections
   a. Supervises the elections process in concert with the Nominations Committee and the President.

   b. Obtains from the Nominations Committee or President the complete list of all candidates for all positions. Obtains from the President the names of any candidates submitted by written petition to the President in compliance with the Bylaws.

c. Obtains from the Nominations Committee biographies of all candidates. [how does this actually work?]

   d. Prepares the biographies in a uniform format (so as not to be prejudicial to any candidate). Prepares the official ballot with a cover letter explaining the voting process. The official ballot designates all of the offices to be filled, and under each office lists the names of each of the nominees in alphabetical order by last name.

   e. The cover letter instructs voters to mark their ballots, seal them in a plain envelope provided and return them to the Secretary by a specified date in the covering envelope, also provided. [The covering envelope, when it is sent to each voter, should have as its return address the name and address of the voter.] The envelope should be addressed to the Secretary [and the words "Official Ballot" printed on the outside.]

   f. This collection of material (cover letter, biographies, and ballot) is mailed all members in compliance with the Bylaws (Art. 1, Sec. 2)

   g. The Secretary maintains a count of the ballots mailed and received and counts the vote.

   h. The names of successful candidates are conveyed to the President immediately upon conclusion of counting for the purposes of notification of said candidates.

   i. At the Chapter Business meeting following the election, the Secretary should request permission of the membership to destroy the ballots.

3. Articles and Bylaws Amendments Process
   a. The Secretary receives proposed amendments to the Articles or the Bylaws and, following
Executive Committee approval, prepares the final text.

b. Notice shall be given to members in one of the following ways:
   (1) by publication in the Southeastern Law Librarian at least 90 days prior to balloting, or
   (2) by mail to all members at least 30 days prior to balloting. (Bylaws, Art. IV, Sec. 1)

c. In the event of a mail ballot,
   (1) the Secretary prepares the proposed amendments and ballot, including any explanatory
       material deemed necessary by the Executive Committee or the Articles and Bylaws
       Committee and issues the ballot following the procedures establishing for election
       balloting.
   (2) The Secretary transmits the text of amendments which are approved by the
       membership to:
       (a) The Executive Committee
       (b) The Registered Agent as identified in the Articles of Incorporation
       (c) The Handbook & Procedures Manual Editor

d. In the event of a voice ballot during a Chapter meeting,
   (1) the Secretary assists the President and the Chair of the Articles and Bylaws
       Committee in preparing for and conducting the vote.
   (2) The Secretary transmits the text of amendments which are approved by the
       membership to:
       (a) The Executive Committee
       (b) The Registered Agent as identified in the Articles of Incorporation
       (c) The Handbook & Procedures Manual Editor

[who is responsible for maintaining a current copy of the articles & bylaws?  Who should be?]

4. Correspondence with AALL

a. The Secretary is responsible for notifying the AALL Newsletter or the appropriate newsletter
   columnist(s) of all upcoming meetings, election of officers, appointment of newsletter
   Editor, and chapter events. A report of the Annual Meeting should be sent to the Chapter
   News column. [is this the manner in which this actually works?]

D. Special Authority

1. None

E. Reimbursement of Expenses

1. [are there policies on reimbursement of secretary's expenses? which ones?]

F. Chapter Records

1. Receive from predecessor
   a. Official Chapter Correspondence for at least the previous three years
   b. Minutes of Chapter meetings for the previous three years and significant handouts at Board
      meetings
2. Collect during term  
   a. Current copies of the above items  

3. Convey to successor/Archives  
   a. Updated Correspondence and Minutes file  
   b. All significant Society Correspondence deemed too old to be transmitted to the successor should be submitted to the Society's archives if it is deemed to have historical value.

G. Calendar of Responsibilities

1. First year of term
   
   **July**  
   Attend Executive Committee meeting at AALL annual meeting if requested by President  
   Attend Chapter Business Meeting held at AALL annual meeting. Assume office at conclusion of summer Chapter Business Meeting  

   **August**  
   Receive document from President outlining strategy  

   **March/April**  
   Attend Executive Committee meeting and annual chapter meeting, records minutes of both meetings  

   **April/May**  
   Distribute minutes to Executive Committee, Editor of chapter newsletter  

   **May**  
   Mail ballots for election of officers by May 1  

   **June**  
   Ballots returned to Secretary by June 1  
   Notify President, Editor of chapter newsletter of election results  

2. Second year of term  

   **July**  
   Attend summer chapter business meeting and record minutes of Executive Committee meeting and chapter business meeting  

   **August**  
   Distribute copies of Executive Committee minutes to Executive Committee for approval. When approved, forward to Registered Agent and any Committee Chair affected by Executive Committee action  
   Distribute copies of Business Meeting minutes to Executive Committee for approval. Upon approval forward to Registered Agent and Editor of chapter newsletter  

   **March/April**  
   Attend Executive Committee meeting and annual chapter meeting, records minutes of both meetings  

   **April/May**  
   Distribute minutes to Executive Committee, Editor of chapter newsletter  

   **May**  
   Mail ballots for election of officers by May 1  

   **June**  
   Ballots returned to Secretary by June 1  
   Notify President, Editor of chapter newsletter of election results  

   **July**  
   Attend summer chapter business meeting and record minutes of Executive Committee meeting and chapter business meeting  

H. Relevant Chapter Forms
SEALL Handbook: Secretary

1. Sample Ballot
2. Sample Ballot cover letter
3. Sample candidate biographical information
4. Sample Chapter meeting minutes
5. Sample Chapter Executive Committee minutes
Immediate Past President

A. General Responsibilities
1. The Immediate Past President advises the current President and Board.

B. Articles/Bylaws Statements
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 the 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. (Articles, Art. VI, Sec. 1)

C. Responsibilities
1. Serves as a voting member of the Executive Committee and attends all Executive Committee meetings.
2. Participates with the President and Vice-President in preparation of the next year's budget

D. Special Authority
1. None

E. Reimbursement of Expenses
1. [are there any policies on what expenses of ipp are reimbursed?]

F. Chapter Records
1. Receive from predecessor
   a. Minutes of Chapter and Executive Committee meetings for the previous two years
   b. Copies of handouts at Board meetings for previous two years
2. Collect during term
   a. Items listed above
3. Convey to successor
   a. Minutes of Chapter and Executive Committee meetings for the previous two years
   b. Copies of handouts at Board meetings for previous two years.

G. Calendar of Responsibilities
July Conveys President's Records to incoming President and receives Immediate Past President Records from predecessor.

Is it reasonable to have one person set of these conveyed to someone who is conveying their own set to another person? Wouldn't the VP/PE want to keep their own set as they progress through these roles? Conveying copies of these to a new VP/PE makes sense.
Executive Committee/Board of Trustees

A. General Responsibilities
1. The Executive Committee has general supervision, management and control of the business, affairs and activities of the chapter.

B. Articles/Bylaws Statements
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 the 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 Board of Trustees, however, shall never be less than three members. (Articles, Art. VI, Sec. 1)

2. 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 benefit 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. (Articles, Art. X, Sec. 1)

3. Amendments to the charter may be proposed by the Executive Committee or by a petition signed by ten percent (10%) of the members. (Articles, Art. XII)

4. 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 of 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 for 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. (Articles, Art. XIII)

5. The Executive Committee is empowered to adopt procedures for verifying student status. ... The Executive Committee is empowered to determine whether the institution applying for membership is a law library. ... Persons, companies and institutions not connected with law libraries, residing in or outside of the Southeastern region, or connected with law libraries but residing outside the region may be selected to associate membership by the Executive Committee ... (Bylaws, Art. I, Sec. 1b, 1c, 1d)

6. 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. (Bylaws, Art. II, Sec. 1)

7. The president shall call other meetings of the Chapter as deemed necessary or when requested to do so by the Executive Committee. (Bylaws, Art. II, Sec. 2)
8. 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. (Bylaws, Art. IV, Sec. 2)

9. Meetings of the Chapter and Executive Committee shall be conducted in accordance with Roberts Rules of Order except as otherwise specified by the Chapter Articles or Bylaws. (Bylaws, Art. IV, Sec. 4)

C. Responsibilities

1. Chapter Administration
   a. The Executive Committee is responsible for all aspects of Chapter management and administration
   b. The Executive Committee has oversight for all Chapter committee activities.
   c. The Executive Committee provides final approval of any changes in committee policies, procedures and activities, unless it is deemed appropriate to submit such changes to the membership.

2. Meetings
   a. The Executive Committee, guided by the President, chooses sites for Chapter annual meetings

D. Special Authority

1. Expenditure of funds
   a. [are there any guidelines here?]
Date:  Mon, 05 Dec 94 16:24 EST
From:  "Carol Nicholson" <UNCNIC@UNCMVS.OIT.UNC.EDU>
To:    Hazel Johnson <HJOHNSON@UA1VM.UA.EDU>
Subject: Re: SEALL Bylaws amendments

(Hazel - my apostrophes were lost in uploading the text.)

Hazel,

Below are my comments and questions about the handbook. You've done a tremendous amount of work so far. Thanks!

Organization: I like your ideas. Having all details about a particular activity together would also help to insure that individuals responsible for specific activities would know what the responsibilities of the officers are in connection with the activity.

Overall concerns: Let's not be too concerned about the length of the handbook at this point. It can be streamlined if necessary, but I would prefer to be sure that all necessary information is included. After all, the number of complete copies will be very limited. The font size looks good to me, and I am picky about small fonts.

Chapter calendar: July. Joyce Janto wants to propose changing when new officers assume positions, but this will require a bylaws change. August. Transfer of records. August 1 may not be sufficient time, how about within one month after new officers and committees assume office. January. Please add Program/Education Committee distributes annual meeting program brochure.

President's section. I haven't had to sign any contracts, but I assume that that is correct.

Section B3. ...hold office for !more! than two consecutive terms. Please insert the word more.

B8. Should it be spelled out that the President notifies the successful candidates? It is mentioned in the Secretary's section under 2h.

C2. I would like to add that the volunteer form will be included in the Spring issue of the newsletter also. Not everyone sees the dues notice.

C4. I don't know.

D1. a. Yes. 2. I am not aware of a limit. $500 seems appropriate to me, but should it be limited, and how?

D3. Should there be a second, or alternate signatory, such as the VP or treasurer? By contract, are you excluding Local Arrangements contracts for hotels, catering, etc.?

E1. If I can have expenses reimbursed, please let me know! I think that expenses for the President should be granted only in extraordinary situations, or not at all. I realize that this could be difficult for firm librarians. Doesn't Articles, Art. VI, Sec. 1 preclude reimbursement?

F1. Chapter records should be transferred one week after the annual meeting. I don't think that I received everything listed in F1.

G. July section is sticky. At this point, the incoming president doesn't begin to represent SEAALL until after the Business Meeting on Monday, after the Council meetings have occurred. Joyce's recommendation to change the date that new officers assume office would clarify all this.
Vice-President's section.
A1. ... serves as Program Chair... Isn't it sufficient to have this under C1?
C2. Why refer to the Society instead of the Chapter? (this is a general question for wherever Society occurs)
C4. This is that sticky area again. The training events are billed for the Chapter President-elect, but Joyce and I both attended a year early as incoming Vice-President. I think that this responsibility should be moved to the President's section.
D1. I don't think this is needed.
E1. Precluded?
F1 b. Five years is longer than the President is expected to have. Why not 3? d. SLL Newsletter. I am not receiving a second copy to pass on. Is this traditional? I don't intend to pass on my membership copy.

Secretary's section.
B8. What are the President's responsibilities in regard to proposed amendments to the Articles or Bylaws?
3d. The secretary, and for insuring that all officers have a current copy.
E1. Mailing expenses, including copying, postage, envelopes, etc. should be reimbursed.

Immediate Past President section.
C2. News to me. The only budget that I am aware of is for the SEAALL Annual Meeting. This is very difficult to control, because the Local Arrangements and Program Committees act with a great deal of autonomy, and I do not recall receiving prior budgets to use as a guide. It would be good if this were actually happening.
E1. Precluded, or should be.

Executive Committee section.
B6. In practice, the President schedules the Chapter meeting which is held at the AALL meeting. Also, is it clear that the President schedules meetings of the Executive Committee?
D1. I am not aware of any guidelines here.

In regard to Kathy Heberer's memo about Annual Meeting expenses, I don't believe it was considered at the Seattle Meeting, but I think that the issues should be addressed in the handbook. It appears to be a matter of codifying general practice so that future exceptions can be adequately addressed.
Treasurer

A. General Responsibilities
The Treasurer maintains the accounts and ledger of the Chapter, invests Chapter funds and, if required, prepares the Chapter's tax return.

B. Articles/Bylaws Statements
1. The officers of the corporation shall consist of a President, Vice-President - President Elect, Secretary and Treasurer. ... The secretary and treasurer shall each serve for two years. The officers shall serve without compensation. (Articles, Art. VI, Sec. 1)

2. 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. (Articles, Art. VI, Sec. 1)

3. No officer shall hold more than one office in this Chapter at one time, ... (Articles, Art. VI, Sec. 1)

4. 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. (Articles, Art. VI, Sec. 1)

5. 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 the 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. (Articles, Art. VII, Sec. 1)

6. 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. (Articles, Art. X, Sec. 1)

7. Membership categories ... (Bylaws, Art. I, Sec. 1)

8. 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 payment of dues for the current year. (Bylaws, Art. I, Sec. 2b)

9. The treasurer shall be elected by mail ballot in May of each odd-numbered year. (Bylaws, Art. III, Sec. 2)

C. Responsibilities
1. General Financial Matters
   a. Income and Receipts
      (1) The Treasurer maintains records for the receipt of:
         (a) Membership Dues
         (b) Donations
i) Donations are usually associated with vendor contributions that underwrite chapter events
(c) Newsletter Advertising
(d) Registration Fees
i) The income from each meeting, seminar, or other Chapter event should be individually recorded.

(2) The Treasurer distributes the Chapter "Funds for Deposit" form to appropriate Committee Chairs (Local Arrangements, Program and Education).
(a) The form must be used when submitting any checks or cash for deposit in Chapter accounts.
(b) The form must include the individual and affiliation submitting the funds, and supporting documentation, such as registration forms, advertising agreements, etc.
(c) The supporting documentation is important for tax and audit purposes.

b. Disbursements and Checks
(1) The Treasurer maintains records for the disbursement of:
(a) Expenses incurred in the execution of chapter events
   i) Annual chapter meeting
   ii) Annual educational institute
   iii) Annual business meeting
   iv) Reception during AALL annual meeting
(b) Prizes [what kind of prizes does the chapter buy?]
(c) Gifts
(d) Officer expenses as authorized by Chapter policies [record these with the office or committee or in a separate section?]
(e) Committee expenses as authorized by Chapter policies

(2) The Treasurer distributes copies of the chapter "Check Requisition" form to Executive Committee members and Committee Chairs.
(a) The form must be used when requesting the expenditure of any Chapter funds.
(b) The form must include the reason for the expenditure and the name of the authorizing individual.
(c) It must be accompanied by appropriate documentation, such as an invoice or receipt.
(d) Supporting documentation is important for tax and audit purposes.

(3) In the instance of a questionable request for reimbursement, the Treasurer will consult with the President regarding the appropriateness of the request.

c. General Accounting Procedures
(1) Prepare, sign and mail checks for expenses submitted on the chapter "Check Requisition" form
(2) Make deposits for funds submitted on the chapter "Funds for Deposit" form
   (a) Retain photocopies of checks and documentation
(3) Balance the chapter's checking account
(4) Maintain a general ledger record for the transfer of chapter income and expenses. General ledger categories include:
   (a) Income
      i) Dues
      ii) Chapter Events -- Separate category for each event, ex: chapter meeting, chapter reception, institute
      iii) Newsletter Advertising
iv) Vendor Support  
v) Interest Income  

(b) Expenses  
i) Corporation report  
ii) Tax return preparation  
iii) Chapter events -- Separate category for each event, ex. chapter meeting, chapter reception, institute  
iv) Newsletter -- Separate categories for printing, postage, mail permit  
v) Printing  
vi) Postage  
vii) Scholarships  
viii) Miscellaneous expenses  

d. Financial Reports  
(1) Quarterly financial report  
(a) The Treasurer prepares a quarterly financial statement which is submitted to the editor of the *Southeastern Law Librarian*.  
(b) The financial statement lists all income and all expenses, by category, for a 3-month period.  
(c) The financial statement should be printed on SEALL stationery for the files.  

(2) Annual financial report  
(a) The annual financial report is prepared for distribution at the annual chapter meeting.  
(b) The statement lists all income and expenses, by category, for the chapter fiscal year (April 1 to March 31).  
(c) The annual financial statement is prepared on SEALL stationery.  
(d) *A copy is provided to the editor of the Southeastern Law Librarian.*  

2. Chapter Budget  
a. [do we need to establish some sort of budgeting process, most chapters have the current chairs do it for the upcoming year -- is this reasonable -- will it work for SEALL?]  

3. Specific Chapter Activities  
a. Dues  
(1) General guidelines  
(a) The chapter membership year runs June 1 - May 31.  
(b) Membership dues are payable by June 1 each year. Any individual not submitting payment by September 1, is considered delinquent and will be dropped from the membership list.  
(c) The Treasurer has the responsibility for determining that the membership category indicated on the renewal form by an individual applying for membership is accurate.  

(2) Renewal Memberships  
(a) Dues notices are prepared by the Treasurer and mailed in April of each year.  
(b) In preparation for mailing dues notices, the Treasurer should:  
   i) Obtain envelopes bearing the return address of the Treasurer to be used to mail the notices.  
      [is this right?]  
   ii) Obtain mailing labels from the member who maintains the mailing list.  
   iii) Create and duplicate the dues notice  
(c) Checks should be deposited within one week of receipt.  
(d) Copies of all membership forms should be mailed to the member maintaining the
membership mailing list. If the form indicates that a membership is that of a new member, a copy of the form should be sent to the Chair of the Membership Committee.

(e) The original membership forms should be maintained in the Treasurer’s files.

(f) A reminder notice about membership renewals should be submitted to the editor of *the Southeastern Law Librarian* in August for publication in the fall issue.

(g) Occasionally, the President has authorized a special reminder mailing to individuals not responding to the initial dues notice.

(3) New Memberships

(a) Applications for new memberships received at times other than the annual renewal period are required to pay the full membership fee. Part year memberships are not available.

(b) Copies of the membership form for new members should be sent to the Chair of the Membership Committee.

(c) Original membership forms should be retained in the Treasurer’s files.

(d) Additional details on procedures for processing new memberships can be found in the Handbook sections devoted to the Membership Committee.

b. Lucile Elliott Scholarship

(1) Additional details on the procedures for the annual chapter meeting and educational institute can be found in the Handbook sections devoted to the Scholarship Committee.

(2) President, in consultation with Treasurer and other members of Executive Committee determines amount of money available for scholarships by September 1.

(a) $3000 has been distributed annually since 1990.

(3) Chair of Scholarship Committee notifies Treasurer of names of scholarship recipients, the amount of the award, and the date of the activity for which the scholarship is to be used by December 15.

(4) Treasurer contacts each recipient to verify addresses and date funds are required.

(5) Treasurer calendars dates to cut and mail checks.

c. Annual Meeting/Educational Institute

(1) Additional details on the procedures for the annual chapter meeting and educational institute can be found in the Handbook sections devoted to the Education, Local Arrangements and Program Committees.

(2) The Local Arrangements Committee, the Program Committee and the Education Committee prepare a joint budget for the annual chapter meeting and educational institute. This should be approved by the Executive Committee and in place by September of the year prior to the meeting.

(3) The Treasurer handles all funds for the meeting. No “seed” money is provided to the Local Arrangements Committee nor is a separate account established.

(4) Registration fees and vendor support funds are collected by one of the host institutions (as designated by the Local Arrangements/Program/Education Committees) and are forwarded to the Treasurer for deposit in the chapter account.

(5) Bills and speaker reimbursement forms are forwarded to the Treasurer for payment by one of the host institutions (as designated by the Local Arrangements/Program/Education Committees).

(6) The Treasurer prepares and distributes to the Executive Committee and Local Arrangements Chair a monthly status report detailing annual meeting expenditures beginning in January of the year of the meeting and continuing until all bills are paid and a final status report is made.

(7) Receipts for registration fees may be required at the meeting. The Treasurer or the Local Arrangements/Program/Education Committees prepares receipts.
(8) The Treasurer should take the Chapter checkbook to the annual meeting in anticipation of the need to pay bills on site.

4. Income Tax Return
   a. Federal and Florida tax returns are prepared by the Treasurer in consultation with an accountant, if required. Prior to filing, they are reviewed and approved by the Treasurer and President. The Treasurer signs and files the tax returns.

5. Transfer of Treasury
   a. Transfer of the SEALL treasury occurs after the annual business meeting following the Treasurer’s election in May.
   b. A small sum of money (approximately $250) is transferred to the incoming Treasurer for opening an account.
   c. The incoming Treasurer should establish an interest-bearing account at a bank located conveniently for the Treasurer. If a minimum deposit is required, the Chapter typically has $8,000 - $10,000 in the account. Approximately 60 - 70 checks are written during the year.
   d. The account should be one in which cancelled checks are returned to the Treasurer.
   e. The President should also be a signatory on the account, should the Treasurer become incapacitated. [is this accurate?] 
   f. Once all outstanding checks have cleared, all funds remaining in the Treasury are wired to the new account by September 1.

D. Special Authority
1. Checks
   a. Checks for an amount in excess of $550.00 must be approved by the President or Vice-President.

2. Investment of Chapter Funds
   a. The Treasurer, in consultation with the President, has the authority to invest any excess chapter funds.
   b. Investments should be limited to certificates of deposit of terms no longer than 6 months, unless an excessive amount of cash is on hand.
   c. The chapter’s greatest expenditures of funds occur immediately preceding and following the annual chapter meeting. The Treasurer should maintain significant cash reserves at that time.

E. Reimbursement of Officer Expenses
1. are there policies regarding what expenses of the treasurer are reimbursed?

F. Chapter Records
1. Receive from predecessor
   a. General ledger of Chapter transactions for the preceding two years.
   b. Records of all receipts and disbursements (copies of checks or cancelled checks, etc.) for the preceding two years.
   c. Bank statements for the preceding two years.
   d. Corporation reports for the preceding two years.
   e. The Chapter’s final budgets for the preceding three years.
   f. Income tax returns for the previous seven years.
   g. Audit reports for the preceding seven years [do we have these?] 
   h. Significant correspondence relating to the Chapter’s accounts, income tax returns, etc.

2. Collect during term
   a. Copies of the items enumerated above
3. Convey to successor/Archives
   a. All items enumerated above for the previous two years. [is there any reason to send the files to archives?]
   b. The Treasurer should convey to the Chapter's Archives, copies of income tax returns and audits older than seven years.
   c. All other materials accumulated by the Treasurer during his/her term should be discarded (membership forms, etc.) DOES THIS WORK? What things really should be in the archives?

G. Calendar of Responsibilities
1. First Year of term

   **July**
   - Attend Executive Committee meeting during AALL annual meeting if requested by President.
   - Attend Chapter Business Meeting held at AALL annual meeting. Assume office at conclusion of Business meeting.
   - Coordinate transfer of funds with outgoing treasurer after AALL meeting.
   - Prepare updated versions of Chapter Funds for Deposit form and Chapter Check Requisition Form.
   - Verify with editor of the Southeastern Law Librarian future deadlines for newsletter/quarterly financial statements.
   - Prepare supply of pre-addressed mailing labels for Board, Membership Chair, Pam Williams (mailing labels), and editor of the Southeastern Law Librarian. this will save time during the year. -- what does this mean? does the treasurer do the mailing labels?

   **August**
   - Prepare and send May 1-July 31 financial statement to editor of the Southeastern Law Librarian in time to meet publication deadline.
   - Prepare and send dues reminder notice to editor of the Southeastern Law Librarian in time to meet publication deadline.
   - Confirm with President about the amount available for the Lucile Elliott Scholarships.

   **September**
   - Transfer of treasury funds complete
   - Deadline for payment of membership dues.
   - Consult President for decision on mailing final dues reminder notice to members who have not renewed.

   **October**
   - Contact local arrangements, program and education committees about annual meeting budget. Insure that budget has been approved by Executive Committee.

   **November**
   - Send August 1-October 31 financial statement to editor of the Southeastern Law Librarian.
Receive information on scholarship recipients from Scholarship Committee (by December 15). Verify addresses and date funds are needed with scholarship recipients. Calendar dates to cut and mail checks.

December

January

Verify whether gross receipts exceed $25,000; if they do, file federal and/or state of Florida income tax return.

March

April

Prepare February 1-April 30 financial statement and send to editor of the Southeastern Law Librarian in time to meet publication deadline.

May

Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.

June

Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.

Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.

Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.

Verify whether gross receipts exceed $25,000; if they do, file federal and/or state of Florida income tax return.

Prepare annual meeting registration receipt forms.

Prepare February 1-April 30 financial statement and send to editor of the Southeastern Law Librarian in time to meet publication deadline.

Send dues notice to editor of the Southeastern Law Librarian in time to meet publication deadline

Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.

Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.

Prepare annual meeting status report. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.
2. Second Year of term

July  Prepare Treasurer's report for chapter business meeting at AALL.

July - June  See responsibilities for first year.

June  Begin preparation for transfer of funds after AALL meeting.

H. Relevant Chapter Forms

1. Dues notice
5. Sample check
6. Sample Ledger
7. Envelope - Generic
8. Envelope - Officer Specific
9. Stationery
10. Travel Expense Report - Member
11. Travel Expense Report - Non-member
12. Funds for Deposit Form
13. Check Requisition Form
14. Scholarship Recipient Letter
Articles and Bylaws Committee

A. Committee Charge
The Articles and Bylaws Committee is charged with the review and revision of the Chapter Articles of Incorporation and Bylaws as directed by the Executive Committee, suggested by chapter members or as needed.

B. Articles/Bylaws Statements
1. There shall be the following standing committees: ... (6) Articles and Bylaws ... (Articles, Art. VIII)

2. The president shall appoint all members of the standing committees. (Articles, Art. VIII)

3. 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 manner provided in the bylaws or at a meeting of the Chapter by a two-thirds (2/3) vote of the members voting in the ballot. (Articles, Art. XI)

4. 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. (Articles, Art. XII)

5. Any proposed amendments to the Articles or the Bylaws shall be filed with the secretary. Notice shall be given to members in one of the following ways:
   a. notice shall be published in the Chapter newsletter Southeastern Law Librarian or its successor, at least 90 days prior to balloting, or
   b. notice shall be sent by the secretary to all members through the mail at least 30 days prior to balloting. (Bylaws, Art. IV, Sec. 1)

[Editor's Note: Although not specifically directed in the Bylaws, by Executive Committee decision, the secretary is responsible for providing copy to the Chapter newsletter as directed in item 5.a. above.]

6. 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. (Bylaws, Art. IV, Sec. 2)

C. Composition
1. The committee is composed of the Immediate Past President, the President and the Vice-President/President-Elect.

2. The committee is chaired by the Immediate Past President.

D. Responsibilities
1. Revision of Articles and/or Bylaws
   a. Preliminary matters
      (1) Prior to any review the committee Chair should ascertain that the copy of the Articles and Bylaws provided by the previous chair is the current version. The official, authoritative copy is
maintained by the Secretary.

b. General Review
   (1) On a regular basis, the Articles of Incorporation and Bylaws should be reviewed for content or typographical changes which may be required.

c. Specific Revisions
   (1) If specific revisions to the articles or bylaws have been previously identified, the President will so inform the chair.

d. Revision Procedures
   (1) The committee will draft appropriate revision language for the Articles or Bylaws provisions which have been identified.
   (2) The committee will submit final proposed language to the Executive Committee for comment or further revision.
   (3) Upon final determination of proposed changes, the committee chair provides the Secretary with the final language and any explanatory material deemed necessary for notice and balloting by the membership. [Editor's Note: Additional details on the actual balloting process can be found in the Handbook section devoted to the office of Secretary.]
   (4) Upon approval by the membership, the Secretary transmits the text of amendments to the Executive Committee, the Registered Agent, the Handbook Editor and the Editor of the Southeastern Law Librarian.
   (5) The President transmits text of amendments approved by the membership to the AALL Constitution and Bylaws Committee. This function may be delegated to the Articles and Bylaws Committee chair.

e. Timing of Committee Activities
   (1) The Committee must be aware of the notice requirements in the Bylaws when planning the amendment process during any given year.

   (2) The Chapter Bylaws require that the membership be notified of proposed changes:
      (a) 90 days before balloting if notice is by publication in the Southeastern Law Librarian OR
      (b) 30 days before balloting if notice is by mail.

   (3) Financial considerations make it highly desirable to utilize the Southeastern Law Librarian to provide notice of proposed amendments to the membership.

2. Budget
   a. The committee is responsible for developing a budget proposal covering any expenses for the next fiscal year.
   b. The proposal is due to the President one month prior to the annual chapter meeting.

3. Handbook
   a. The committee will review the committee procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and/or Executive Committee if necessary.

4. Reporting
   a. The committee chair will prepare an interim committee report. The report is due to the President one month prior to the chapter business meeting at AALL.

rev: 9/6/96
b. The committee will prepare an annual report summarizing its activities, listing their status and advising of any needed Articles or Bylaws changes for the coming year.

5. Meetings
   a. The committee is encouraged to meet during the annual chapter meeting and hold conference calls as needed.
   b. Minutes will be recorded for each conference call and meeting.
   c. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
   d. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers or Other Committees
   1. Secretary
      a. The Articles and Bylaws Committee must maintain a close working relationship with the Secretary as he/she will oversee the balloting process for any proposed amendments.

   2. SEAALL Committees
      a. The Articles and Bylaws Committee will be receptive to suggestions from other committees as to desired modifications of the Articles and Bylaws.

F. Reimbursement of Committee Expenses
   1. Ordinary Expenses
      a. Ordinary expenses incurred in the performance of committee activities will not be reimbursed by the Chapter.

   2. Budgeted Expenses
      a. Reimbursement requests for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement Request Form.

   3. Expenses Not Previously Budgeted
      a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
      b. Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement Request Form (see Forms section in SEAALL Handbook).
      c. Upon approval, President will forward the reimbursement request to the Treasurer for payment.

G. Chapter Records
   1. Receive from predecessor
      a. Current copy of the articles and bylaws
      b. Records of articles and bylaws amendments for the previous five years.
      c. Any significant correspondence regarding the articles and bylaws amendment process.
      d. Committee files for the previous five years
         (1) Interim and final Articles and Bylaws Committee reports.
         (2) Minutes of committee meetings and conference calls.

   2. Collect during term
      a. Items enumerated above
3. **Convey to successor/Archives**
   a. Items enumerated above.
   b. Older files and materials should be sent to the SEAALL archives.

### H. Calendar of Responsibilities

<table>
<thead>
<tr>
<th>Month</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.) Outgoing Chair reports on committee activities at the annual chapter meeting. (Report can be delegated.) Incoming Chair assumes committee responsibility at the end of the annual chapter meeting. Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor.</td>
</tr>
<tr>
<td>April</td>
<td>Southeastern Law Librarian copy deadline.</td>
</tr>
<tr>
<td>April</td>
<td>Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.</td>
</tr>
<tr>
<td>May</td>
<td>Chair receives final list of committee members and any special assignments from the President.</td>
</tr>
<tr>
<td>June</td>
<td>Chair prepares interim committee report. Report is due to the President one month prior to the chapter business meeting at AALL.</td>
</tr>
<tr>
<td>July</td>
<td>Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.) Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)</td>
</tr>
<tr>
<td>August</td>
<td>Southeastern Law Librarian copy deadline.</td>
</tr>
<tr>
<td>October</td>
<td>Southeastern Law Librarian copy deadline.</td>
</tr>
<tr>
<td>January</td>
<td>Southeastern Law Librarian copy deadline.</td>
</tr>
<tr>
<td>February/March</td>
<td>Chair prepares final committee report. Report is due to President one month prior to annual chapter meeting. Budget requests for upcoming year due to President one month prior to annual chapter meeting. Handbook modifications due to editor one month prior to annual chapter meeting. Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual</td>
</tr>
</tbody>
</table>
chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

April/ May
Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms
1. Interim Committee Report - Sample
2. Final Committee Report - Sample
3. Articles or Bylaws Amendments ballot - Sample
4. SEAALL Reimbursement form [Editor's note: under development (8/27/96)]
Education/Publications Committee

A. Committee Charge
1. The Education/Publications Committee is responsible for developing publications of benefit to the membership of the Chapter. The committee is also responsible for developing SEAALL program proposals for the AALL annual meeting.

B. Articles/Bylaws Statements

Editor's Note: Bylaws changes are pending on the status of the committee. [8/26/96]

C. Composition
1. Prior to the annual chapter meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.

2. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.

3. The incoming President may also solicit other individuals for committee membership, if necessary.

4. Committee members will be appointed to two year terms to provide continuity for the committee.

5. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

D. Responsibilities
1. Projects
   a. Develop program proposals for the AALL annual meeting based upon SEAALL programs.
   b. Develop a resource guide of legislative expertise with contacts for the southeastern states.
   c. Develop a directory of internet access points for the southeast.
   d. Disseminate information on meetings, programs, speakers and materials from the smaller AALL chapters within SEAALL's geographic area.
   e. Update the Practice Materials Bibliographies that originally appeared in the Southeastern Law Librarian.
   f. Maintain a clearinghouse of library documents.

2. Budget
   a. The committee is responsible for developing a budget proposal covering any expenses for the next fiscal year.
   b. The proposal is due to the President one month prior to the annual chapter meeting.

3. Handbook
   a. The committee will review the committee procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and/or Executive Committee if necessary.

4. Reporting
   a. The committee chair will prepare an interim committee report. The report is due to the President one month prior to the chapter business meeting at AALL.
   b. The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.

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5. Meetings
   a. The committee is encouraged to meet during the annual chapter meeting and hold conference calls as needed.
   b. Minutes will be recorded for each conference call and meeting.
   c. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
   d. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers or Other Committees
   1. Newsletter/Public Relations Committee
      a. The Education/Publications Committee should provide information on committee activities and projects to the Newsletter/Public Relations Committee for publication in the *Southeastern Law Librarian* or for other uses.
      b. The Education/Publications Committee will coordinate with the Newsletter/Public Relations Committee regarding any requests for vendor support of the activities of the committee.

   2. Program Committee
      a. The Education/Publications Committee will work with the Program Committee to develop program proposals for the AALL annual meeting.
      b. The Program Committee will provide the Education/Publications Committee with advance notice of programs scheduled for the annual chapter meeting.
      c. The Program Committee will also provide the Education/Publications Committee with any program proposals not selected for the annual chapter meeting for use as AALL program proposals.

   3. Other SEAALL Committees
      a. The Committee will develop relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses
   1. Ordinary Expenses
      a. Ordinary expenses incurred in the performance of committee activities will not be reimbursed by the Chapter.

   2. Budgeted Expenses
      a. Reimbursement requests for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement Request Form.

   3. Expenses Not Previously Budgeted
      a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
      b. Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement Request Form (see Forms section in SEAALL Handbook).
      c. Upon approval, President will forward the reimbursement request to the Treasurer for payment.

G. Chapter Records
   1. Receive from predecessor
      a. Committee files for the previous three years
SEAALL HANDBOOK REVISION SURVEY
Scholarship Committee

1. Did you receive a copy of the Chapter Handbook OR the pages relevant to your committee when you became chair?
   
   Yes, but I received the files months after I needed them.

2. If you received materials, did you find them helpful?
   
   The handbook had no time tables & minimal instruction.

3. If you did not receive materials, would the pages as they exist now have been helpful to you?
   
   All of the pages, forms etc. were rewritten and approved by the OBd & Grove Park Inn.

4. What would you change or add to the section which is enclosed? (Please feel free to edit the enclosed pages and return them with the survey).

   
   

5. Would it be helpful to a committee chair to know about the responsibilities of other committees and/or offices?

   
   

6. How do you think the Handbook should be kept up to date?

   Perhaps on disk - then you could read as much or little as you want. A problem: different software.

7. How should the Handbook be distributed? When?

   After meeting in July.

8. Please include any additional comments on the structure, distribution, content, etc. of the Handbook. (Use the back or other pages if necessary)

   
   

Your name (optional) Sally WANT

Return this survey and any accompanying documents to Hazel Johnson, Law Library Services Consultant, 4709 Lakeview Estates Drive, Northport, AL 35476 no later than JUNE 20, 1994.
(1) Education/Publications Committee reports.
(2) Minutes of committee meetings and conference calls.

b. Copies of any project files for the previous three years.

2. Collect during term
   a. Items enumerated above.

3. Convey to successor/Archives
   a. Items enumerated above.
   b. Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

March/ April

Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)

Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)

Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.

Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor

April

Southeastern Law Librarian copy deadline.

April/ May

Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.

Chair receives final list of committee members and any special assignments from the President.

June

Chair prepares interim committee report. Report is due to the President one month prior to the chapter business meeting at AALL.

July

Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)

Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)

August

Southeastern Law Librarian copy deadline.

October

Southeastern Law Librarian copy deadline.

January

Southeastern Law Librarian copy deadline.

February/ March

Chair prepares or delegates the preparation of committee report. Report is due to President one month prior to annual chapter meeting.

rev. 9/6/96
Budget requests for upcoming year due to President one month prior to annual chapter meeting.

Handbook modifications due to editor one month prior to annual chapter meeting

Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

April/
May
Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms
   1. Interim Committee Report - Sample
   2. Final Committee Report - Sample
   3. SEAALL Reimbursement form [Editor's note: under development (8/27/96)]
Government Relations Committee

A. Committee Charge
1. The Government Relations Committee shall monitor the legislative, regulatory and judicial developments that affect SEAALL, the practice of law librarianship or the creation and dissemination of information for the states in the southeastern region of the United States. The Committee should inform the SEAALL membership about these issues through the newsletter or other means, should draft proposed resolutions, position papers and letters as appropriate for adoption by the Executive Committee and/or the membership, and should coordinate such efforts as are approved by the Executive Board to testify or otherwise communicate SEAALL views to the appropriate bodies. This Committee also may coordinate other relevant activities such as workshops or other educational activities at the annual meeting and should undertake other activities as directed by the Executive Committee.

B. Articles/Bylaws Statements
Editor's Note: Bylaws changes are pending on the status of the committee. [8/26/96]

C. Composition
1. Prior to the annual chapter meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.

2. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.

3. The incoming President may also solicit other individuals for committee membership, if necessary.

4. Committee members will be appointed to two year terms to provide continuity for the committee.

5. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

D. Responsibilities
1. Projects
   a. Develop and regularly update a SEAALL Government Relations Policy.
   b. Publish a regular article in the Southeastern Law Librarian and investigate the need for other types of information alerts, including special inserts in the newsletter, SEAALL discussion list postings, etc.
   c. Develop and distribute a lobbying brochure that describes effective methods for communicating with state elected and appointed officials.
   d. Draft letters to elected and appointed officials.
   e. Monitor legislative, judicial and regulatory developments in Southeastern states.
   f. Review various publications, discussion lists and other relevant sources for information relating to the creation and distribution of information.
   g. Present programs at the annual chapter meeting as appropriate.

2. Budget
   a. The committee is responsible for developing a budget proposal covering any expenses for the next fiscal year.
   b. The proposal is due to the President one month prior to the annual chapter meeting.

3. Handbook
   a. The committee will review the committee procedures set out in the Chapter Handbook, suggesting
modifications to the Handbook Editor and/or Executive Committee if necessary.

4. Reporting
a. The committee chair will prepare an interim committee report. The report is due to the President one month prior to the chapter business meeting at AALL.
b. The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.

5. Meetings
a. The committee will hold three to four conference calls per year and will meet during the annual chapter meeting and the AALL annual meeting.
b. Minutes will be recorded for each conference call and meeting.
c. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
d. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers or Other Committees
1. President/Executive Committee
   a. The committee works closely with the President and Executive Committee, notifying them of developments in the member states.

2. Newsletter/Public Relations
   a. The committee works with editor of the *Southeastern Law Librarian* for the regular publications of relevant information.

3. Program
   a. The committee may work with the Program Committee to develop program proposals relevant to the charge of the Government Relations Committee.

4. Other SEAALL Committees
   a. The Committee will develop relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses
1. Ordinary Expenses
   a. Ordinary expenses incurred in the performance committee activities will not be reimbursed by the Chapter.

2. Budgeted Expenses
   a. Reimbursement requests for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement Request Form.

3. Expenses Not Previously Budgeted
   a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
b. Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement Request Form (see Forms section in SEAALL Handbook).
c. Upon approval, President will forward the reimbursement request to the Treasurer for payment.

G. Chapter Records

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1. Receive from predecessor
   a. Committee files for the previous three years
      (1) Government Relations Committee reports.
      (2) Minutes of committee meetings and conference calls.
   b. SEAALL lobbying brochure, current stock, disk copy

2. Collect during term
   a. Items enumerated above.

3. Convey to successor/Archives
   a. Items enumerated above.
   b. Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

March/
April Outgoing and/or incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)

April Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)

Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.

Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor

April Southeastern Law Librarian copy deadline.

April/May Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.

Chair receives final list of committee members and any special assignments from the President.

Chair contacts committee members and begins the process of monitoring state developments, assigning newsletter columns, structuring the year's work, and handling other assignments.

June Chair prepares interim committee report. Report is due to the President one month prior to the chapter business meeting at AALL.

July Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)

Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)

August Southeastern Law Librarian copy deadline.

October Southeastern Law Librarian copy deadline.
January  
Southeastern Law Librarian copy deadline.

February/March
Chair prepares annual committee report. Report is due to President one month prior to annual chapter meeting.

Budget requests for upcoming year due to President one month prior to annual chapter meeting.

Handbook modifications due to editor one month prior to annual chapter meeting.

Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

April/May
Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms
1. Interim Committee Report - Sample
2. Final Committee Report - Sample
3. SEAALL Reimbursement form [Editor's note: under development (8/27/96)]
4. Letters to elected officials on government information policies - Sample
5. Lobbying brochure
6. SEAALL Government Relations Policy
Membership Committee

A. Committee Charge
1. The Membership Committee will promote increased membership and vitality within the southeastern region, will maintain and distribute an annual Membership Directory, and will coordinate activities which spotlight new members, retiring members and the organization.

B. Articles/Bylaws Statements
1. There shall be the following standing committees: ... (2) Membership ... (Articles, Art. VIII)
2. The president shall appoint all members of the standing committees. (Articles, Art. VIII)

C. Composition
1. Prior to the annual business meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
2. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
3. The incoming President may also solicit other individuals for committee membership, if necessary.
4. Committee members will be appointed to two year terms to provide continuity for the committee.
5. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

D. Responsibilities
1. Projects
   a. Solicitation of new members
      (1) Send membership information to potential members upon request as part of a membership solicitation campaign.
      (2) Send welcome letter to new members.
         (a) Treasurer sends copy of completed member application form.
         (b) Obtain biographical information for "SEAALL Briefs" column in Southeastern Law Librarian.
      (3) Update SEAALL membership brochure.
         (a) Coordinate with Newsletter/Public Relations Committee for consistency with other SEAALL publications.
      (4) Distribute copies of membership brochure when requested.
      (5) Coordinate membership solicitation activities by individual members (e.g. members teaching law librarianship classes, appearances at career days, etc.)
      (6) Organize chapter table in Activities Area of AALL annual meeting.
   b. Mentor Program
      (1) Publicize program in Southeastern Law Librarian and in program mailing.
      (2) Solicit current members to serve as mentors.
      (3) Arrange for name badges to be marked designating new members.
      (4) Arrange for name badges at annual meeting to be marked for mentors and mentees.
      (5) Coordinate initial meeting of mentors and mentees.
      (6) Acknowledge and welcome new members during annual chapter meeting and annual chapter rev. 9/6/96
business meeting.

c. Member maintenance
   (1) Recognition of Retiring Members
      (a) Letters of recognition
      (b) Recognition by President during annual chapter meeting.

   (2) Recognition of Deceased Members
      (a) Announcement in Southeastern Law Librarian
      (b) Forward names to AALL Executive Director, if also an AALL member.

   (3) Membership Retention
      (a) Coordinate campaign to encourage non-renewing members to renew.

d. Membership Directory
   (1) Produce and distribute the biennial membership directory.
   (2) Obtain current paid membership list from Treasurer.
   (3) Coordinate production with Membership Directory Editor and Newsletter/Public Relations Committee.

2. Budget
   a. The committee is responsible for developing a budget proposal covering any expenses for the next fiscal year.
   b. The proposal is due to the President one month prior to the annual chapter meeting.

3. Handbook
   a. The committee will review the committee procedures set out in the Chapter Handbook annually, suggesting modifications to the Handbook Editor and/or Executive Committee if necessary.

4. Reporting
   a. The committee chair will prepare an interim committee report. The report is due to the President one month prior to the chapter business meeting at AALL.
   b. The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.

5. Meetings
   a. The committee is encouraged to meet during the annual chapter meeting and hold conference calls as needed.
   b. Minutes will be recorded for each conference call and meeting.
   c. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
   d. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers or Other Committees
   1. President
      a. The committee will forward the names of retired and deceased members to the President.
      b. The committee will coordinate the recognition of new, retired and deceased members at chapter meetings with the President.

   2. Treasurer

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a. The Treasurer will provide the committee with new member information.
b. The committee will work with the Treasurer to determine current membership roles for preparation of the Membership Directory.

3. Newsletter/Public Relations Committee
a. The committees will coordinate the maintenance and updating of the membership brochure.
b. The committees will coordinate the production of the Membership Directory.
c. The Membership Committee will provide biographical information on new members for the "SEAALL Briefs" column.

4. Local Arrangements Committee
a. The committee will coordinate the activities of the Mentor Program with the Local Arrangements Committee.

5. Membership Directory Editor
a. The committee will coordinate the production of the Membership Directory with the Editor.

6. Program
a. The committee may work with the Program Committee to develop program proposals relevant to the charge of the Placement Committee.

7. Other SEAALL Committees
a. The Committee will develop relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses
1. Ordinary Expenses
a. Ordinary expenses incurred in the performance committee activities will not be reimbursed by the Chapter.

2. Budgeted Expenses
a. The chapter will reimburse the costs of any mass membership mailing when approved by the Executive Committee.
b. The chapter will reimburse the production costs for a revised membership brochure when revision is required and approved by the Executive Committee.
c. The chapter will reimburse the cost of production and mailing of the biennial Membership Directory.
d. Reimbursement requests for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement Request Form.

3. Expenses Not Previously Budgeted
a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
b. Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement Request Form (see Forms section in SEAALL Handbook).
c. Upon approval, President will forward the reimbursement request to the Treasurer for payment.

G. Chapter Records
1. Receive from predecessor
a. Committee files for the previous three years
   (1) Membership Committee reports.
   (2) Minutes of committee meetings and conference calls.
b. Copies of any project files for the previous three years.
c. Stock of membership brochures

2. Collect during term
   a. Items enumerated above.

3. Convey to successor/Archives
   a. Items enumerated above.
   b. Older files and materials are to be sent to SEAALL archives.

### H. Calendar of Responsibilities

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<th>Event</th>
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<td>Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)</td>
</tr>
<tr>
<td>April</td>
<td>Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)</td>
</tr>
<tr>
<td>April/February</td>
<td>Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.</td>
</tr>
<tr>
<td>April</td>
<td>Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor Southeastern Law Librarian copy deadline.</td>
</tr>
<tr>
<td>April/February</td>
<td>Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.</td>
</tr>
<tr>
<td>May</td>
<td>Chair receives final list of committee members and any special assignments from the President.</td>
</tr>
<tr>
<td></td>
<td>Organize staffing and activities for chapter table in Activities Area of AALL annual meeting.</td>
</tr>
<tr>
<td>June</td>
<td>Chair prepares interim committee report. Report is due to the President one month prior to the chapter business meeting at AALL.</td>
</tr>
<tr>
<td>July</td>
<td>Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)</td>
</tr>
<tr>
<td></td>
<td>Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)</td>
</tr>
<tr>
<td>August</td>
<td>Southeastern Law Librarian copy deadline.</td>
</tr>
<tr>
<td>October</td>
<td>Southeastern Law Librarian copy deadline.</td>
</tr>
<tr>
<td>January</td>
<td>Southeastern Law Librarian copy deadline -- Mentor Program information due</td>
</tr>
</tbody>
</table>

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February/March
Chair prepares or delegates the preparation of committee report. Report is due to President one month prior to annual chapter meeting.
Submit list of retired and deceased members to President.
Budget requests for upcoming year due to President one month prior to annual chapter meeting.
Handbook modifications due to editor one month prior to annual chapter meeting.
Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.
Incoming Chair receives preliminary list of committee members from incoming President.

April/May
Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms
1. Interim Committee Report - Sample
2. Final Committee Report - Sample
3. SEAALL Reimbursement form [Editor's note: under development (8/27/96)]
4. Welcome letter - Sample
5. Potential member letter - Sample
6. Retiring member letter - Sample
7. Former member letter - Sample
A. Committee Charge
1. The Committee publishes the *Southeastern Law Librarian* four times per year. The newsletter includes information of interest to members, such as committee reports, reports of the activities of members and articles related to the work of members. The committee informs the legal and library communities about law libraries and law librarianship, particularly the activities of the chapter and its members.

B. Articles/Bylaws Statements
1. There shall be the following standing committees: ... (7) Newsletter (Articles, Art. VIII)
2. The president shall appoint all members of the standing committees. (Articles, Art. VIII)

*Editor's Note:* Bylaws changes are pending on the status of the committee. [8/26/96]

C. Composition
1. The chair of this committee typically serves a minimum of two years.

2. Upon notification that the current chair wishes to step down, the incoming President will appoint a new committee chair from the committee membership of the previous year prior to the annual chapter meeting.

3. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.

4. The incoming President may also solicit other individuals for committee membership, if necessary.

5. Committee members will be appointed to two year terms to provide continuity for the committee.

6. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

D. Responsibilities
1. Projects
   a. Publishes the *Southeastern Law Librarian*
      (1) Four issues per year are produced, approximately quarterly, with the schedule adjusted as needed to respond to the needs of the chapter.

      (2) All issues include the following sections
          (a) "SEAALL Briefs", a column of announcements of member activities
          (b) "From the President"
          (c) "Editor's Note"
          (d) Listing of current officers
          (e) Quarterly Financial Statement
          (f) Calendar of Events
          (g) Internet Corner
          (h) Meet the Members

      (3) Specific issues include the following sections
          (a) Committee memberships (Spring)
          (b) Announcements about annual chapter business meeting and reception (Spring)
          (c) Lucille Eliot Scholarship winners (Spring or Summer)
(d) Minutes of chapter business meetings (Spring - annual chapter meeting; Summer - annual chapter business meeting)
(e) Reports of SEAALL Scholarship Winners (Spring or Summer)
(f) Solicitation of nominees (Summer)
(g) Volume index (Summer)
(h) Slate of candidates for upcoming election (Fall)
(i) Membership Directory (Fall - biennial)
(j) Program information about annual chapter meeting (Fall and/or Winter)
(k) Solicitation of Service to SEAALL Award nominees (Fall and Winter)
(l) Announcement of Service to SEAALL Award winner (Summer)

(4) Other content
(a) Substantive articles by members
(b) Proposed amendments to Articles and Bylaws (if time allows)
(c) Annual committee reports (as space allows)
(d) AALL announcements (as space allows)

(5) Distribution
(a) The *Southeastern Law Librarian* is distributed to presidents and newsletter editors of other AALL chapters (as long as the chapter budget can support said activity).
(b) Two copies are sent to the Chapter Archives (in addition to the Archive holder's personal copy).
(c) Copies are distributed to current and potential advertisers (as stock is available).

2. Budget
   a. The committee is responsible for developing a budget proposal covering any expenses for the next fiscal year.
   b. The proposal is due to the President one month prior to the annual chapter meeting.

3. Handbook
   a. The committee will review the committee procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and/or Executive Committee if necessary.

4. Reporting
   a. The committee chair will prepare an interim committee report. The report is due to the President one month prior to the chapter business meeting at AALL.
   b. The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.

5. Meetings
   a. The committee is encouraged to meet during the annual chapter meeting and hold conference calls as needed.
   b. Minutes will be recorded for each conference call and meeting.
   c. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
   d. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers or Other Committees
1. President
   a. Prepares "President's Column" for each issue of the *Southeastern Law Librarian*.

rev. 9/6/96
2. Secretary
   a. Prepares minutes of chapter business meeting for appropriate issues of the *Southeastern Law Librarian*.
   b. Submits proposed amendments to Articles and Bylaws (if time permits).

3. Treasurer
   a. Prepares financial report for each newsletter issue.

4. Articles and Bylaws Committee
   a. Prepares information on proposed amendments (if time permits before balloting)

5. Education/Publications Committee
   a. Coordinate vendor support for publication projects to pursue/not pursue newsletter advertisers

6. Membership Committee
   a. Prepares information on Mentor program in anticipation of annual chapter meeting.
   b. Prepares announcements of retired and deceased members.
   c. Prepares information on new members for the "SEAALL Briefs" column.
   d. Coordinate production of membership brochure for consistency of style, etc.
   e. Coordinate production of Membership directory

7. Nominating Committee
   a. Prepares information on candidates (if time permits before balloting)

8. Program Committee
   a. Prepares information on annual educational program and institute.
   b. May require assistance with publicity of an educational program and institute.

9. Service to SEAALL Committee
   a. Prepares information on the solicitation of nominees for and granting of the Service to SEAALL award.

10. Other SEAALL Committees
    a. The Committee will develop relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses

1. Ordinary Expenses
   a. Ordinary expenses incurred in the performance committee activities will not be reimbursed by the Chapter.

2. Budgeted Expenses
   a. The chapter will reimburse the cost of production of the *Southeastern Law Librarian*, including printing and mailing costs.
   b. Reimbursement requests for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement Request Form.

3. Expenses Not Previously Budgeted
   a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought.
prior to undertaking the activity.

b. Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement Request Form (see Forms section in SEAALL Handbook).

c. Upon approval, President will forward the reimbursement request to the Treasurer for payment.

G. Chapter Records

1. Receive from predecessor
   a. Committee files for the previous three years
      (1) Newsletter/Public Relations Committee reports.
      (2) Minutes of committee meetings and conference calls.
      (3) Details on current advertisers
   b. Copies of any project files for the previous three years.
   c. Back stock of Southeastern Law Librarian issues

2. Collect during term
   a. Items enumerated above.

3. Convey to successor/Archives
   a. Items enumerated above.
   b. Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

March/

Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)

April

Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)

Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.

Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor

April

Southeastern Law Librarian copy deadline.

April/

Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.

May

Chair receives final list of committee members and any special assignments from the President.

Southeastern Law Librarian issue arrives.

June

Chair prepares interim committee report. Report is due to the President one month prior to the chapter business meeting at AALL.

July

Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)
Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)

August
Southeastern Law Librarian copy deadline.

September
Southeastern Law Librarian issue arrives.

October
Southeastern Law Librarian copy deadline.

November
Southeastern Law Librarian issue arrives.

January
Southeastern Law Librarian copy deadline.

February
Southeastern Law Librarian issue arrives.

February/March
Chair prepares or delegates the preparation of committee report. Report is due to President one month prior to annual chapter meeting.

Budget requests for upcoming year due to President one month prior to annual chapter meeting.

Handbook modifications due to editor one month prior to annual chapter meeting.

Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

April/May
Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms
1. Interim Committee Report - Sample
2. Final Committee Report - Sample
3. SEAALL Reimbursement form [Editor's note: under development (8/27/96)]
Nominating Committee

A. Committee Charge
1. The Nominating Committee is responsible for preparing the annual slate of candidates for chapter offices. The committee shall endeavor to recruit candidates representing a good balance of actors such as geography, type-of-library, areas of professional expertise, and personal characteristics such as gender and ethnic heritage. The committee shall encourage all members to submit suggestions for well-qualified candidates.

B. Articles/Bylaws Statements
1. There shall be the following standing committees: ... (3) Nominating (Articles, Art. VIII)
2. The president shall appoint all members of the standing committees. (Articles, Art. VIII)
3. The president shall appoint a nominating committee who shall submit the names of the candidate or candidates for each of the following offices by November 1 in the year which the officer is elected. Vice-President -- President Elect, Secretary, Treasurer. (Bylaws, Art. III)
4. The nominating Committee shall not submit, for election to the office of vice-president/president elect, the name of any member who is not in good standing of the American Association of Law Libraries. (Bylaws, Art. III)
5. Additional nominations may be made by any member by communicating in writing such nomination to the president. (Bylaws, Art. III)
6. The vice-president -- president elect shall be elected ... of each year. The secretary shall be elected ... each even numbered year. The treasurer shall be elected ... each odd-numbered year. (Bylaws, Art. III)

C. Composition
1. Prior to the annual business meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
2. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
3. The incoming President may also solicit other individuals for committee membership, if necessary.
4. Committee members will be appointed to two year terms to provide continuity for the committee.
5. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

D. Responsibilities
1. Projects
   a. Preparation of slate of candidates
      (1) Chapter tradition has presented two candidates for each office. The committee, in consultation with the Executive Committee, may choose to present one candidate for office.
      (2) The committee will solicit nominations from the membership by any available means, including newsletter notices, chapter meetings and appropriate internet discussion lists.
      (3) Candidates for Vice-President/President-Elect will be presented every year.
      (4) Candidates for Secretary will be presented in each even-numbered year.
      (5) Candidates for Treasurer will be presented in each odd-numbered year.
      (6) Contact potential candidates for consent to stand for office.
      (7) The completed slate will be presented to the Executive Committee for approval by November 1.
and announced by the committee chair to the membership shortly thereafter. 

(8) The committee will obtain biographical information on the candidates using the SEAALL candidate biographical information form and will forward that information to the Secretary for inclusion in the ballot mailing. 

b. Future Elections
(1) The committee will maintain lists of potential candidates for use by future Nominating Committees.
(2) The committee will create news articles, program proposals, etc. to encourage participation in the election process.

2. Budget
a. The committee is responsible for developing a budget proposal covering any expenses for the next fiscal year.
b. The proposal is due to the President one month prior to the annual chapter meeting.

3. Handbook
a. The committee will review the procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and/or Executive Committee if necessary.

4. Reporting
a. The committee chair will prepare an interim committee report. The report is due to the President one month prior to the chapter business meeting at AALL.
b. The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.

5. Meetings
a. The committee is encouraged to meet during the annual chapter meeting and hold conference calls as needed.
b. Minutes will be recorded for each conference call and meeting.
c. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
d. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers or Other Committees
1. Executive Committee
a. The committee will present the slate of candidates to the Executive Committee for approval.

2. Secretary
a. The committee will provide the Secretary with the slate of candidates, along with biographical information on each candidate.

3. Handbook Editor
a. The Handbook Editor will provide a comprehensive list of former SEAALL officers and committee chairs.

4. Newsletter/Public Relations Committee
a. The committee will coordinate any publicity about the nominations process and the candidates with the Newsletter/Public Relations Committee.
5. Program
   a. The committee may work with the Program Committee to develop program proposals relevant to the charge of the Placement Committee.

6. Other SEAALL Committees
   a. The Committee will develop relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses
1. Ordinary Expenses
   a. Ordinary expenses incurred in the performance committee activities will not be reimbursed by the Chapter.

2. Budgeted Expenses
   a. Reimbursement requests for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement Request Form.

3. Expenses Not Previously Budgeted
   a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
   b. Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement Request Form (see Forms section in SEAALL Handbook).
   c. Upon approval, President will forward the reimbursement request to the Treasurer for payment.

G. Chapter Records
1. Receive from predecessor
   a. Committee files for the previous three years
      (1) Nominating Committee reports.
      (2) Minutes of committee meetings and conference calls.
      (3) List of potential candidates for office.
   b. Copies of any project files for the previous three years.

2. Collect during term
   a. Items enumerated above.

3. Convey to successor/Archives
   a. Items enumerated above.
   b. Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)</td>
</tr>
<tr>
<td>April</td>
<td>Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)</td>
</tr>
<tr>
<td></td>
<td>Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.</td>
</tr>
<tr>
<td></td>
<td>Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor</td>
</tr>
</tbody>
</table>
SEAALL Handbook: Nominating Committee

April

Southeastern Law Librarian copy deadline.

April/May

Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.

Chair receives final list of committee members and any special assignments from the President.

June

Chair prepares interim committee report. Report is due to the President one month prior to the chapter business meeting at AALL.

July

Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)

Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)

August

Southeastern Law Librarian copy deadline -- Solicitation of nominees

October

Southeastern Law Librarian copy deadline -- Announcement of slate (if available)

January

Southeastern Law Librarian copy deadline.

February/March

Chair prepares or delegates the preparation of committee report. Report is due to President one month prior to annual chapter meeting.

Budget requests for upcoming year due to President one month prior to annual chapter meeting.

Handbook modifications due to editor one month prior to annual chapter meeting

Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

April/May

Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms

1. Interim Committee Report - Sample
2. Final Committee Report - Sample
3. SEAALL Reimbursement form [Editor's note: under development (8/27/96)]
4. Candidate biographical information form
Placement Committee

J. Committee Charge
   1. The Placement Committee assists chapter members searching for new positions. The committee also informs potential employers about SEAALL members who are interested in new employment opportunities.

K. Articles/Bylaws Statements
   1. There shall be the following standing committees: ... (4) Placement ... (Articles, Art. VIII)
   2. The president shall appoint all members of the standing committees. (Articles, Art. VIII)

L. Composition
   1. Prior to the annual business meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
   2. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
   3. The incoming President may also solicit other individuals for committee membership, if necessary.
   4. Committee members will be appointed to two year terms to provide continuity for the committee.
   5. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

M. Responsibilities
   1. Projects
      a. Placement Assistance
         (1) The committee serves as a clearinghouse for librarians seeking positions and employers seeking to fill positions by collecting resumes of librarians and forwarding resumes to interested employers.
         (2) These services are advertised through any available means, including newsletter notices, chapter meetings and appropriate internet discussion lists.
      b. Internet Job Posting
         (1) The committee monitors a variety of internet listservs, posting relevant positions to the seaall-1 discussion list.
      c. Placement activities during the annual chapter meeting
         (1) The committee will organize Placement binders with resumes and jobs for use during the annual chapter meeting.
   2. Budget
      a. The committee is responsible for developing a budget proposal covering any expenses for the next fiscal year.
      b. The proposal is due to the President one month prior to the annual chapter meeting.
   3. Handbook
      a. The committee will review the committee procedures set out in the Chapter Handbook, suggesting
modifications to the Handbook Editor and/or Executive Committee if necessary.

4. Reporting
   a. The committee chair will prepare an interim committee report. The report is due to the President one month prior to the chapter business meeting at AALL.
   b. The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.

5. Meetings
   a. The committee is encouraged to meet during the annual chapter meeting and hold conference calls as needed.
   b. Minutes will be recorded for each conference call and meeting.
   c. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
   d. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

N. Relationship to SEAALL Officers or Other Committees
   1. Local Arrangements
      a. The committee will coordinate Placement activities scheduled for the annual chapter meeting with the Local Arrangements Committee.

   2. Newsletter
      a. The committee will develop copy describing the chapter's Placement Services.

   3. Program
      a. The committee may work with the Program Committee to develop program proposals relevant to the charge of the Placement Committee.

   4. Other SEAALL Committees
      a. The Committee will develop relationships with other SEAALL committees as needed.

O. Reimbursement of Committee Expenses
   1. Ordinary Expenses
      a. Ordinary expenses incurred in the performance committee activities will not be reimbursed by the Chapter.

   2. Budgeted Expenses
      a. Reimbursement requests for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement Request Form.

   3. Expenses Not Previously Budgeted
      a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
      b. Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement Request Form (see Forms section in SEAALL Handbook).
      c. Upon approval, President will forward the reimbursement request to the Treasurer for payment.

P. Chapter Records
   1. Receive from predecessor
a. Committee files for the previous three years
   (1) Placement Committee reports.
   (2) Minutes of committee meetings and conference calls.
   (3) Placement Binders used during annual chapter meeting.

2. Collect during term
   a. Items enumerated above.

3. Convey to successor/Archives
   a. Items enumerated above.
   b. Older files and materials are to be sent to SEAALL archives.

Q. Calendar of Responsibilities

**March/April**

- Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)

- Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)

- Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.

- Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor

**April**

- *Southeastern Law Librarian* copy deadline.

**April/May**

- Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.

- Chair receives final list of committee members and any special assignments from the President.

**June**

- Chair prepares interim committee report. Report is due to the President one month prior to the chapter business meeting at AALL.

**July**

- Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)

- Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)

**August**

- *Southeastern Law Librarian* copy deadline.

**October**

- *Southeastern Law Librarian* copy deadline.

**January**

- *Southeastern Law Librarian* copy deadline.

**February/March**

- Chair prepares or delegates the preparation of committee report. Report is due to President one month prior to annual chapter meeting.
Budget requests for upcoming year due to President one month prior to annual chapter meeting.

Handbook modifications due to editor one month prior to annual chapter meeting

Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

April/May

Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

R. Relevant Chapter Forms
1. Interim Committee Report - Sample
2. Final Committee Report - Sample
3. SEAALL Reimbursement form [Editor's note: under development (8/27/96)]
4. Employer Listing Form for chapter meeting
5. Employee Listing Form for chapter meeting
Program Committee

A. Committee Charge
1. The Program Committee will design, plan and implement educational programming for the chapter.

B. Articles/Bylaws Statements
1. There shall be the following standing committees: ... (1) Program ... (Articles, Art. VIII)
2. The president shall appoint all members of the standing committees. (Articles, Art. VIII)

C. Composition
1. The Committee Chair is the incoming Vice-President/President-Elect.
2. Committee members will be appointed by the President in consultation with the Program Committee Chair.
3. Committee appointments will endeavor to reflect the diversity of the membership.

D. Responsibilities
1. Projects
   a. Annual Chapter Meeting
      (1) Programming
         (a) The committee develops programming for the chapter's annual educational meeting.
         (b) Committee members identify topics, speakers and moderators.
         (c) The committee works closely with the Local Arrangements Committee and hotel/facilities personnel to implement the programming.
         (d) The number of program slots and speakers may be dependent upon the facilities available and the impact upon the budget.
         (e) A variety of programming methods should be utilized whenever possible.
         (f) Committee members serve as program coordinators.
         (g) Coordinate printing of annual meeting programs with Local Arrangements Committee.

      (2) Budgeting
         (a) In conjunction with the Local Arrangements Committee, the committee determines the Registration fee for the meeting.
         (b) The committee develops a budget for approval by the Executive Committee. Meeting expenses should equal or exceed meeting income.
         (c) Regular budget reports are made to the Executive Committee during the planning process.
         (d) Unanticipated expenses and cost overruns must be reported to the Executive Committee immediately.

   b. Annual Institute
      (1) Programming
         (a) The committee develops programming for the chapter's annual one-day institute preceding the beginning of the annual chapter meeting.
         (b) Committee members identify a topic and speaker(s).
         (c) The committee works closely with the Local Arrangements Committee and hotel/facilities personnel to implement the programming.

      (2) Budgeting
(a) In conjunction with the Local Arrangements Committee, the committee determines the registration fee for the meeting.

(b) The committee develops a budget for approval by the Executive Committee. Institute expenses should equal or exceed institute income.

(c) Unanticipated expenses and cost overruns must be reported to the Executive Committee immediately.

2. Meetings
   a. The committee is encouraged to meet during the annual chapter meeting and hold conference calls as needed.
   b. Minutes will be recorded for each conference call and meeting.
   c. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
   d. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

3. Budget
   a. In addition to the budgets for the annual chapter meeting and the annual institute, the committee is responsible for developing a budget proposal covering any expenses for the next fiscal year.
   b. The proposal is due to the President one month prior to the annual chapter meeting.

4. Handbook
   a. The committee will review the committee procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and/or Executive Committee if necessary.

5. Reporting
   a. The committee chair will prepare an interim committee report. The report is due to the President one month prior to the chapter business meeting at AALL.
   b. The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.

E. Relationship to SEAALL Officers or Other Committees
1. President
   a. Program theme must be coordinated with President and Local Arrangements Committee.
   b. Time slots must be made available for committee meetings, executive committee meetings and business meetings as specified by the President.

2. Executive Committee
   a. Budgets for the annual educational program and the annual institute must be approved by the Executive Committee.
   b. The Executive Committee must approve any unanticipated expenses.
   c. Regular budget reports are made to the Executive Committee.

3. Local Arrangements Committee
   a. Program theme and activities must be coordinated with Local Arrangements planning.
   b. Registration fees are set in conjunction with the activities of the Local Arrangements Committee
   c. Programming possibilities are dependent upon the facilities available.

4. Education/Publications Committee
   a. The Education/Publications Committee should be alerted to programs suitable for an AALL program proposal. Program ideas not selected for the annual meeting may also be suggested.
5. Membership Committee
   a. Mentor program activities during the annual meeting must be coordinated with Local Arrangements and Program Committees.

6. Newsletter/Public Relations Committee
   a. Information on the meeting is developed for publication in the *Southeastern Law Librarian*.
   b. Assistance with meeting public relations activities may be provided by the Newsletter/Public Relations Committee.

F. Reimbursement of Committee Expenses
   1. Ordinary Expenses
      a. Ordinary expenses incurred in the performance committee activities will not be reimbursed by the Chapter.

   2. Budgeted Expenses
      a. Reimbursement requests for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement Request Form.

   3. Expenses Not Previously Budgeted
      a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
      b. Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement Request Form (see Forms section in SEAALL Handbook).
      c. Upon approval, President will forward the reimbursement request to the Treasurer for payment.

G. Chapter Records
   1. Receive from predecessor
      a. Committee files for the previous three years
         1) Program Committee reports.
         2) Minutes of committee meetings and conference calls.
         3) Final chapter educational printed programs for the previous five years.
         4) Program proposals not presented for the previous year.

      b. Copies of any project files for the previous three years.

   2. Collect during term
      a. Items enumerated above.

   3. Convey to successor/Archives
      a. Items enumerated above.
      b. Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities
   February/ March
   Upon notification of election results begin gathering possible program and institute topics.

   Consult with incoming President to assemble committee.

   Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the
<table>
<thead>
<tr>
<th>Month</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>President. (Attendance can be delegated.)</td>
</tr>
<tr>
<td></td>
<td>Meet with committee during annual chapter meeting.</td>
</tr>
<tr>
<td></td>
<td>Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)</td>
</tr>
<tr>
<td></td>
<td>Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.</td>
</tr>
<tr>
<td></td>
<td>Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor</td>
</tr>
<tr>
<td>April</td>
<td><em>Southeastern Law Librarian</em> copy deadline.</td>
</tr>
<tr>
<td>April/</td>
<td>Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.</td>
</tr>
<tr>
<td>May</td>
<td>Chair receives any special assignments from the President.</td>
</tr>
<tr>
<td>May/</td>
<td>Develop program theme in consultation with President and Local Arrangements Chair.</td>
</tr>
<tr>
<td>June</td>
<td>Finalize working list of programs.</td>
</tr>
<tr>
<td></td>
<td>Prepare preliminary annual meeting and institute budget in conjunction with Local Arrangements Committee.</td>
</tr>
<tr>
<td>June</td>
<td>Chair prepares interim committee report. Report is due to the President one month prior to the chapter business meeting at AALL.</td>
</tr>
<tr>
<td>July</td>
<td>Meet with Committee prior to Executive Committee meeting</td>
</tr>
<tr>
<td></td>
<td>Make program coordinator assignments.</td>
</tr>
<tr>
<td></td>
<td>Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)</td>
</tr>
<tr>
<td></td>
<td>Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)</td>
</tr>
<tr>
<td>August</td>
<td><em>Southeastern Law Librarian</em> copy deadline -- Announce program theme</td>
</tr>
<tr>
<td></td>
<td>Preliminary program slots assigned.</td>
</tr>
<tr>
<td>October</td>
<td><em>Southeastern Law Librarian</em> copy deadline.</td>
</tr>
<tr>
<td></td>
<td>Speaker and moderators assigned to programs</td>
</tr>
<tr>
<td></td>
<td>Finalize preliminary program.</td>
</tr>
</tbody>
</table>
January
Southeastern Law Librarian copy deadline --
Announce a selection of programs and speakers

Gather speaker bios, audiovisual requirements, copyright releases, travel arrangements for outside speakers.

February
Mail preliminary program by February 1.

February/March
Chair prepares or delegates the preparation of committee report. Report is due to President one month prior to annual chapter meeting.

Final program to printer one month prior to annual chapter meeting.

Budget requests for upcoming year due to President one month prior to annual chapter meeting.

Handbook modifications due to editor one month prior to annual chapter meeting

Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

April/May
Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms
1. Interim Committee Report - Sample
2. Final Committee Report - Sample
3. SEAALL Reimbursement form [Editor's note: under development (8/27/96)]
4. Preliminary Program -- Sample
5. Final Program -- Sample
Service to SEAALL Committee

A. Committee Charge
   1. The Service to SEAALL Committee is charged with receiving nominations, selecting candidates and
giving an award to the chapter member who has made special, significant and sustained contributions to
the Chapter.

B. Articles/Bylaws Statements
   Editor's Note: Bylaws changes are pending on the status of the committee. [8/26/96]

C. Composition
   1. The committee is composed of the Immediate Past President and the two immediately previous award
winners.
   2. The committee chair is the previous winner who is serving his/her last year on the committee.

D. Responsibilities
   1. Projects
      a. SEAALL Service Award
         (1) Solicit and compile information about potential award candidates.
            (a) Use all appropriate media for solicitation of candidates including Southeastern Law
                Librarian, seaall-l, announcements during chapter meetings, etc.
            (2) Criteria are:
               (a) Candidate must have given special service to the chapter.
               (b) Candidate must have a sustained record of service.
               (c) Candidate must have been a chapter member for at least five years.
               (d) Current and immediate past officers are not eligible.
            (3) The award does not have to be presented in any year.
         b. Review award criteria as needed.
         c. Review committee composition as needed.
         d. Develop information to assist the committee in making the award.
   2. Budget
      a. The committee is responsible for developing a budget proposal covering any expenses for the next
         fiscal year.
      b. The proposal is due to the President one month prior to the annual chapter meeting.
   3. Handbook
      a. The committee will review the procedures set out in the Chapter Handbook, suggesting modifications
to the Handbook Editor and/or Executive Committee if necessary.
   4. Reporting
      a. The committee chair will prepare an interim committee report. The report is due to the President one
         month prior to the chapter business meeting at AALL.
      b. The committee chair will prepare an annual report summarizing its activities, listing their status and
         proposing activities for the coming year.
   5. Meetings
      a. The committee is encouraged to meet during the annual chapter meeting and hold conference calls
as needed.

b. Minutes will be recorded for each conference call and meeting.

c. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.

d. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers or Other Committees

1. President
   a. The committee will keep the President informed of its activities as appropriate.

2. Newsletter/Public Relations
   a. The Committee will provide articles on the award to the *Southeaster Law Librarian*. Articles will include a solicitation for nominees and a report on the winner.

3. Other SEAALL Committees
   a. The Committee will develop relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses

1. Ordinary Expenses
   a. Ordinary expenses incurred in the performance committee activities will not be reimbursed by the Chapter.

2. Budgeted Expenses
   a. The chapter will reimbursement the cost of the plaque that is presented to the award winner.
   b. Reimbursement requests for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement Request Form.

3. Expenses Not Previously Budgeted
   a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
   b. Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement Request Form (see Forms section in SEAALL Handbook).
   c. Upon approval, President will forward the reimbursement request to the Treasurer for payment.

G. Chapter Records

1. Receive from predecessor
   a. Committee files for the previous three years.
   b. Copies of any project files for the previous three years.

2. Collect during term
   a. Items enumerated above.

3. Convey to successor/Archives
   a. Items enumerated above.
   b. Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

   March/ Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the

rev. 9/6/96
April
President. (Attendance can be delegated.)

Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)

Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.

Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor

April
Southeastern Law Librarian copy deadline.

April/May
Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.

Chair receives final list of committee members and any special assignments from the President.

June
Chair prepares interim committee report. Report is due to the President one month prior to the chapter business meeting at AALL.

July
Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)

Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)

August
Southeastern Law Librarian copy deadline.

October
Southeastern Law Librarian copy deadline.

January
Southeastern Law Librarian copy deadline.

February/March
Chair prepares or delegates the preparation of committee report. Report is due to President one month prior to annual chapter meeting.

Budget requests for upcoming year due to President one month prior to annual chapter meeting.

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April/May
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I. Relevant Chapter Forms
1. Interim Committee Report - Sample
2. Final Committee Report - Sample
3. SEAALL Reimbursement form [Editor's note: under development (8/27/96)]
4. Chart of Nominee's Service to Chapter
5. Service Award Language
Hazel L. Johnson  
Law Library Services Consultant

Memorandum

TO: SEALL Executive Committee – Current and Immediate Past
FROM: Hazel L. Johnson
RE: SEALL Handbook
DATE: November 14, 1994

12/9/94

Believe it or not, I have been working on the revision of the Handbook. I apologize for the delay, but AALL Public Relations has been consuming me since August. To date, I have imported and updated the historical sections and have drafted the sections pertaining to officers. There are several items on which I need your input.

Organization

The enclosed Table of Contents should give you an idea of the structure I propose to use for the Handbook. I am contemplating adding two additional sections — one which will cumulate all the details about a particular SEALL activity which involve more than one officer and more than one committee (e.g. the Annual Meeting, the Institute, the Lucile Elliott Scholarship, Southeastern Law Librarian etc.). My thought was that having all the procedures together in addition to listed with each officer might facilitate planning and would allow a better compilation of chapter policies regarding a particular event or activity. The other section would cumulate general chapter forms, using a cross reference in the appropriate officer or committee section.

I am interested in your comments on the proposed organization and the two additional sections which are not reflected in the Table of Contents.

Content

Each of you has received the section relevant to your current or immediate past office (except Carol, Pam and Joyce who have received copies of all sections). The outline of each section is the same and I anticipate utilizing a similar format for the committee sections. I have some questions about actual chapter policies and procedures and have highlighted those items in yellow. I particularly need your comments on those items.
Chapter Calendar

July
- Chapter Business meeting held at AALL annual meeting
- Executive Committee meets prior to Chapter Business Meeting
- Vice-President/President-Elect becomes President at end of business meeting
- Newly elected officers and new committee chairs are presented to the membership and assume positions at end of meeting
- Chapter Handbook distributed to new officers and committee chairs

August
- All appropriate records are conveyed to new officers and committee chairs (by August 1)[is this enough time?]
- Quarterly financial report prepared by Treasurer
- *Southeastern Law Librarian* printed (issue 4)

September

October

November
- Quarterly financial report prepared by Treasurer
- *Southeastern Law Librarian* printed (issue 1 of new volume)

December

January
- Chapter Mid-year report due to AALL — is this date accurate?

February/March
- Preliminary committee reports due two weeks prior to annual meeting — is this enough time for President to prepare for distribution
- Budget requests for upcoming year due — do we prepare a budget? If not, aren’t we supposed to for incorporation purposes?
- Quarterly financial report prepared by Treasurer
- *Southeastern Law Librarian* printed (issue 2)

March
- Nominating Committee presents slate of candidates to President
March/April

- Chapter Annual Meeting and Educational Institute held
- Executive Committee meets prior to annual meeting
- Service to SEALL award presented at annual meeting
- Full year financial report prepared by Treasurer
- Committee volunteer form distributed during annual meeting

April

- Chapter Annual Report due to AALL [is this accurate?]
- Registered Agent files chapter annual report with Florida Secretary of State
- Dues notices mailed, payable by
- Committee volunteer form distributed with dues notice
- Executive Committee accepts slate of candidates, President announces slate

May

- Secretary mails ballots on May 1
- Southeastern Law Librarian printed (issue 3)

June

- Ballots due to Secretary on June 1
- Candidates notified of election results by President
- Final committee reports due 2 weeks prior to AALL annual meeting [enough time?]
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Executive Committee/Board of Trustees

A. General Responsibilities
   1. The Executive Committee has general supervision, management and control of the business, affairs and activities of the chapter.

B. Articles/Bylaws Statements
   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 the 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 Board of Trustees, however, shall never be less than three members. (Articles, Art. VI, Sec. 1)

   2. 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. (Articles, Art. X, Sec. 1)

   3. Amendments to the charter may be proposed by the Executive Committee or by a petition signed by ten percent (10%) of the members. (Articles, Art. XII)

   4. 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 of 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 for 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. (Articles, Art. XIII)

   5. The Executive Committee is empowered to adopt procedures for verifying student status. ... The Executive Committee is empowered to determine whether the institution applying for membership is a law library. ... Persons, companies and institutions not connected with law libraries, residing in or outside of the Southeastern region, or connected with law libraries but residing outside the region may be selected to associate membership by the Executive Committee ... (Bylaws, Art. I, Sec. 1b, 1c, 1d)

   6. 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. (Bylaws, Art. II, Sec. 1)

   7. The president shall call other meetings of the Chapter as deemed necessary or when requested to do so by the Executive Committee. (Bylaws, Art. II, Sec. 2)
8. 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. (Bylaws, Art. IV, Sec. 2)

9. Meetings of the Chapter and Executive Committee shall be conducted in accordance with Roberts Rules of Order except as otherwise specified by the Chapter Articles or Bylaws. (Bylaws, Art. IV, Sec. 4)

C. Responsibilities

1. Chapter Administration
   a. The Executive Committee is responsible for all aspects of Chapter management and administration
   b. The Executive Committee has oversight for all Chapter committee activities.
   c. The Executive Committee provides final approval of any changes in committee policies, procedures and activities, unless it is deemed appropriate to submit such changes to the membership.

2. Meetings
   a. The Executive Committee, guided by the President, chooses sites for Chapter annual meetings

D. Special Authority

1. Expenditure of funds
   a. There are no guidelines here.

   the only guideline I know of deal with reimbursement of travel expense as noted above and shown on the finance form. I was never given the text of this guideline.
I have borrowed liberally from the Handbooks of ALLUNY, MALL and the D.C. chapter. If a statement from one of their handbooks seemed like something we should be doing, I included it and have highlighted it for your comment.

Chapter Calendar

The chapter calendar which is included is in very draft form. It will be complete when the handbook is, as I add things to it as I come across them. Comments and additions are welcome.

Overall Concerns

I am somewhat concerned about the projected length of the Handbook. As you can see, the Handbook now includes more than 70 pages. When the enclosed Table of Contents was created, there was no content in the Treasurer, Immediate Past President, and Executive Committee sections and little in the committee sections. I have utilized a 10 point font for the sections you have received. Please let me know if you think they are readable or if I am worrying unnecessarily over the length.

I have requested copies of the Executive Committee minutes from Mary Forman, Registered Agent and may be supplementing each section with new materials as I discover them. If any of the materials in your section are inaccurate please correct them.

I would very much appreciate receiving the answers to my questions and your comments by December 5 if at all possible.
Treasurer

A. General Responsibilities
The Treasurer maintains the accounts and ledger of the Chapter, invests Chapter funds and, if required, prepares the Chapter's tax return.

B. Articles/Bylaws Statements
1. The officers of the corporation shall consist of a President, Vice-President - President Elect, Secretary and Treasurer. ... The secretary and treasurer shall each serve for two years. The officers shall serve without compensation. (Articles, Art. VI, Sec. 1)

2. 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. (Articles, Art. VI, Sec. 1)

3. No officer shall hold more than one office in this Chapter at one time, ... (Articles, Art. VI, Sec. 1)

4. 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. (Articles, Art. VI, Sec. 1)

5. 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 the 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. (Articles, Art. VII, Sec. 1)

6. 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. (Articles, Art. X, Sec. 1)

7. Membership categories ... (Bylaws, Art. I, Sec. 1)

8. 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 payment of dues for the current year. (Bylaws, Art. I, Sec. 2b)

9. The treasurer shall be elected by mail ballot in May of each odd-numbered year. (Bylaws, Art. III, Sec. 2)

C. Responsibilities
1. General Financial Matters
   a. Income and Receipts
      (1) The Treasurer maintains records for the receipt of:
         (a) Membership Dues
         (b) Donations

The treasurer doesn't really do this. The keeper of the mailing list is the one who knows who's still hasn't paid and is the one who controls who supplies their name for mailings etc.
b. Disbursements and Checks

(1) The Treasurer maintains records for the disbursement of:
   (a) Expenses incurred in the execution of chapter events
       i) Annual chapter meeting
       ii) Annual educational institute
       iii) Annual business meeting
       iv) Reception during AALL annual meeting
   (b) Prizes [what kind of prizes does the chapter buy?]
   (c) Gifts
   (d) Officer expenses as authorized by Chapter policies [record these with the office or committee or in a separate section?]
   (e) Committee expenses as authorized by Chapter policies

(2) The Treasurer distributes copies of the chapter “Check Requisition” form to Executive Committee members and Committee Chairs.
   (a) The form must be used when requesting the expenditure of any Chapter funds.
   (b) The form must the reason for the expenditure and the name of the authorizing individual.
   (c) It must be accompanied by appropriate documentation, such as an invoice or receipt.
   (d) Supporting documentation is important for tax and audit purposes.

(3) In the instance of a questionable request for reimbursement, the Treasurer will consult with the President regarding the appropriateness of the request.

c. General Accounting Procedures

(1) Prepare, sign and mail checks for expenses submitted on the chapter “Check Requisition” form

(2) Make deposits for funds submitted on the chapter “Funds for Deposit” form
   (a) Retain photocopies of checks and documentation

(3) Balance the chapter’s checking account

(4) Maintain a general ledger record for the transfer of chapter income and expenses. General ledger categories include:
   (a) Income
       i) Dues
       ii) Chapter Events -- Separate category for each event, ex: chapter meeting, chapter reception, institute
       iii) Newsletter Advertising
iv) Vendor Support
v) Interest Income

(b) Expenses
i) Corporation report
ii) Tax return preparation
iii) Chapter events -- Separate category for each event, ex: chapter meeting, chapter reception, institute
iv) Newsletter -- Separate categories for printing, postage, mail permit
v) Printing
vi) Postage
vii) Scholarships
viii) Miscellaneous expenses

We need this category for supplies, bank charges.

2. Chapter Budget
   a. [do we need to establish some sort of budgeting process, most chapters have the current chairs do it for the upcoming year -- is this reasonable -- will it work for SEALL?]

3. Specific Chapter Activities
   a. Dues

      (1) General guidelines
      (a) The chapter membership year runs June 1 - May 31.
      (b) Membership dues are payable by June 1 each year. Any individual not submitting payment by September 1, is considered delinquent and will be dropped from the membership list.
      (c) The Treasurer has the responsibility for determining that the membership category indicated on the renewal form by an individual applying for membership is accurate.

      (2) Renewal Memberships
      (a) Dues notices are prepared by the Treasurer and mailed in April of each year.
      (b) In preparation for mailing dues notices, the Treasurer should:
        i) Obtain envelopes bearing the return address of the Treasurer to be used to mail the notices. [Is this right?]
        ii) Obtain mailing labels from the member who maintains the mailing list.
        iii) Create and duplicate the dues notice.
      (c) Checks should be deposited within one week of receipt.
      (d) Copies of all membership forms should be mailed to the member maintaining the
membership mailing list. If the form indicates that a membership is that of a new member, a copy of the form should be sent to the Chair of the Membership Committee.

(e) The original membership forms should be maintained in the Treasurer's files.

(f) A reminder notice about membership renewals should be submitted to the editor of the Southeastern Law Librarian in August for publication in the fall issue.

(g) Occasionally, the President has authorized a special reminder mailing to individuals not responding to the initial dues notice.

(3) New Memberships

(a) Applications for new memberships received at times other than the annual renewal period are required to pay the full membership fee. Part year memberships are not available.

(b) Copies of the membership form for new members should be sent to the Chair of the Membership Committee.

(c) Original membership forms should be retained in the Treasurer's files.

(d) Additional details on procedures for processing new memberships can be found in the Handbook sections devoted to the Membership Committee.

b. Lucile Elliott Scholarship

(1) Additional details on the procedures for the annual chapter meeting and educational institute can be found in the Handbook sections devoted to the Scholarship Committee.

(2) President, in consultation with Treasurer and other members of Executive Committee determines amount of money available for scholarships by September 1.

(a) $3000 has been distributed annually since 1990.

(3) Chair of Scholarship Committee notifies Treasurer of names of scholarship recipients, the amount of the award, and the date of the activity for which the scholarship is to be used by December 15.

(4) Treasurer contacts each recipient to verify addresses and date funds are required.

(5) Treasurer calendars dates to cut and mail checks.

c. Annual Meeting/Educational Institute

(1) Additional details on the procedures for the annual chapter meeting and educational institute can be found in the Handbook sections devoted to the Education, Local Arrangements and Program Committees.

(2) The Local Arrangements Committee, the Program Committee and the Education Committee prepare a joint budget for the annual chapter meeting and educational institute. This should be approved by the Executive Committee and in place by September of the year prior to the meeting.

(3) The Treasurer handles all funds for the meeting. No "seed" money is provided to the Local Arrangements Committee nor is a separate account established.

(4) Registration fees and vendor support funds are collected by one of the host institutions (as designated by the Local Arrangements/Program/Education Committees) and are forwarded to the Treasurer for deposit in the chapter account.

(5) Bills and speaker reimbursement forms are forwarded to the Treasurer for payment by one of the host institutions (as designated by the Local Arrangements/Program/Education Committees).

(6) The Treasurer prepares and distributes to the Executive Committee and Local Arrangements Chair a monthly status report detailing annual meeting expenditures beginning in January of the year of the meeting and continuing until all bills are paid and a final status report is made.

(7) Receipts for registration fees may be required at the meeting. The Treasurer or the Local Arrangements/Program/Education Committees prepares receipts.
(8) The Treasurer should take the Chapter checkbook to the annual meeting in anticipation of the need to pay bills on site.

4. Income Tax Return
   a. Federal and Florida tax returns are prepared by the Treasurer in consultation with an accountant, if required. Prior to filing, they are reviewed and approved by the Treasurer and President. The Treasurer signs and files the tax returns.

5. Transfer of Treasury
   a. Transfer of the SEALL treasury occurs after the annual business meeting following the Treasurer's election in May.
   b. A small sum of money (approximately $250) is transferred to the incoming Treasurer for opening an account.
   c. The incoming Treasurer should establish an interest-bearing account at a bank located conveniently for the Treasurer. If a minimum deposit is required, the Chapter typically has $8,000 - $10,000 in the account. Approximately 60 - 70 checks are written during the year.
   d. The account should be one in which canceled checks are returned to the Treasurer.
   e. The President should also be a signatory on the account, should the Treasurer become incapacitated. 
   f. Once all outstanding checks have cleared, all funds remaining in the Treasury are wired to the new account by September 1.

D. Special Authority
   1. Checks
      a. Checks for an amount in excess of $550.00 must be approved by the President or Vice-President.

2. Investment of Chapter Funds
   a. The Treasurer, in consultation with the President, has the authority to invest any excess chapter funds.
   b. Investments should be limited to certificates of deposit of terms no longer than 6 months, unless an excessive amount of cash is on hand.
   c. The chapter's greatest expenditures of funds occur immediately preceding and following the annual chapter meeting. The Treasurer should maintain significant cash reserves at that time.

E. Reimbursement of Officer Expenses
   1. are there policies regarding what expenses of the treasurer are reimbursed?

F. Chapter Records
   1. Receive from predecessor
      a. General ledger of Chapter transactions for the preceding two years.
      b. Records of all receipts and disbursements (copies of checks or cancelled checks, etc.) for the preceding two years.
      c. Bank statements for the preceding two years.
      d. Corporation reports for the preceding two years.
      e. The Chapter's final budgets for the preceding three years.
      f. Income tax returns for the previous seven years.
      g. Audit reports for the preceding seven years. [do we have these?]
      h. Significant correspondence relating to the Chapter's accounts, income tax returns, etc.

   2. Collect during term
      a. Copies of the items enumerated above

   Sounds good
3. Convey to successor/Archives
   a. All items enumerated above for the previous two years. [is there any reason to send the files to archives?] NO
   b. The Treasurer should convey to the Chapter's Archives, copies of income tax returns and audits older than seven years.
   c. All other materials accumulated by the Treasurer during his/her term should be discarded (membership forms, ________, etc.) DOES THIS WORK? What things really should be in the archives?

G. Calendar of Responsibilities
1. First Year of term

July
- Attend Executive Committee meeting during AALL annual meeting if requested by President.
- Attend Chapter Business Meeting held at AALL annual meeting. Assume office at conclusion of Business meeting
- Coordinate transfer of funds with outgoing treasurer after AALL meeting.
- Prepare updated versions of Chapter Funds for Deposit form and Chapter Check Requisition Form.
- Verify with editor of the Southeastern Law Librarian future deadlines for newsletter/quarterly financial statements.
- Prepare supply of pre-addressed mailing labels for Board, Membership Chair, Pam Williams (mailing labels), and editor of the Southeastern Law Librarian; this will save time during the year. -- what does this mean? does the treasurer do the mailing labels?

August
- Prepare and send May 1-July 31 financial statement to editor of the Southeastern Law Librarian in time to meet publication deadline.
- Prepare and send dues reminder notice to editor of the Southeastern Law Librarian in time to meet publication deadline.
- Confirm with President about the amount available for the Lucile Elliott Scholarships.

September
- Transfer of treasury funds complete
- Deadline for payment of membership dues.
- Consult President for decision on mailing final dues reminder notice to members who have not renewed.

October
- Contact local arrangements, program and education committees about annual meeting budget. Insure that budget has been approved by Executive Committee.

November
- Send August 1-October 31 financial statement to editor of the Southeastern Law
Librarian in time to meet publication deadline.

December
Receive information on scholarship recipients from Scholarship Committee (by December 15). Verify addresses and date funds are needed with scholarship recipients. Calendar dates to cut and mail checks.

January
Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.

February
Send November 1-January 31 financial statement to editor of the Southeastern Law Librarian in time to meet publication deadline.

Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.

March
Prepare annual meeting registration receipt forms.

Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.

April
Contact Chapter's Registered Agent regarding amount required to file annual report with the Florida Secretary of State.

Prepare full year financial statement (April 1-March 31) for presentation and distribution at annual meeting.

Prepare dues invoice. Obtain Committee Volunteer Form from Vice-President/President-Elect for inclusion in mailing. Obtain mailing labels/member responsible for maintenance of mailing labels. Mail dues notice.

Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.

May
Prepare February 1-April 30 financial statement and send to editor of the Southeastern Law Librarian in time to meet publication deadline.

Send dues notice to editor of the Southeastern Law Librarian in time to meet publication deadline.

Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.

Verify whether gross receipts exceed $25,000; if they do, file federal and/or state of Florida income tax return.

June
Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.
2. Second Year of term

July  Prepare Treasurer's report for chapter business meeting at AALL.

July - June  See responsibilities for first year.

June  Begin preparation for transfer of funds after AALL meeting.

H. Relevant Chapter Forms

1. Dues notice
5. Sample check
6. Sample Ledger
7. Envelope - Generic
8. Envelope - Officer Specific
9. Stationery
10. Travel Expense Report - Member
11. Travel Expense Report - Non-member
12. Funds for Deposit Form
13. Check Requisition Form
14. Scholarship Recipient Letter