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Letter to Catherine Maybury regarding SEAALL files, May 18, 1959

Ruth Corry

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Mrs. Katherine Maybury, Librarian
Institute of Government
Chapel Hill, N.C.

5/18/59

Dear Katherine:

I am mailing under separate cover the
files of the SE Chapt. AALL that I have in my care.
Probably by now the old files of the Chapter (one box)
sent by Railway Express from Atlanta have arrived,
If not please let me know.

I have enclosed herewith a final statement
of the Chapter finances and have sent a carbon to Kate
Wallaach, President of SE Chapter AALL.

If you are not already acquainted with it
you might be interested to know of a Law Library Journal
article at v. 49: 180 on the Chapter and Carolinas history
1937-1955. There are of course others, see Law Libr. Jr. Index.

Here are a few facts about the Sec. Treas.
job. There is really very little to do except the following:

1. take down minutes at annual meeting, submit resume
to President after meeting, keep carbon in secy.s. files
2. collect dues for Chapt. $1 for AALL members,
and $2 for non-members of AALL.
note that it would be a good idea to state on your
forthcoming bill form that members are requested
to pay dues by check, (its too hard to keep up with
cash)
Dues period is July-June.

3. Submit to EXCOM. Treas
   by May 1:
   a list of paid up Chapter members,
   (indicating by each name whether AALL member and
   if member whether under indiv. or inst. membership)
   In due course AALL will forward a refund check
   for members of the Chapt. who are also AALL members.
3A send news of members of Chapt. to Law Library Journal.
4. Keep file of correspondence and records of chapter.
5. Handle any business directed to you by the President.
6. Supply the newsletter editor and president with
   required postage or other supplies. (i.e. a check for expenses)
7. handle election of new officers. Inform membership
   of election results.
8. submit annual financial statement to president
    before meeting and keep copy for secretarys
    files and make report at annual meeting of finances
    on request.
9. keep membership list
10. keep chapter mailing list.
   Consult pres. and newsletter editor on who in SE region
    is to be included in mailing lists (outside membership)
11. send out notice of annual meeting.

You might talk to Sarah Leverett at the
NY meeting, she was chapter secy. for a long time and
also the President can advise you.

The best of luck— Ruth (Corry)