



**Southeastern Chapter
American Association of Law Libraries**

**CHAPTER HANDBOOK
AND
PROCEDURES MANUAL**

2014 EDITION

Introduction

Purpose

This Handbook is intended to provide SEAALL officers, committee chairs, and members an overview of the Chapter's operations. The Handbook should assist members assuming leadership positions to commence their work with information regarding the functions, duties, and responsibilities of each position as well as the practices of prior officers and committee chairs. The Handbook will also help to clarify instances of overlapping and intersecting responsibility, and to provide an idea of how the work one does may effect or be affected by the work of others.

The Handbook is not intended to create unbending rules of procedure or to stifle creativity. Hopefully, the Handbook will provide an outline of past practices to serve as a starting point. The vitality of any organization requires initiative and imagination.

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Chapter Calendar

March/April

- Annual chapter meeting and educational institute held.
 - Executive Board meets prior to business meeting.
 - Service to SEAALL award presented during business meeting.
 - Full year financial report presented by Treasurer if SEAALL Annual Meeting is held after April 1.
 - All new officers and committee chairs assume new positions at the end of business meeting.
 - **President**
 - Presides over Executive Board meeting and Chapter business meeting at annual Chapter meeting.
 - Passes gavel to Incoming President at the close of the Chapter business meeting.
 - **Vice-President/Incoming President Elect**
 - Presents gift from Executive Board to outgoing President.
 - **Secretary**
 - Records minutes at Executive Board meeting and Chapter Business meeting and conveys to incoming Secretary.
 - Distributes minutes from Chapter Business meeting held at AALL for approval.
 - **Treasurer**
 - Annual financial report prepared as soon as possible after March 31.
 - Coordinates transfer of financial records and funds between incoming and outgoing Treasurers.
 - Prepares and distributes to the Executive Board and Local Arrangements Chair a monthly status report detailing annual meeting expenditures.
 - **Outgoing Committee Chairs**
 - Report on activities at Chapter Business Meeting.
 - **Local Arrangements Committee**
 - Reviews invoices from hotel and other service providers; forwards to Treasurer.
 - Prepares and sends final meeting report including a financial statement of income and expenses to President.
 - **Placement**
 - Facilitates communication between employers and job-seekers at the Annual Meeting.

April

- Chapter fiscal year begins April 1.
- **Treasurer**
 - Dues notices mailed by April 1; payable by August 1.
 - Chapter annual report due to Florida Secretary of State.
 - Prepares and distributes to the Executive Board and Local Arrangements Chair a final status report detailing annual meeting expenditures.

- **President**
 - Sends newly appointed committee list to SEAALL webmaster.
 - Corresponds with incoming committee chairs regarding special projects and any funding issues for the coming year.
 - Submits Chapter annual report to AALL.
- **Vice-President/Program Committee Chair**
 - Selects Program Committee members.
- **Local Arrangements Committee**
 - Chooses and books hotel 2 years (or more) in advance of annual meeting.
- **Members at Large**
 - Submits food request forms for SEAALL reception at AALL annual meeting to AALL headquarters.

April/May

- All appropriate records are conveyed to new officers and committee chairs.
- **Secretary**
 - Distributes for approval – the Executive Board meeting minutes (recorded by previous Secretary) from the Executive Board meeting held at the SEAAALL annual meeting.
- **Treasurer**
 - Files federal and/or state of Florida income tax return.
 - Changes President, VP and Treasurer signature authority on bank account as needed (at annual SEAALL meeting if possible).
- **Committee Chairs**
 - Contact committee members to structure and assign the year's work.

May

- Life membership nominations due by May 15.
- Spring Newsletter deadline – May 31.
- **Treasurer**
 - Prepares and sends annual membership dues notices for upcoming year.
 - Submits annual financial statement to newsletter editor for publication.

June

- **President**
 - Emails SEAALL listserv about arrangements for chapter business meeting and reception during AALL annual meeting.
 - Prepares agenda for Executive Board meeting and Chapter business meeting at AALL.
- **Membership Committee Chair**
 - Organizes staffing and activities for chapter table in Activities Area of AALL annual meeting and CONELL.

July

- Chapter membership year begins.
- Annual chapter business meeting held during AALL annual convention.
 - Executive Board meets prior to Chapter Business Meeting.
 - Financial report presented by Treasurer.

- **President**
 - At AALL: Attends the Council of Chapter Presidents meeting and participates in training activities.
 - At AALL: Presides over Executive Board meeting and Chapter business meeting.
- **Vice-President/Program Committee Chair**
 - At AALL: Attends the Council of Chapter Presidents meeting and participates in training activities.
 - At AALL: Attends Executive Board meeting and Chapter business meeting.
- **Secretary**
 - At AALL: Records minutes of Executive Board meeting and Chapter business meeting.
- **Treasurer**
 - At AALL: Presents quarterly financial report at Executive Board Meeting and Chapter business meeting.
 - At AALL: Attends Executive Board meeting and Chapter business meeting.
 - Sends overdue membership dues notices.
 - Prepares quarterly financial report for distribution at Executive Board meeting and Chapter Business meeting at AALL annual meeting.
- **Local Arrangements Chair**
 - At AALL: Attends Executive Board meeting.
 - At AALL: Presents lodging options, opening event options, and other items requiring approval for review to the Board.
- **Committee Chairs**
 - At AALL: Reports on committee activities at Chapter Business meeting.
- **Executive Board**
 - Establishes Lucile Elliott Scholarships funding by July 31.

August

- Members who have not paid dues removed from membership roster and listservs.
- Summer Newsletter deadline – August 31.

President, Program Committee & Local Arrangements Committee

- Sets budget for annual chapter meeting - to be completed by September 1.
- Develops program theme for annual chapter meeting.

- **President**
 - Submits request for an AALL Executive Board representative to make a chapter visit during the SEAALL annual chapter meeting to the AALL Headquarters.
- **Secretary**
 - Distributes the minutes of Executive Board meeting at AALL for approval.
- **Treasurer**
 - Sends list of names and emails of non-renewing members to the Membership Committee Chair and listserv manager.
 - Submits quarterly financial statement to newsletter editor for publication.
- **Local Arrangements Committee**
 - Begins contacting potential corporate sponsors / exhibitors (tailor forms in Appendix).

- Prepares and submits proposed budget for annual chapter meeting and institute to Executive Board by Sept. 1.
- **Scholarship Committee**
 - Notifies Library Schools about student scholarship.

September

- Budget for annual chapter meeting and institute due from Local Arrangements Committee to Executive Board by Sept. 1.
- **Local Arrangements Committee**
 - Books the space and transportation (if needed) for Opening Reception and other social events.
- **Program Committee**
 - Solicits program proposals.
 - Investigate potential keynote speakers or other guest speakers.
- **Scholarship Committee**
 - Publicizes scholarship availability.

October

- Student scholarship deadline – Monday of the third week of October.
- Candidate suggestions due to Nominating Committee by October 15.
- Begin making plans for SEAALL business meeting and reception at AALL.
- **President**
 - Completes room reservations for SEAALL business meeting and reception at AALL.
 - Delegates AALL SEAALL reception planning to Members at Large.
- **Members at Large**
 - Coordinates SEAALL reception at AALL.
- **Local Arrangements Committee**
 - Chooses registration software & builds preliminary conference website.
 - Continues to solicit exhibitors and sponsors.
- **Nominating Committee**
 - Solicits and evaluates nominations for officer candidates.
- **Program Committee**
 - Evaluates program proposals.

November

- Fall Newsletter deadline – November 30.
- **Treasurer**
 - Submits quarterly financial statement to newsletter editor for publication.
- **Nominating Committee**
 - November 1 - Presents slate of candidates to Executive Board.
 - Sends candidate biographies to Secretary for preparation of ballots.
- **Local Arrangements Committee**
 - Makes arrangements for local law libraries tours.
 - Confirms caterers.

- Receives preliminary program from Programs Committee.
- **Program Committee**
 - Makes final program selection and notifies proposers of decisions.
 - Solicits and drafts descriptions of programs and speakers.
 - Solicits av needs from speakers and coordinates equipment availability with Local Arrangements Committee.
 - Chooses annual meeting theme; notifies Local Arrangements Committee.
- **Scholarship Committee**
 - Recommends student scholarship recipients and award amounts to Executive Board.

December

- **President**
 - December 1 - Announces slate of candidates.
- **Secretary**
 - Solicits candidate biographies from Nominating Committee and prepares electronic ballots.
- **Treasurer**
 - Mails checks to scholarship recipients.
- **Local Arrangements Committee**
 - Continues work on annual meeting website. Includes information on travel to meeting location, restaurant recommendations, descriptions of local attractions, etc.
- **Program Committee**
 - Provides description of programs and speaker to Local Arrangements Committee for inclusion on annual meeting website.

January

- **Secretary**
 - Prepares electronic ballots by January 15.
- **Treasurer**
 - Prepares and distributes to the Executive Board and Local Arrangements Chair a monthly status report detailing annual meeting expenditures.
- **Local Arrangements Committee**
 - Finalizes schedule for institute, SEAALL and Committee meetings, local law libraries tours, programs, coffee breaks, meals and other events and post on annual meeting website.
 - Publicizes annual meeting website and registration.
 - Selects Community Service partner and provides information to the Community Service Committee.

February

- Election closed by February 15 and candidates notified of results.
- Winter Newsletter deadline – February 28.
- Lucile Elliott Scholarship, Mattox Scholarship, CONELL Grant and AALL Annual Meeting Registration Grant applications due.

- **President**
 - Reminds committee chairs to prepare final committee reports.

- Notifies election candidates of outcome.
- **Treasurer**
 - Submits quarterly financial statement to newsletter editor for publication.
 - Prepares and distributes to the Executive Board and Local Arrangements Chair a monthly status report detailing annual meeting expenditures.
- **Vice-President/Program Chair**
 - Solicits committee member volunteers for upcoming year.
- **Local Arrangements Committee**
 - Expense/revenue reports due to the President one month prior to the annual chapter meeting.
 - Sends acknowledgment to Exhibitors, include hotel shipping address and confirm needs for Exhibit area (tables, a/v, etc.).
 - Acquires registration supplies (name badges, folders, ribbons, etc.).
 - Continues marketing & promoting the annual meeting to potential attendees.
- **Scholarship Committee**
 - The Elliott and Mattox Scholarships applications are due 10 weeks before SEAALL Annual Meeting begins.
 - The AALL and CONELL Grants applications are due the last Friday in February.

February/March

- Final committee reports due one month prior to annual chapter meeting or as requested by President.
- **Vice-President/Program Chair**
 - Appoints committee member volunteers for upcoming year.
- **Treasurer**
 - Prepares and distributes to the Executive Board and Local Arrangements Chair a monthly status report detailing annual meeting expenditures.
- **Local Arrangements Committee**
 - Prepares any signs not being taken care of by the conference facility.
 - Prepares schedule for registration desk and recruits volunteers.
 - Prepares registrant badges and registration packets.
 - Gives caterer final head counts for meals, including special meal requests.
- **Program Committee**
 - Determines method for assessing annual meeting programs and evaluation of the event.

General Chapter Information

Chapter Year

- The chapter membership year is July 1 - June 30.

Corporate and Financial Information

- SEAALL is a section 501(c)(6) non-profit trade association under federal income tax laws.
- The Chapter is incorporated in the state of Florida.
- A chapter member who is resident in the state of Florida serves as Registered Agent for the chapter.
- The Chapter's Employer Identification Number is: 58-1592266.
- The Chapter's fiscal year ends March 31.

Corporate Reports

- A report is required annually by the Florida Secretary of State.
- The report is prepared by the Chapter's Registered Agent and sent to the Treasurer.
- The Treasurer pays the corporation filing fee as required by the state of Florida and mails the report, providing a copy of the signed report to the Registered Agent.

Income Tax Reports

- The chapter is incorporated as a non-profit corporation and is not required to file a federal or state income tax return unless gross receipts exceed \$25,000 per year.

Chapter Web Page

- Chapter web page is hosted on AALLNET.

Chapter Listserv

- SEAALL-L@aallnet.org is a general announcement and discussion list.

Chapter Records

- After assuming office, each new officer and committee chair shall receive 3 years of relevant documents such as meeting minutes, budgets and annual reports from their predecessor. Outgoing officers and committee chairs shall send documents older than 3 years to Archives.

Expense Reimbursement Policy

General Expenses

- Ordinary expenses, such as phone calls, postage and copy charges incurred in the performance of the duties of the officer, administrative position, committee chair or committee member will not be reimbursed by the chapter.
- Requests for reimbursement must be submitted to the Treasurer with appropriate documentation, including receipts.
- Income forwarded to the Treasurer for deposit in the Chapter bank account must be accompanied by appropriate documentation detailing the source of the income.

Annual Chapter Meeting and Educational Institute Expenses

Chapter members

- Registration fees will not be waived for any chapter member.
- Chapter members will not be reimbursed for expenses to attend any chapter meeting or annual educational institute.

Non-member speakers

- Non-member speakers will be reimbursed for travel at the current rates established by the U.S. Internal Revenue Service.
- Non-member speakers will be reimbursed for parking, travel to airport (train or bus station), and meals other than those provided during the meeting.
- Non-member speakers will receive a per diem of \$50 per day, with no more than \$25 for any single meal.
- The chapter will generally not provide honoraria.
- The chapter will not cover expenses for the spouse or children of a speaker.

Vendors as speakers

- The chapter will not reimburse the expenses of vendors who speak at the annual chapter meeting.

President

Charge

- Serves as chief administrative officer of the chapter.
- Presides at all meetings.
- Signs all contracts.
- Represents the chapter to AALL.
- Responsible for the performance and enforcement of all chapter rules and procedures.

Executive Board meetings

- Sets the date and location of all Executive Board meetings including teleconferences.
- Prepares and distributes the agenda.
- Requests attendance by committee chairs with issues requiring Executive Board input.

Annual chapter meeting

- Works closely with the Local Arrangements and Program Committees to plan the annual chapter meeting and select a program theme. In particular, responsible for annual meeting budget planning.
- The President and Executive Board review and approve applications for hosting the annual chapter meeting. Sites should be chosen at least two years in advance of the meeting.
- Coordinates visit from an AALL Board representative at the annual chapter meeting.
- Solicits names of retired and deceased members from the Membership Committee for recognition at chapter meeting.
- Announces scholarship winners.

Joint Chapter Meetings

- Responsible for any negotiations between SEAALL and other chapters in connection with a joint meeting.
- Joint meeting revenue will be shared between the two organizations in proportion to the membership of the two chapters on January 1 of the year of the meeting.

Chapter business meeting at AALL

- Handles all arrangements for the chapter business meeting and reception during the AALL annual meeting.
- Coordinates any Chapter VIP.

Committees

- Works with committee chairs to establish goals and projects for the year.
- Appoints special committees or task forces as needed.
- Provides names of newly appointed committee chairs and members to webmaster.
- Appoints archivist and newsletter editors as needed.

Other Duties and Responsibilities

- Writes a column on chapter affairs for each issue of the Southeastern Law Librarian.

- Serves as a member of the AALL Council of Chapter Presidents.
- Submits reports required by AALL. This responsibility may be delegated to another officer at the President's discretion.
- Serves as a member of the Articles and Bylaws Committee.
- Coordinates solicitation of annual meeting location proposals.

Financial Responsibility

- Alternate signatory to the Chapter's accounts in case of incapacity of the Treasurer.
- May authorize the expenditure of up to \$500 without Executive Board approval.
- Has the sole authority to sign contracts and other legal documents on behalf of the chapter for the performance of work or the obligation of chapter funds.
- Maintains the original of all current contracts. Non-current contracts should be conveyed to the Chapter's archives.
- Responsible for coordinating Annual Chapter Meeting and Educational Institute budget.

Vice-President/President-Elect

Charge

- Serves as Program Chair for the annual chapter meeting.
- Assists the President in conducting the affairs of the chapter.
- Prepares for term of office as President.

Duties and Responsibilities

- Serves as Chair of the Program Committee.
- Assumes all duties and obligations of the President in the absence or withdrawal of the President.
- Serves as a member of the Articles and Bylaws Committee.
- Solicits and appoints committee chairs and members.
- Attends the Council of Chapter Presidents meetings and training at AALL.
- Presents outgoing President with a gift of appreciation from Executive Board during the chapter business meeting at the annual chapter meeting.

Committee Appointment Guidelines

- Balances committee membership by the type of library represented, length of service on a particular committee and geographical representation of the members.
- Committee chairs should have served on the committee the previous year.
- In general, committee appointment is for two years with half of the committee's membership turning over annually.
- The Scholarship Committee chair provides names of scholarship recipients who choose committee membership as requirement for service award.

Specific Committee Membership Requirements

- **Articles and Bylaws** -- The President, Vice-President/President-Elect and the Immediate Past President comprise the membership of this committee. The Immediate Past President serves as chair.
- **Government Relations** - At AALL's request, a member from each state included in the geographic area of SEAALL should be appointed.
- **Newsletter/Public Relations** - The chair serves a minimum of two years.
- **Nominating** – Committee membership must be approved by the Executive Board. Must have an odd number of members to avoid tie votes. Diversity of library type particularly important. Members are appointed for one year
- **Program** - Members are appointed for one year

- **Service to SEAALL** – Previous two award winners and Immediate Past President serve as committee. The award winner serving in the second year of his/her term serves as chair.

Secretary

Charge

- Prepares minutes for all Executive Board and Chapter business meetings.
- Manages the officer elections.
- Supervises the Articles and Bylaws amendment process.
- Maintains an up-to-date copy of the Articles and Bylaws.

Minutes

- Attends all Chapter business and Executive Board meetings and prepares the official minutes of all business conducted.
- Within two weeks after the date of the meeting, distributes Executive Board and Chapter business meeting minutes to all Executive Board members for their approval.
- Submits approved Chapter business meeting minutes to newsletter editor for publication.

Elections

- Prepares online ballot for officer elections using AALL services. Biographies are prepared by the Nominating Committee.
- Tallies the online balloting and conveys results to President and Executive Board.
- Notifies all candidates of the election results.
- Announces election results via SEAALL listserv.

Articles and Bylaws Amendments

- Coordinates providing amendment notice to members either:
 - by publication in the Southeastern Law Librarian at least 30 days prior to balloting OR
 - by e-mail to all members at least 30 days prior to balloting.
- In the event of an online ballot, the Secretary prepares and transmits the proposed amendments via online ballot.
- The Secretary transmits the text of approved amendments which are approved by the membership to the webmaster.

Treasurer

Charge

- Maintains the accounts and ledger of the chapter.
- Collects membership dues.
- If required, prepares the chapter's tax return.

Duties and Responsibilities

Income and Receipts

Maintains records for the receipt of:

- Membership dues.
- Donations - Donations are usually associated with vendor contributions that underwrite chapter events.
- Registration Fees.

Disbursements and Checks

The Treasurer maintains records for the disbursement of:

- Expenses incurred in the execution of chapter events such as the Annual chapter meeting, Educational Institute, AALL chapter business meeting and reception.
- Prizes and gifts.
- Officer or Committee expenses authorized by chapter policies.

Guidelines

- Income from each meeting, seminar, or other chapter event should be individually recorded.
- Cash or checks submitted for deposit in chapter accounts must be accompanied by supporting documentation such as registration forms, membership applications, etc.
- Requests for expenditure of Chapter funds must be accompanied by supporting documentation, such as an invoice or receipt.
- Photocopies of checks and original copies of supporting documentation are retained in the Treasurer's files for tax and audit purposes.
- Copies of all email correspondence relating to expense requests will be retained.
- In the instance of a questionable request for reimbursement, the Treasurer will consult with the President.
- All checks should be deposited within one week of receipt.
- Checks and payments for an amount in excess of \$500.00 must be approved by the Executive Board.

General Accounting Procedures

- The Chapter currently uses QuickBooks financial software for the check register, general ledger, and reporting.
- Prepares, signs and mails checks for Chapter expenses.
- Balances the chapter's checking account.

- Maintains a general ledger record for the transfer of chapter income and expenses. General ledger categories include:
 - Income
 - Dues
 - Chapter Events -- Separate category for each event, ex: chapter meeting, chapter reception, institute
 - Vendor Support
 - Expenses
 - Annual Non-Profit Corporation report
 - Tax return preparation
 - Web hosting
 - Printing
 - Scholarships
 - Miscellaneous expenses - includes SEAALL Service Award, supplies, bank charges

Financial Reports

Quarterly financial report

- Prepares a quarterly financial statement and submits to the editor of the Southeastern Law Librarian for publication.
- The financial statement lists all income and all expenses, by category, for a 3-month period.

Annual financial report

- Prepares and distributes annual report at the annual chapter meeting.
- The statement lists all income and expenses, by category, for the chapter fiscal year (April 1 to March 31).
- Submits a copy of the annual financial report to the editor of the Southeastern Law Librarian for publication.

Dues

- The chapter membership year runs July 1 - June 30.
- Membership dues are payable by July 1 each year. Any individual not submitting payment by August 1 is considered delinquent and will be dropped from the membership list.
- Copies of all membership forms (renewals and new members) should be retained .

Renewal Memberships

- Dues notices are prepared and mailed by April 1 of each year.
- Names and emails of non-renewing members are sent to the Membership Committee Chair and Listserv Manager .
- A reminder notice about membership renewals should be submitted to the editor of the Southeastern Law Librarian in May for publication in the summer issue.

New Memberships

- New members joining at times other than the annual renewal period are required to pay the full membership fee. Part year memberships are not available.
- Names and emails of new members should be sent to the Listserv Manager and to the Membership Committee Chair.

Scholarships

- At least \$3000 has been available for distribution annually since 1990.
- Chair of Scholarship Committee notifies Treasurer of names and addresses of scholarship recipients, the amount of the award, and the date funds are required by the recipient.

Annual Meeting and Educational Institute

- The Treasurer handles all funds for the meeting. No "seed" money is provided to the Local Arrangements Committee nor is a separate account established.
- Registration fees , vendor support funds, bills and reimbursements are collected by one of the host institutions (as designated by the Local Arrangements/Program/Education Committees) and are forwarded to the Treasurer for action.
- The Treasurer prepares and distributes to the Executive Board and Local Arrangements Chair a monthly status report detailing annual meeting expenditures beginning in January of the year of the meeting (or at the time of the first income/expenditure) and continuing until all bills are paid and a final status report is made.

Income Tax Return

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

Transfer of Treasury

- The outgoing Treasurer will transfer the financial software, information for accessing the bank account online, debit card, and electronic and paper copies of the data files to the incoming Treasurer. The outgoing Treasurer will prepare paperwork to add the incoming Treasurer to the bank account.
- If the same bank account is used, the incoming Treasurer should remove the outgoing Treasurer from the account.
- If it is necessary to open a new bank account, the outgoing Treasurer will provide a small sum of money (approximately \$250) to the incoming Treasurer for opening 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.
- The President and Vice-President should also be a signatory on the account.
- Once all outstanding checks have cleared, all funds remaining in the Treasury are wired to the new account by May 31 and the old chapter bank account is closed.

Chapter Records

Receive from predecessor and collect during term:

- Accounting software currently in use by the chapter.
- Checkbook and deposit tickets.

- Debit card.
- Electronic and print copies of all financial records.
- General ledger of chapter transactions for the preceding two years.
- Records of all receipts and disbursements (copies of checks or canceled checks, etc.) for the preceding two years.
- Bank statements for the preceding two years.
- Corporation reports for the preceding two years.
- The chapter's final annual budget reports for the preceding three years.
- Income tax returns for the previous seven years.

Member at Large

Charge

- Serves as a voting member of the Executive Board and represents the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure.

Responsibilities

- Handle all arrangements for the chapter business meeting and reception traditionally held during the AALL annual meeting.

Immediate Past President

Charge

- The Immediate Past President advises the current President and Executive Board, serves as chair of the Articles and Bylaws Committee and participates as a member of the Service to SEAALL Committee.

Articles and Bylaws Committee

Charge

- Reviews and revises Articles of Incorporation and Bylaws as directed by the Executive Board, suggested by chapter members, or as needed.

Composition

- Immediate Past President, the President and the Vice-President/President-Elect.
- Chaired by the Immediate Past President.

Responsibilities

- Reviews Articles and Bylaws for any needed changes.
- Drafts appropriate revision language and submits to Executive Board for approval.
- Submits text and explanatory materials to Secretary for publicizing to membership
- Prepares a final annual report.

Timing of Committee Activities

- Membership must be notified of proposed changes 30 days before balloting, either by publication in the newsletter and/or via email.

Community Service Committee

Charge

- Identifies and promotes opportunities for SEAALL members to donate money or engage in various projects that are designed to serve the local community where the SEAALL conference is being held.
- Strives to make a significant and positive contribution to the local community on behalf of SEAALL.

Responsibilities

- Works with the Local Arrangements Committee to identify community service opportunities for SEAALL members in the community where the SEAALL conference is being held.
- Coordinates with community service representative from selected project to determine project need and project implementation.
- Communicates and markets project to SEAALL members .

Education/Publications Committee

Charge

- Develops publications and resources of benefit to the membership of the chapter.
- Coordinates SEAALL program proposals for the AALL annual meeting.

Responsibilities

- Coordinates program proposals for the AALL annual meeting based upon SEAALL program.
- Maintains “Research Guides” section of SEAALL website, and develops other publications of benefit to the membership as needed.
- Disseminates information on meetings, programs, speakers and materials from the smaller AALL chapters within SEAALL's geographic area.
- Works with the SEAALL webmaster to create and update web-based publications.

Government Relations Committee

Committee Charge

- Monitors the legislative, regulatory and judicial developments that affect SEAALL, the practice of law librarianship or the creation and dissemination of legal information in the Southeastern states.
- In collaboration with AALL's policy committees, informs the SEAALL membership about these issues.
- Drafts proposed resolutions, position papers and letters.
- Coordinates lobbying efforts upon approval by the Executive Board.
- Coordinates educational activities such as workshops or program proposals.

Responsibilities

- Monitors legislative, judicial and regulatory developments in Southeastern states
- Develops and regularly updates a SEAALL Government Relations Policy.
- Publishes a regular article in the Southeastern Law Librarian.
- Publicizes relevant information via listserv.
- Develops educational resources describing effective methods for communicating with state officials.
- Develops a resource guide of contacts with legislative expertise for the Southeastern states
- Drafts letters to elected and appointed officials.
- Proposes educational programs for SEAALL and AALL.
- Prepares an annual report.

Local Arrangements Committee

Committee Charge

- Plans and executes the local arrangements for the SEAALL annual meeting and institute in conjunction with the President and the Program Committee.

Composition

Members of Local Arrangements committee are selected by the Local Arrangements chair and are generally located in close geographic proximity to the meeting site. If there is more than one participating law school, law firm, government institution, or other legal entity located near the meeting site, an effort should be made to include members from each institution on the committee.

Responsibilities

- Sets meeting date.
- Creates and monitors budget.
- Selects hotel and/or conference facility.
- Handles all registration issues.
- Arranges for social events and meals.
- Creates Annual Meeting website.
- Solicits exhibitors and sponsors.

Planning Guidelines

Selecting Meeting Dates

- Held on Thursday evening through Saturday noon near April 1.
- Generally no earlier than mid-March and no later than mid-April.
- The Institute occurs on Thursday morning and/or afternoon.
- Do not schedule over Easter or Passover weekend.
- The Local Arrangements chair should consult with the President when choosing meeting dates.
- Do not schedule at the same time as AALL Executive Board spring meeting.

Selecting and Reserving Hotel and/or Conference Facilities

Factors to consider when choosing a hotel

- General quality and location of hotel.
- Room rates.
- Capacity for each room.
 - Large banquet room for meals.
 - Space for exhibits and refreshment breaks.
 - Sufficient rooms for 3 concurrent meetings – 40-100 capacity.
- Available space for registration desk.
- Exhibitor facilities, possibility of having coffee breaks near exhibits.
- Meeting facilities and services available (reliable Internet access, lecterns, microphones, signage, water for speaker tables, tables, table skirts, electrical outlets).
- Availability of shuttle between airport and hotel.

- Prices and menus for meals or breaks.
- Parking availability and rates.
- Availability of site manager during the meeting.

Room Reservation Guidelines

- Reserve more rooms than traditionally needed and release 2-3 weeks before the meeting depending upon the contract with the hotel. Recommended:
 - Wednesday night - 40 rooms
 - Thursday & Friday nights - 100 rooms
 - Saturday night - 25 rooms
- If contract is required by hotel, send to President for signature.
- Be sure to reserve a complimentary hotel room for the AALL Board Member visitor and any other guest speakers.

Budget

- In consultation with the President, the committee determines the Registration fee for the meeting and the Institute.
- Sets the registration fee at a level sufficient to cover all expenses yet still make meeting affordable for all members.
- Meeting income should equal or exceed meeting expenses.
- Recent annual chapter meetings have attracted 150-200 paid registrations.

For planning purposes, essential meeting expenses include:

- Registration expenses.
- Printing of final program.
- Badges, badge holders and ribbons.
- Folders and/or tote bags.
- Program related expenses.
- Audiovisual needs, laptops, signage.
- Expenses of non-SEAALL member speakers.
- Meals/Social Events
 - Opening reception (Thursday).
 - Breakfast (Friday & Saturday), Breakfast buffets are recommended.
 - Lunch (Friday), local cuisine is recommended.
 - Coffee breaks (Friday a.m., p.m., Saturday a.m.).
 - Optional Social event (Friday evening).
 - Transportation costs if an event is not within walking distance.
 - Bartender services.
 - Optional considerations: music, security guards, cleaning services, table or event decorations.
- All of the above are good opportunities for sponsorships.

Exhibitors

- The Local Arrangements Committee is responsible for soliciting exhibitors.
- Initial contact should be made in the summer or fall preceding the annual meeting.
- Exhibit hours are generally 8 a.m. to 5 p.m. on Friday and 8 a.m. to 11:30 a.m. on Saturday morning.

- The exhibit area should be available for set up on Thursday afternoon and should have the capability to be secured during the evening hours.
- Exhibitors fees have been set at \$600 recently.
- An exhibitor package includes one complimentary set of meal/event ticket, an exhibit table and access to an electrical outlet.
- A confirmation letter should be sent to the vendor requesting payment of the exhibit fee; shipping instructions; a contact at the hotel/conference facility for additional requests; size of table or booth space available; exhibits schedule including set-up and dismantle times.
- Exhibitors receive name badges on an alternate color paper and the same registration packet as other registrants.
- Don't forget to ask the Local Arrangements Committee for the upcoming meeting if a table in the Exhibit area is needed.

Sponsorships

- The Local Arrangements Committee solicits corporate sponsorships to underwrite the costs of meals, social functions, attendee bags or other giveaways. The President may assist if that seems more appropriate in any given year.
- Vendors who sponsor events must also pay the exhibitor fees if they choose to exhibit
- Contributors receive complimentary meal/function tickets at the following levels :
 - For a contribution of \$500 - one set of tickets
 - For \$501 - \$1000 - two sets of tickets
 - For \$1,001 - \$2,000 - three sets of tickets
 - For \$2,001 and more - four sets of tickets
- Acknowledge sponsorships in writing by letter, in the final program, in the Southeastern Law Librarian newsletter, orally at the business meeting, and with the placement of signs at the sponsored meal or event.

Meeting Publicity

- Maintain a booth during the preceding annual meeting with brochures, drawings, etc.
- Prepare articles for Southeastern Law Librarian newsletter discussing location's history, culture, tourist attractions and special events.
- Consider submitting announcements to other regional chapter listservs within the Southeastern region such as VALL, ALLA, NOALL, SFALL, LLSDC, LLAA, etc.

Annual Meeting Website

The Local Arrangements committee creates a website that must remain public at least one year after the Annual Meeting date. Within one year of the Annual Meeting date, the Chapter Webmaster will create a pdf version of the Annual Meeting program materials to be archived on the SEAALL website.

The Annual Meeting website should include:

- Educational program for both the Institute and the meeting from Program Committee.
- Hotel registration.
- Directions to the meeting site (driving, air and train transportation) including directions from airport/train station to hotel and average cost of cab fare.
- Meeting schedule including Executive Board meeting.
- Law library tours.
- Opening reception description.

- Friday social event and description (optional).
- Deadlines for receipt of registrations and hotel reservations.
- Meeting Registration form including
 - Membership status, for example member, non-member, exhibitor& first time attendee.
 - Vegetarian, vegan and/or kosher meal preference.
 - ADA accommodations request.
 - SEAALL Federal id number.

Meeting Registration

- The Local Arrangements committee collects registration fees from the attendees and prepares badges.
- Use different colored paper, stickers and/or ribbons for members, non-members, exhibitors, first time attendees.

Registration Packet Contents

- Final program.
- Lists of Local Arrangements Committee and Program Committee members.
- Meeting schedule with room locations added.
- Map of meeting room layout.
- Exhibitor list.
- Contributor thanks.
- Placement activities information.
- List of registrants.
- Restaurant guide.
- Local map(s), city visitors guide or similar literature.
- Don't forget to save a complete packet for Archivist.

Registration Desk

- Suggested registration desk hours:
 - 30 minutes prior to start of annual institute.
 - 4-5 hours before Opening Reception.
 - 1-2 hours on Friday morning.
- Staff desk with two persons, especially Thursday afternoon.
- Keep file of completed registration forms or print out of registration information at registration desk to resolve any conflicts.
- Maintain a supply of blank registration forms for walk-in registrations.
- Bring any extra meal/event tickets that might be available.

Meals and Special Events

- Maintain counts of registrants choosing vegetarian options.
- Include additional veg options for speakers & exhibitors.
- 'Extra' meal tickets priced at the actual cost of the meal may be sold to accompanying guests
- Include microphone at head table during breakfast and lunch meals.

Opening Reception

- Food, drink and the opportunity for professional networking are more important factors than setting and entertainment.

- Alcohol is available through use of a cash bar.
- If fund-raising has been successful, consider serving only beer and wine under corporate sponsorship.
- Alternatively, may offer a ticket for one free drink.
- Estimate 10% of total attendance (registrants, speakers, vendor reps) will be no-shows.

Friday evening event

- This is an optional event if the budget allows.
- Traditionally, it is an opportunity for the host area to choose entertainment or surroundings that are special to the area.
- If planning an event away from the hotel, consider the impact on transportation costs and scheduling.
- Estimate 10% of total attendance (registrants, speakers, vendor reps) will be no shows.
- This event has typically been heavily subsidized by a contributor.

Library Tours

- If desired, schedule on Thursday after the Institute and prior to the opening reception or Saturday following the educational programs.

SEAALL Executive Board and Committee Meetings

Scheduling and Space Considerations

- Consults the President regarding scheduling Executive Board Meeting
- Consults with Placement Committee chair regarding planned activities and space needs.
- The meeting schedule (length of program sessions, refreshment breaks, meals, etc.) should be negotiated with the Programming Committee.
- Volunteers should be recruited to monitor each meeting room to address such issues as a need for additional chairs, audio visual or equipment problems, climate control in the room.

Programming

- Programming for the annual chapter meeting and annual educational institute is the responsibility of the Program Committee.
- Local Arrangements may be asked to suggest possible local speakers.
- The Program Committee provides programming content and speaker bio descriptions.
- The Program Committee collects and coordinates speaker a/v needs in conjunction with equipment available via the Local Arrangements Committee.
 - In general, speakers should supply their own computer.
 - Sources of a/v equipment and support may include local law libraries.

Suggested Calendar

Two (or more) years before Annual Chapter Meeting:

- By April - Choose and book hotel space.

Year preceding the Annual Chapter Meeting

May/June

- Investigate options and costs for opening reception and Friday night social event. Special event spaces book significantly in advance. Plan and book as far in advance as practical.
- Investigate caterers.
- Develop preliminary general program theme in consultation with President and Local Arrangements Chair.
- Prepare preliminary annual meeting and institute budget in conjunction with President and Local Arrangements Committee.

July

- Chair attends annual chapter business meeting and publicizes SEAALL annual meeting.

August

- Block out program and preliminary schedule for activities in conjunction with President and Program committee.
- Consult with President regarding corporate sponsors for meals, breaks, events if necessary.

September

- Book the transportation (if needed) for Opening Reception and other social events.
- Solicit exhibitors and sponsors.

October

- Make final caterer selection.
- Continue to solicit exhibitors and sponsors.
- Choose registration software.

November/December

- Contact local law libraries regarding their interest in being included on tours.
- Receive preliminary program copy from Program Committee.
- Create preliminary Annual Meeting Website but do not go live.
- Continue to solicit exhibitors & sponsors.

December

- Confirm caterer(s).
- Follow-up with vendors about exhibiting via mail or phone.

January

- Finalize schedule for institute, Exec Board, local law libraries tours, programs, coffee breaks, meals and other events.
- Launch and publicize Annual Meeting Website including Registration form, preliminary program, local restaurant recommendations, and transportation options.
- Select community service partner and communicate information to the Community Service Committee.
- Order tote bags.

February

- Expense/revenue reports due to the President one month prior to the annual chapter meeting.

- Send acknowledgment to Exhibitors, include hotel shipping address and confirm needs for Exhibit area (tables, a/v, etc.).
- Forward checks to Treasurer weekly for deposit.
- Make hotel reservations for AALL Chapter Visitor and guest speakers.
- Acquire registration supplies (name badges, folders, etc.).

March

- When processing registrations, track first time attendees, vegetarian meal requests, extra meal and/or event ticket purchases, institute registrations.
- Determine room assignments for programs. Prepare final program.
- Prepare any signs not being taken care of by the conference facility.
- Prepare schedule for registration desk and recruit volunteers.
- Contact exhibitors/sponsors regarding attendees names, prepare badges.
- Begin preparation of registrant name badges.
- Choose menus for opening reception food and drink, annual meeting meals, and annual meeting breaks.

One week before Annual meeting:

- Complete registrant name badges.
- Prepare a list of registrants and list of exhibitors.
- Give caterer(s) final head counts for meals, including vegetarian requests.
- Prepare written instructions for Registration Desk volunteers.
- Stuff registration packets.

After Annual Meeting:

- Review invoices from hotel and other service providers; forward to Treasurer.
- Prepare financial statement including income, expenses and profit or loss; send to President.
- Write annual report for Committee; send to President.
- Review meeting evaluations by attendees; incorporate any recommendations into annual report.

Membership Committee

Committee Charge

- Promotes chapter membership and vitality within the Southeastern region.
- Coordinates activities which spotlight new members, retiring members and the organization.

Responsibilities

Solicit New Members.

- Sends membership information to potential members.
- Distributes copies of membership brochure when appropriate or requested.
- Organizes chapter table for CONELL and Activities Area at AALL annual meeting.

Welcome New Members.

- Most new members are added as institutional members during the annual dues paying process.
- Committee will receive from the Treasurer a copy of any dues notices that indicate a new member.
- The committee will send a new member a welcome letter that will:
 - Provide information about upcoming chapter events, e.g. next annual chapter meeting, next annual business meeting.
 - Solicit biographical information for "SEAALL Briefs" column in *Southeastern Law Librarian*.
 - Include information on when to expect the next issue of the *Southeastern Law Librarian*.

SEAALL Membership Brochure.

- Updates as needed.

Member Maintenance

- Recognition of retiring members.
 - Letters of recognition.
 - Recognition by President during annual chapter meeting.
- Recognition of deceased members.
- Announcement of retiring and deceased members in *Southeastern Law Librarian*.
- Forwards names to AALL Executive Director, if also an AALL member.

Membership Retention

- Committee will receive a list of non-renewing members from Treasurer.
- Coordinates campaign to encourage non-renewing members to renew.

Life Members

- Solicits nominations for life memberships by May 15
 - Nominations must include biographical data and significant contributions to the chapter.
- Forwards names of nominees to Executive Board for approval.

Newsletter/Public Relations Committee

Committee Charge

- 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.
- Informs the legal and library communities, and other pertinent audiences, about law libraries and law librarianship, particularly the activities of the chapter and its members.

Composition

Once Committee members are appointed, the following positions should be established: production manager, advertising manager, and public relations coordinator.

Schedule

- Four issues per year are produced, approximately quarterly, with the schedule adjusted as needed to respond to the needs of the chapter.
- If it is necessary to deviate from the standard schedule, the Newsletter Editor will alert the Executive Board, all committee chairs and the membership as soon as possible.

Content

All issues include the following sections:

- "From the President"
- "Editor's Note"
- Listing of current officers
- Quarterly Financial Statement
- Calendar of Events

Specific issues may include the following sections:

- Committee memberships
- Announcements about annual chapter business meeting and reception during AALL
- Minutes of chapter business meetings
- Reports written by Elliott Scholarship winners
- Announcement of Service to SEAALL Award winner
- Dues reminder
- Application for Lucile Elliott Scholarship
- Solicitation of officer nominees
- Volume index
- Slate of candidates for upcoming election
- Program information about annual chapter meeting
- Solicitation of Service to SEAALL Award nominees
- Announcement of Lucile Elliott Scholarship winners
- Committee Volunteer form
- Substantive articles by members
- Proposed amendments to Articles and Bylaws
- Annual committee reports
- AALL announcements

- Short biographies of SEAALL candidates
- Library Profiles
- Reading Recommendations
- Featured Members

Distribution

- Sent to the newsletter editors of other AALL chapters via the CONE listserv.
- Published electronically on the SEAALL website and available to all Internet users.
- Two copies are sent to the Chapter Archives (in addition to the Archive holder's personal copy.)

Nominating Committee

Committee Charge

- Prepares the annual slate of candidates for chapter offices.
- Endeavors to present a balanced slate of candidates with regard to geography, type-of-library, areas of professional expertise, and personal characteristics such as gender and ethnic heritage
- Encourages all members to submit suggestions for well-qualified candidates.

Responsibilities

- Presents two candidates for each office. The committee, in consultation with the Executive Board, may choose to present one candidate for office.
- Solicits nominations from the membership by any available means, including newsletter notices, chapter meetings and appropriate Internet discussion lists.
- Candidates for Vice-President/President-Elect will be presented every year.
- Candidates for Secretary and a Member at Large will be presented in each even-numbered year.
- Candidates for Treasurer and a Member at Large will be presented in each odd-numbered year.
- Contacts potential candidates for consent to stand for office.
- The completed slate will be presented to the Executive Board for approval by November 1 and announced to the membership by December 1.
- Obtains candidates' biographical information for inclusion on the ballot.
- Maintains lists of potential candidates for use by future Nominating Committees.
- Encourages participation in the election process.
- Maintains lists of all previous candidates for office.

Placement Committee

Committee Charge

- Assists chapter members searching for new positions by communicating the availability of new positions.
- Responds to potential employers with information about SEAALL members who are interested in new employment opportunities.
- Serves as liaison between SEAALL members and prospective employers at the request of a SEAALL member.

Responsibilities

- 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.
- Placement services may be advertised through various means, including newsletter notices, chapter meetings, listservs, and on the SEAALL website.
- Monitors listservs, posting relevant positions to the SEAALL website.
- Maintains the “Current Opportunities” page of the SEAALL website by collecting pdfs of position announcements and sending them to the Webmaster to post. Also reminds the Webmaster to take down closed positions bimonthly.
- Placement activities during the annual chapter meeting:
 - Develops placement services notices for distribution to the membership with the preliminary program.
 - Organizes Placement binders with resumes and jobs for use during the annual chapter meeting.

Program Committee

Committee Charge

- Design, plan, and implement educational programming for the chapter.

Responsibilities

- In conjunction with the Local Arrangements Committee and the President, determines the Registration fee for the meeting.
- Develops a budget for approval by the Executive Board by December 1.
- Identifies programming topics, speakers and moderators.
- Works closely with the Local Arrangements Committee and hotel/facilities personnel to implement the educational program.
- The number of program slots and speakers may be dependent upon the facilities available and budget.
- A variety of programming methods should be utilized whenever possible.
- Committee members serve as program coordinators.
- Creates, distributes, and collects program evaluations.
- Reimbursement:
 - Only non-member speakers will be reimbursed for expenses. No chapter member or vendor speaker will be reimbursed.
 - Reimbursement will be limited to transportation (including mileage from home to airport), meals not provided as a part of the annual meeting at a per diem rate of \$50 per day and no more than \$25 for any one meal.
 - The payment of honoraria is discouraged.
 - Expenses for spouses or children of non-member speakers will not be reimbursed.
- Provides the names and arrival dates of the non-member speakers to the Local Arrangements Committee in order to have rooms reserved for the speakers.
- Collects biographical information on speakers and convey to the Local Arrangements committee.
- Annual Institute preceding the annual chapter meeting.
 - Identifies a theme and speaker(s).
 - Works closely with the Local Arrangements Committee and hotel/facilities personnel to implement the Institute.
 - Reimbursement policy for the Institute parallels that for the annual chapter meeting
 - Registration for the Institute is separate from that of the annual meeting.
 - In conjunction with the Local Arrangements Committee and the President, determine the Registration fee for the Institute.
 - Develops a budget for approval by the Executive Board. Institute income should equal or exceed institute expenses.

Meetings

- The committee is encouraged to meet during the annual chapter meeting, to conduct committee business via email and to hold conference calls as needed.
- Minutes will be recorded for each conference call and meeting.
- If significant committee business occurs via email, copies of significant messages should be maintained .

Scholarship Committee

Committee Charge

- Publicizes, manages, and awards the annual Lucile Elliott Scholarships, AALL Annual Meeting Registration Grant, CONELL Grant, Student Scholarship, Kathryn P. Mattox Memorial Scholarship, and other scholarships as established by the SEAALL Executive Board.

Committee Responsibilities:

- Coordinates budget for scholarship funding with President and Executive Board.
- Establishes scholarship application deadlines.
- Publicizes scholarship opportunities.
- Verifies that all applicants are chapter members in good standing.
- Notifies recipients and confirms service activity.

Scholarship Eligibility:

- All applicants except for Student Scholarship applicants must be a paid member of SEAALL at the time the application is completed.
- Associate members are not eligible for SEAALL scholarships.
- Scholarship Committee members are ineligible to receive scholarships or grants during their tenure on the Committee.
- Applicants who have received a SEAALL scholarship within the previous three years are ineligible to receive a scholarship or grant.

Types of Scholarships and Grants:

Student Scholarships (Fall) - intended to promote interest in the profession of law librarianship among library school students. It will be awarded to one or more students whom the Scholarship Committee determines has indicated a genuine interest in the profession of law librarianship and is likely to pursue a career in law librarianship.

- The recipient(s) will also be given a one-year membership in SEAALL.
- Guidelines for Selection:
 - Be a student registered at an ALA-accredited library school who resides within the geographic area covered by SEAALL, and who will continue as a student for another semester or quarter.
 - Completed application must be received by the stated deadline.
 - Submit 2 letters of recommendation from teachers and/or employers with the application.
 - Submit a personal statement that indicates a genuine interest in the profession of law librarianship with the application.
 - Submit a resume with the application.
- In selecting scholarship recipients, the Committee will consider the following factors:
 - Genuine interest in the profession of law librarianship as a career, evidenced by:
 - the personal statement
 - the resume
 - letters of recommendation
 - relevant work or internship experience
 - relevant course work
 - relevant professional activity

- Service Requirement: Student scholarship recipients are required to write a newsletter article about a topic the student learned about in library school or in an internship, preferably a topic that relates to law librarianship.

Lucile Elliott Scholarship (Spring) - provides financial aid for any purpose reasonably designed to improve one's career in law librarianship. Part of the purpose of these awards is to encourage recipients to remain in the profession.

- Guidelines for Selection:
 - Five points will be deducted for each SEAALL scholarship previously received by an applicant.
 - In selecting scholarship recipients, the Committee will consider the following factors:
 - Length of membership in SEAALL:
 - The Chapter wishes to encourage the participation of its newer members (3 years or fewer).
 - Participation and service to the law library profession
 - Demonstrated by participation in committees, sections, programs, projects, etc. of professional associations.
 - Intended use of scholarship - Scholarships may be used to provide financial aid for any purpose reasonably designed to improve one's career in law librarianship. Preference shall be given for attending any activity sponsored by SEAALL.
 - Lack of financial assistance from employer.
 - Letters of recommendation from a SEAALL member (but not from a member of the Scholarship Committee) and from applicant's supervisor or a major client.
- Service Requirement: Lucile Elliott Scholarship recipients are required to write a newsletter article in *The Southeastern Law Librarian* or to volunteer for a SEAALL committee.

Kathryn P. Mattox Memorial Scholarship (Spring) - provides funds to enable SEAALL members to attend AALL and SEAALL annual meetings

- In selecting scholarship recipients, the Committee will consider the following factors:
 - The Committee wishes to encourage the participation of its newer members (3 years or fewer), although no official preference will be given to this group in selecting award recipients. One award will be reserved for a student SEAALL member (assuming that a student applies and that his/her application warrants selection for an award).
 - Participation and service to the law library profession.
 - Demonstrated by participation in committees, sections, programs, projects, etc. of professional associations.
 - Lack of financial assistance from employer.
 - Letters of recommendation from a SEAALL member (but not from a member of the Scholarship Committee) and from applicant's supervisor or a major client.
- Service Requirement: Student Scholarship recipients are required to write a newsletter article. *The Southeastern Law Librarian* or to volunteer for a SEAALL committee.

AALL Annual Meeting Grant (Spring) - provides the cost of full registration at AALL to a SEAALL member.

- Completed applications are due on the last Friday in February.
- Amounts and date when funds are required by the end of February.

- Service Requirement: Annual Meeting grant recipients are required to write a newsletter article in *The Southeastern Law Librarian* or to volunteer for a SEAALL committee.

CONNELL Grant (Spring) - provides the cost of CONELL registration and the cost of staying in a hotel for one night to a SEAALL member.

- Service Requirement: CONELL grant recipients are required to write a newsletter article in *The Southeastern Law Librarian* or to volunteer for a SEAALL committee.

Committee Procedures

- Chair e-mails completed applications and ranking forms to committee members within a week of the application deadlines.
- Committee members return ranking sheets to Chair within 2 weeks.
- Chair resolves any ties and/or schedules a meeting to resolve any outstanding issues.
- Service Activities:
 - Recipients are required to accept or reject the award in writing and choose preferred service activity (serve on a committee or write a newsletter article) within 2 weeks of receiving the award. Service activity requirements vary according to the type of scholarship or grant awarded.
 - Recipients choosing to volunteer for a SEAALL committee should submit a ranked list of three committee preferences.
- Upon confirmation of service activity:
 - Notifies the VP/President-Elect of recipients choosing committee service.
 - Notifies the newsletter Editor of recipients choosing to write articles.
- Chair will notify the Treasurer of scholarship recipients, addresses, amounts and date when funds are required.
- Chair will monitor committee expenses/revenue during the year.

Archivist

Charge

- Maintains archives of chapter activity.

Responsibilities

- Maintains in an organized fashion the records of all chapter activities.
- Provides research assistance to officers, committee chairs or other chapter members seeking information about previous chapter practices.
- Solicits contributions of member files related to chapter activities for addition to the archives
- Identifies and seeks to fill gaps in the collection's holdings.
- Reminds committee chairs of their responsibility to forward older files to the archives.

Handbook Editor

Charge

- Maintains the Chapter Handbook and Procedure Manual.

Responsibilities

- Revises the handbook annually.
- Monitors *the Southeastern Law Librarian* and other SEAALL communications for potential handbook revisions.
- Notifies all officers and committee chairs and individuals of the deadline for handbook revisions.
- Provides drafts of all handbook modifications to those who have suggested changes and to other affected positions.
- Drafts of all handbook modifications are reviewed by the President and Vice-President/President-Elect.

Registered Agent

Charge

- Houses and maintains the Chapter's Minute Book.

Responsibilities

- The Chapter's Registered Agent must be a resident of the State of Florida and serves as such for a minimum of three years.
- The Registered Agent is responsible for housing and maintaining the Chapter's Minute Book.
- The Minute Book should include:
 - Copies of the minutes of the Chapter's Executive Board Meetings from the Secretary.
 - Copies of the minutes from the Chapter's Business Meetings from the Secretary.
 - Copies of the Chapter's annual corporate report prepared by the Registered Agent.
 - Copies of the Chapter's annual budget prepared by the Treasurer.
 - Copies of the Chapter's income tax return from the Treasurer.
- Should the appropriate officer not provide copies of the above listed reports, the Registered Agent should request them from the officer.

Corporate Information

- SEAALL is a section 501 (c)(6) non-profit trade association under federal income tax laws.
- The Chapter is incorporated in the state of Florida.
- A chapter member who is resident in the state of Florida serves as Registered Agent for the chapter.
- The Chapter's Employer Identification Number is: 5-8-1592266
- The Chapter's accounting period (fiscal year) ends March 31.

Corporate Reports

- A report is required annually by the Florida Secretary of State.
- The report is prepared by the Chapter's Registered Agent and sent to the Treasurer.
- The Treasurer pays the corporation filing fee as required by the state of Florida and mails the report, providing a copy of the signed report to the Registered Agent.

Income Tax Reports

- The Chapter is incorporated as a non-profit corporation and is not required to file a federal or state income tax return unless gross receipts exceed \$25,000 per year.
- The Treasurer provides a copy of the chapter's Florida and Federal income tax returns to the Registered Agent.

Webmaster

Charge

- Creates, modifies, and maintains the SEAALL website.
- The purpose of the SEAALL [website](#) is to provide information to SEAALL members.

Responsibilities

- Website Content
 - Creating and monitoring, new and updated substantive content is the responsibility of the respective officer/committee chair or their designee.
 - Implementing the changes or updates within a reasonable time frame is the responsibility of the Webmaster.
 - Within one year after the Annual Chapter Meeting, the Webmaster will create a pdf version of the Annual Meeting website and archive it on the SEAALL website. The Webmaster will notify the Local Arrangements Chair when this task has been completed and the live website can be deleted.
- Website Modification
 - Assesses the current SEAALL website and determines the need to revise the design or information architecture.
 - Decisions significantly affecting the design, aesthetic, and functional presentation of the SEAALL website are determined by the Webmaster in consultation with the SEAALL President and Executive Board.
- Website Maintenance
 - SEAALL website server hosting decisions are the responsibility of the Webmaster in consultation with the SEAALL President and Executive Board.
 - Continuing operation and accessibility of the SEAALL website is the responsibility of the Webmaster.
 - Repairing the SEAALL website within a reasonable time frame is the responsibility of the Webmaster.

Appendix

Agenda - SEAALL BUSINESS MEETING @ AALL

City, State
Date
Location, Time

1. Approve minutes of prior business meetings
2. Treasurer's Report
3. Committee Reports
 - a. Articles and Bylaws
 - b. Community Service
 - c. Education & Publications
 - d. Government Relations
 - e. Membership
 - f. Newsletter & Public Relations
 - g. Nominations
 - h. Placement
 - i. Program
 - j. Scholarship
2. Future Meeting Locations – if applicable
3. Service to SEAALL Award – if applicable
4. Lifetime membership presentation – if applicable
5. Chapter VIP – if applicable
6. Old Business
7. New Business
8. Announcements
9. Adjourn

SEAALL Annual Meeting Exhibitor Solicitation

Dear xxx:

On [date], the Southeastern Chapter of AALL (SEAALL) meeting will be held in xxx at the xx hotel. The theme for the meeting is xxx. A Pre-Conference Institute will be held on [date]. The next day, the Meeting will officially start with the Opening Reception at the xxx. Friday, {date}, begins with the Chapter breakfast and business meetings, followed by the Plenary Session. The speaker for the Plenary Session will be AALL program/President-Elect

The meeting will end on [date], with the SEAALL Breakfast and a half-day of programs. We expect approximately 200 in attendance. The price for exhibiting is \$xx for a 6' x 30" table (with cloth and skirt), access to an electrical outlet and one complimentary set of meal/event tickets.

Program breaks will be held in the exhibit area so attendees will have many opportunities to speak with the exhibitors. The exhibit schedule will be as follows:

Thursday, [date] 4:00 p.m. - 6:00 p.m. Exhibits Set-up

Friday, [date] 7:30 a.m. – noon and Exhibits Open

2:00 p.m. – 5:00 p.m.

Saturday, [date] – noon Exhibits Open

On behalf of SEAALL, I encourage you to consider exhibiting at our Annual Meeting. Please feel free to contact me at xxx.

President and/or Local Arrangements Chair

SEAALL Annual Meeting Corporate Sponsorship Solicitation

Dear [individual]:

SEAALL, the Southeastern Chapter of AALL, is in the planning stages for what promises to be another exciting annual meeting in (Geographic location, annual meeting date). Name, Library affiliation, Program Chair, and Name, Library affiliation, Local Arrangements Chair, have selected a theme which (reflects law librarianship, etc....describe further):

Specify Theme

The generous support which (Corporate Name) has provided to SEAALL in recent years has been instrumental to the success of our programming. Last year, (Corporate Name) tremendous support underwrote (describe event). In addition, (Program Chair name)'s creativity, energy and follow through were responsible for one of our most well-received educational institutes ever!

I trust that (Corporate Name) will continue to support SEAALL at a level at least comparable to last year's \$XXX. I also hope that you will consider joining us yourself in (location). The location of this year's meeting should make it a record-breaker in terms of attendance.

I look forward to hearing from you regarding (Corporate Name) plans for support of the SEAALL annual meeting. Thank you again for your continuing support of SEAALL and law librarianship.

Very truly yours,

President and/or Local Arrangements Chair

SEAALL Annual Meeting Corporate Sponsorship Acknowledgement

Dear [individual]:

Thank you for your contribution and sponsorship of the SEAALL Annual Meeting.

Regarding [Corporate Name's] contribution, the check should be made payable to SEAALL and mailed to the address below.

Thanks again for your continuing and consistent support of law librarianship!

Very truly yours,

SEAALL President and/or Local Arrangements chair.

Dear [individual]:

I am writing to both acknowledge and thank you for your generosity in contributing \$XXX towards the SEAALL Annual Meeting in [location] in [meeting month].

We will use your contribution for our [describe event, for example: Opening Reception at the xxx], and we will also acknowledge your gift in our program.

Thank you for contributing to the Annual Meeting of the Southeastern Association of Law Libraries! Your kindness is very much appreciated.

Very truly yours,

President and/or Local Arrangements Chair

Annual Meeting Sample Information for Web Registration Form

Individual fees vary by year. Below are fees from 2014.

Name: Affiliation:

Address: City: State: Zip:

Phone: FAX: E-mail:

SEAALL member? Yes ___ No ___

Is this your **first** SEAALL meeting? Yes ___ No ___

Full Registration (Includes educational programs; Opening Reception; Friday breakfast, lunch and evening at the xx; Saturday breakfast; and all breaks).

Please indicate if you prefer a vegetarian and/or vegan selection for the Friday Luncheon:

SEAALL member \$200 (late \$250)

Non-Members \$250 (late \$300)

Students (no meals) \$90 (late \$110)

Subtotal:

Per Day Registration (Educational programs only; tickets to social events may be purchased separately.)

Opening Reception only (\$50)

Friday only \$100 (late \$125)

Saturday only \$75 (late \$90)

Total Payment:

Please check the programs you plan to attend so we can determine the room size needed:

Concurrent Session: A-1 _____ A-2 _____ A-3 _____

Concurrent Session: B-1 _____ B-2 _____ B-3 _____

Concurrent Session: C-1 _____ C-2 _____ C-3 _____

Concurrent Session: D-1 _____ D-2 _____ D-3 _____

Concurrent Session: E-1 _____ E-2 _____ E-3 _____

Law Libraries Tours: Thursday date

There will be walking tours of law firm and court libraries in the downtown area. Meet in the xx promptly at 3:00 p.m. The law libraries at xx will be open for touring from 2:00 to 4:00 p.m.

Directions will be available. There is no need to register in advance for these tours.

Deadlines

Hotel reservation:

Annual Meeting registration:

SEAALL Institute Registration:

Last Day to cancel Meeting or Institute registration for full refund:

Cancellations postmarked by March 4, 2014 will receive a full refund.

SEAALL Annual Meeting Speaker Information and Acceptance Form

Speaker Name:

Position:

Organization:

Address:

Phone: Fax: Email:

Title of program:

Equipment needed:

Brief biographical sketch:

Speakers warrant that their presentation and handouts are their original creations and that

- 1) they have not been published elsewhere, or
- 2) if previously published, necessary permissions have been secured.

Room Set-up: The default set-up will be a table in front for the speakers to sit. Audience in chairs/rows facing the speaker table.

If you require a different room set-up, please explain:

Computer projector is needed. (Computer will not be provided.)

Live internet connections will not be provided.

Other type of AV equipment is needed, please indicate here.

Please return form to xx by xx date.

SEAALL Annual Meeting Evaluation Form

Thank you for attending the 20xx SEAALL Annual Meeting.

We are eager to hear about your experiences with the educational programming. Member comments are reviewed carefully and are an important component in our plans for future meetings. Thank you for taking a few minutes to complete this survey.

1. How would you rate the Institute sessions held on Thursday, [date]? (list individual sessions)

Poor Fair Good Very Good Excellent

2. How would you rate the programs held on Friday, April 15? [date]? (list individual sessions)

Poor Fair Good Very Good Excellent

3. How would you rate the programs held on Saturday, April 16? (list individual sessions)

Poor Fair Good Very Good Excellent

4. How would you rate the Conference overall in the following areas?

Poor Fair Good Very Good Excellent

**Number and variety
of programs offered
relevant to my
current professional
responsibilities**

**Professional growth
from the
Educational
Programs**

**Overall Impression
of the Educational
Programs**

5. General comments and suggestions:

SEAALL Annual Meeting Site Nomination Form

In order for the SEAALL Board and committees to adequately plan the local arrangements for annual meetings, nominations for sites are requested several years in advance. The nomination must be made by a group willing to act as the local arrangements committee, should the nomination be accepted. A representative of this group should complete the form below and forward it to the Secretary, [Secretary Name and contact information] for submission to the SEAALL Executive Board.

Proposed Site, and Year:

List the names, addresses, and email addresses of those putting forth this proposal:

Why is this a great place for SEAALL to meet?

Proposed Dates (List 1st, 2nd, 3rd choices, keeping in mind any conflicts with Easter or Passover):

Estimated Hotel Room Rates:

Describe transportation options to the site:

Any final comments?

Chapter VIP Nomination Form

Deadline for submission: [date]

For general information about the Chapter VIP program, visit: [web address]

In addition to free AALL registration, SEAALL will authorize the reimbursement for travel expenses up to \$1,000 for Chapter VIPs who are selected and attend AALL.

Nominator Name:

Affiliation:

Address:

Email Address:

Telephone Number:

Nominee Name:

Affiliation:

Address:

Email Address:

Telephone Number:

Please explain how SEAALL, the law librarian profession, or your individual library would benefit from the nominee's attendance at the AALL Annual Meeting (attach additional page if needed):

[checkbox] I have discussed the VIP Program with the nominee. If selected as a VIP, the nominee will be able to attend the AALL Annual Meeting including the SEAALL Business Meeting and Reception. I will also be responsible for escorting the VIP throughout the AALL Annual Meeting as well as introducing the VIP to other VIPs, SEAALL members, and AALL members.

Please submit this form to [President and/or Scholarship Committee Chair] via email: [contact info and deadline]

SEAALL Committee Volunteer Form

Get involved! The success of SEAALL depends largely on the work of dedicated volunteers like you. In order to continue the dynamic work of our organization, you are invited to volunteer for one of our organization's committees.

To facilitate diversity in committee membership, you may choose to respond to the gender and ethnicity questions.

The deadline for submission of this form is [date].

1. Name:

2. Institutional Affiliation:

3. Type of Employment

- Academic Institution
- Private Law Firm
- Corporation
- Court
- Government Agency
- Self-Employed
- Student
- Non-student Unemployed
- Other

4. Email:

5. Telephone:

6. Gender (Optional)

- Female
- Male

7. Race/Ethnicity: (optional)

- American Indian or Alaskan Native
- Asian
- Black or African American
- Hispanic or Latino
- Hawaiian or Other Pacific Islander
- White or Caucasian
- Other

8. Length of Time as a SEAALL member

- Less than 2 years
- 2 - 5 years
- 6 - 10 years
- More than 10 years

9. Have you previously served on a SEAALL committee? If yes, please list committees:

10. Please indicate your interest in serving on a SEAALL committee. Choose up to three committees in the order of preference, where "1" would represent the committee on which you would most like to serve. For descriptions of the committees, visit: [web address]

List committees

SEAALL Dues Notice

SOUTHEASTERN CHAPTER OF THE
AMERICAN ASSOCIATION OF LAW LIBRARIES, INC.

INVOICE - ANNUAL MEMBERSHIP DUES
July 1, 20xx - June 30, 20xx
FEI #58-1592266

Check membership category:

___ Institutional. Any institution may designate members. Membership resides with the institution. Dues are \$20 per designee (\$200 maximum). New members please use reverse side for address information.

___ Individual. Anyone connected with a law library within the Chapter area. Membership resides with the individual. Dues are \$20. New members please use reverse side for address information.

___ Associate. Any person, company or institution anywhere, not connected with law libraries, or connected with law libraries outside the region. Dues are \$20. New members please use reverse side for address information.

___ Student. Anyone enrolled in library school within the region. Dues are \$10. New members please use reverse side for address information.

Are you a member of AALL? Yes _____ No _____

Current Members - Make any necessary corrections to your entry.

Mail form to: [address]

New Member Information:

- Membership Category:
- Name:
- Address:
- Phone:
- E-mail:

Officer Candidate Biographical Information

BIOGRAPHICAL INFORMATION

STEVEN D. HINCKLEY (Vice President/ President-Elect)

Current Position: Associate Dean for Research and Technology, George Mason University., Arlington, VA.

Education: MSLS, The Catholic University of America, 1989; JD, University of Toledo, 1979; BS, Grand Valley State College, 1976.

Professional Association Activities:

AALL: AALL/Library of Congress Task force on Validity and Accuracy of Online Legal Information , 1997 to date; Program Speaker, "Managing CALR in Law Libraries," Annual Meeting, 1996; Moderator, "Net Gain: Learning to Bank on the Internet," Annual Meeting, 1995;

SEAALL: Program Speaker, "Connecting to the Future: Integrating Technology into the Law Library," Annual Meeting, Richmond, 1995; Program Speaker, "Prisoner Access to Law Libraries," Annual Meeting, Callaway Gardens, 1992.

Virginia Association of Law Libraries: Chapter President, 1988-1989.

Publications:

- Americans With Disabilities Act Bibliography
- "The Case for Law Librarians (AALL Conference Report)," Library Journal, pp. 143-45 (Sept. 1, 1992).
- "Computer Networking at the University of Richmond School of Law: Preparing Tomorrow's
- Lawyers to Succeed in a Technological World," 9 The CALI Report 3, 5 (Spring 1992).

Financial StatementSoutheastern Chapter of the American Association of Law Libraries, Inc.
FINANCIAL STATEMENT

OPENING BALANCE		\$ 6,658.06
ADD INCOME		
Dues	\$6,110.00	
Interest	29.74	
1995 Joint Meeting	\$5,915.86	
TOTAL INCOME	\$12,055.60	
	\$18,713.66	
DEDUCT EXPENSES		
Scholarship	\$280.00	
Newsletter - Printing	\$398.96	
Returned dues check	\$20.00	
Bank charge for returned check	\$5.00	
Election -- Ballot envelopes	\$16.13	
Duplication	\$63.25	
Postage	\$208.96	
TOTAL EXPENSES	\$992.30	
CLOSING BALANCE		\$17,721.36
Cash at bank		
Respectfully submitted		
[name],		
Treasurer		

SEAALL Annual Meeting Financial Report

Income & Expense Statement

Income

Institute Registration		
Member	[# of registrants]	[total]
Non-Member	[# of registrants]	[total]
Annual Meeting Registration		
Member	[# of registrants]	[total]
Non-Member	[# of registrants]	[total]
Student	[# of registrants]	[total]
Per Day	[# of registrants]	[total]
Late Fee	[# of registrants]	[total]
Opening reception	[# of registrants]	[total]
Luncheon	[# of registrants]	[total]
Total	\$xxx,xxx	
Exhibitor Registration	[# of registrants]	[total]
Contributions	xxx	
TOTAL INCOME	\$xxx	

EXPENSES

Meals, Events \$xxx
 Local Arrangements \$xxx
 Meeting Expenses \$3xxx
 Outside speakers \$xxx
 TOTAL EXPENSES \$xxx

PROJECTED PROFIT

\$xxx

EXPENSE DETAIL

Meals, Events

Breakfast & Break - Thursday [# of attendees] [cost per individual] [total]
 Breakfast & Break - Friday [# of attendees] [cost per individual] [total]
 Breakfast - Saturday [# of attendees] [cost per individual] [total]
 Break - Saturday [# of attendees] [cost per individual] [total]
 Friday lunch [# of attendees] [cost per individual] [total]
 Friday lunch flowers \$xxx
 Thursday reception [# of attendees] [cost per individual] [total]
 Reception rental fee
 Caterers \$xxx
 Entertainment \$xxx
 Total Meal/Events \$ xxx

Local Arrangements

Printing \$xxx

Name tags, supplies \$xxx

Photocopying \$xxx

Tote Bags xxx

Local Arrangements Total \$xxx

Meeting Expenses

A/V Charges \$xxx

Contributions

List vendor names and contribution amounts

Total \$xxx

Exhibitors [number of exhibitors] [cost per exhibit] [total]

Outside speakers expenses: Hotel, airfare, honoraria, and/or food

Committee: Budget Request

To: President and/or Executive Board
From: Committee Chair
Re: Anticipated Expenses (include dates)
Date:

Following are the expenses I anticipate incurring to (explain purpose of request).

Photocopies Complete Revision	200 pages @ .05 per page x 22 copies	\$230.00
Photocopies Summer update	200 pages @ .05	11.00
Binders Style undecided		50.00
Divider tabs	20 sets x .99	21.00
Postage Initial distribution		20.00
Postage Summer update (20 x .75)		15.00
Total		\$347.00

Explanation: These numbers are dependent upon the individual costs of the type of binding chosen. I'll examine all reasonably priced options. The number of handbooks mailed will be dependent upon the number of folks who don't attend the chapter meeting. It may not be necessary to produce a summer supplement if there is no significant activity during the chapter business or executive committee meetings. I've included tax and rounded most numbers up.

Let me know if you need additional information.

Request for Reimbursement

Note: Before submitting a request for reimbursement, review the Expense Reimbursement Policy

TO: SEAALL Treasurer

FROM:

DATE:

RE: Request for Reimbursement of Expenses

Listed below are the expenses incurred in relation with (State purpose of request. For example: the recent SEAALL balloting).

Receipts are attached. Please make check payable to:

and mail to:

Postage \$123.45

Return Address Stamp 13.50

Plain Envelopes (Large and Small) 33.69

Photocopies of the Ballot 54.00

Photocopies of Candidates' Biographies 183.47

Total \$457.84

Annual Committee Report

Program Committee - 1996-97

The Program Committee started early on its task of creating programming for the annual meeting to meet the needs of all of our members, whatever their area of specialization or type of library. The Committee first met at the Annual Meeting last spring in Austin to identify possible themes and program topics.

Shortly thereafter, committee members ranked their preferences and a list of desired programs was identified. Next, committee members selected the three programs they would most like to coordinate and moderate. Each committee member was allocated two programs from their lists for which they were to identify and locate speakers and refine program descriptions. Although the programs which will be held in Tallahassee differ somewhat from our original lists, it was essential that we begin this process early enough to allow time for unforeseen intervening events. Coordinators handle everything from obtaining biographical information and equipment needs from speakers to drafting a program description for insertion in the preliminary program. Service on the Program Committee is among the most demanding and rewarding available to SEAALL members.

We operated with the guiding principle that we should select SEAALL members as presenters whenever possible, for budgetary reasons. The Annual Meeting registration fee is a function of the local arrangements and program committees determining - in concert - a level at which programming and social activities can be provided at a reasonable cost to our members. Each year's annual meeting is in large part defined by its venue, both in terms of expenses and programming limitations. The SEAALL Handbook provides detailed information on dates and deadlines as well as more specific guidelines for future program committee chairs.

After a year of hard work, brainstorming and lots of creativity, persistence and flexibility from committee members, the fruits of our labors are 17 educational programs and a full day communications institute, coordinated by Kathy Crosslin of LEXIS- NEXIS. A total of 33 speakers will be sharing their expertise during the annual meeting. Without the energy and commitment of each of the following committee members these programs would not have been possible.

They will serve as coordinators and moderators at the Annual Meeting and deserve the gratitude of everyone who is in attendance at the Annual Meeting.

Rhea Ballard-Thrower (Georgia State University)
Kathy Crosslin (LEXIS/NEXIS) Atlanta, GA
Edna Dixon (Georgia State University)
Thomas R. French (University of North Carolina at Chapel Hill)
Catherine Lawman (Law Library of Louisiana)
Ebba Jo Sexton (University of Kentucky)
Lisa Williams (Parker, Poe, Adams & Bernstein) Raleigh, NC
Donna Bausch (Norfolk Law Library), Chair