

## President

### A. Charge

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, Treasurer, Immediate Past President and two Members-at-large. 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*) **[revised annual meeting - 7/12/98]**
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. 1*)
3. If the office of secretary, treasurer or member-at-large becomes vacant for any reason, the president will be empowered to appoint a successor to fill out that office for the remainder of the unexpired term. (*Articles, Art. VI, Sec. 1*) **[revised annual meeting - 4/18/97; revised annual meeting - 7/12/1998]**
4. 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. 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. (*Articles, Art. VII, Sec. 1*)
7. 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 winter while the President is completing his/her term as Vice-President/President-Elect.]
8. 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*)
9. 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, Article III, Sec. 1*)
10. In the event that the office of vice-president/president elect becomes vacant, a special election will be held to fill that office for the remainder of the unexpired term. Candidates for this special election will be selected by the Executive Committee. At the discretion of the Executive Committee, the special election may be held by mail or by a voice vote at a Chapter meeting. (*Bylaws, Art. III, Sec. 3*) **[added annual meeting - 4/18/97]**
11. 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. Responsibilities **[revised 4/99]**

1. Meetings
  - a. Generally

- (1) The President is the presiding officer at all meetings of the chapter and of the Executive Committee. Meetings of the chapter and the Executive Committee are governed by the current edition of Sturgis' Standard Code of Parliamentary Procedure. **[revised annual meeting - 4/18/97]**
  - (2) The President sets the date and place of all Executive Committee meetings, preparing the agenda for all meetings and ensuring that information regarding the meetings is properly distributed. The President requests attendance by committee chairs having concerns or issues requiring Executive Committee attention.
- b. Annual chapter meeting
- (1) The President works closely with the Local Arrangements and Program Committees to plan and execute the annual chapter meeting.
  - (2) The President, in conjunction with the Executive Committee, reviews and approves applications for hosting the annual chapter meeting as received by the Secretary. Sites should be chosen at least two years in advance of the meeting if possible. **[revised executive committee meeting - 4/17/97]**
  - (3) The President chooses the option of hosting a visit from an AALL Board representative at the annual chapter meeting. Appropriate contact should be maintained with the visitor and with the Local Arrangements Committee to ensure accommodations are arranged and programming material is transmitted. **[revised 4/99]**
  - (4) The President is responsible for solicitation of sponsorships for the annual chapter meeting. These activities are separate from the solicitation for exhibitors at the annual chapter meeting which is handled by the Local Arrangements Committee. **[added 4/99]**
  - (5) The Local Arrangements Committee section of this Handbook includes the majority of the details involved in planning of the annual chapter meeting. **[added 4/99]**
  - (6) Receives and maintains program and speaker evaluations for use in AALL program planning. **[added 4/01]**
- c. Joint Meetings
- (1) The President is responsible for any negotiations between SEAALL and other chapters in connection with a joint meeting.
  - (2) Chapter policy states that any revenue from a joint meeting 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. **[added 4/99]**
- d. Chapter business meeting
- (1) The President handles all arrangements for the chapter business meeting and reception traditionally held during the AALL annual meeting. **[revised 4/99]**
2. Appointments
- a. Committees. The President makes appointments to all standing and special committees from volunteers who are solicited in the winter of each year. A Committee Volunteer Form is printed in the Winter issue of the *Southeastern Law Librarian*, is posted on the SEAALL web site, is distributed via seall-l and may be distributed during the annual chapter meeting. [In practice, this responsibility is executed by the Vice-President/President-Elect in the winter prior to becoming President.] **[revised 4/99, 4/01]**
  - 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. For most committees, the appointment term will be for two years.
  - d. Specific Committee Requirements
    - (1) Committee sizes are to be treated as guidelines only. Actual committee size each year will depend upon the number of volunteers and planned committee activities for the coming year.
      - (a) 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. Additional members may be appointed at the discretion of the President. **[revised 4/01]**
      - (b) Government Relations -- At AALL's request, a member from each state included in the geographic area of SEAALL should be appointed. **[revised 4/01]**
      - (c) Membership -- Requires one member from each state and Puerto Rico. Only half the membership should turn over annually.
      - (d) Newsletter/Public Relations -- The chair serves a minimum of two years.
      - (e) Nominating -- Maximum size is five. Must have an odd number of members to avoid tie votes. Diversity of library type particularly important. Members should not be appointed for two year terms. **[revised 4/99]**
      - (f) Placement -- Maximum size is five.
      - (g) Program -- Maximum size is ten. Members are not generally appointed for two years.
      - (h) 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.
3. Chapter Administration
- a. General Administration.
    - (1) The President is responsible for the performance and enforcement of all Chapter rules and procedures.
    - (2) The President works with committee chairs to establish goals and projects for the year.
  - b. Elections
    - (1) The President receives the proposed slate of candidates from the Nominating Committee and authorizes the Nominating Committee Chair to announce the slate to the membership.
    - (2) Promptly upon receipt of the annual election results from the Secretary, the President will notify the candidates of the outcome of the election.
    - (3) After notifying the candidates, the President notifies the remaining Board members of the election results. [The Secretary will notify the membership of the election results.]
  - c. Miscellaneous.
    - (1) The President writes a column on Chapter affairs for each issue of the *Southeastern Law Librarian*.
    - (2) The outgoing President presents the incoming President with a gavel upon the assumption of office.
    - (3) The President submits any Articles or Bylaws changes to the appropriate AALL committee for review.
  - d. Correspondence.
    - (1) The President responds to communications from AALL and other organizations, i.e. requests for suggested nominations for AALL offices. The President should consult with the Executive

Committee when necessary. **[revised 3/98]**

4. Chapter Finances

a. Annual Budget **[revised executive committee meeting - 4/17/97]**

(1) This budget includes all chapter expenses other than those associated with the annual chapter meeting which has a separate budget.

(2) Current year budget

(a) After assuming office, contact each committee chair regarding any potential expenses other than those previously tallied in preliminary budget prepared by outgoing President.

(b) Incorporate additional funding requirements into a final budget. Distribute final budget to Executive Committee during the annual chapter business meeting.

(3) Upcoming year budget

(a) Prior to the annual chapter meeting, the President will contact each outgoing committee chair regarding any expenses incurred or revenues accrued during the year.

(b) The President will compile this information and forward a preliminary budget to the Vice-President/President-Elect.

b. Operations

(1) Consults with Treasurer on possible long term investment of any chapter funds.

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. The President may authorize the expenditure of up to \$500 without Executive Committee approval.

3. Contracts

a. The President 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, EXCEPT in the instance of contracts entered into as a result of the annual educational meeting. The Local Arrangements Committee Chair may sign those documents in consultation with the President.

b. The President should maintain the original of all current contracts in his/her files. Copies of any contracts signed by the Local Arrangements Committee Chair will be provided to the President. Following the termination or lapse of any contract, the copy should be conveyed to the Chapter's archives.

**E. Relationship with Other SEAALL Officers, Administrative Positions and Committees**

1. Vice-President

a. Maintain contact with the Vice-President/President-Elect regarding the activities and functioning of the chapter by providing copies of correspondence including email messages. **[added 3/00]**

2. Executive Committee
  - a. Consults with Executive Committee on choice of future chapter annual meeting sites.
  - b. The Executive Committee should be consulted in regard to chapter governance.
3. Secretary
  - a. Receive and approve minutes of Executive Committee meetings and chapter business meetings.
  - b. Receive copies of current Articles & Bylaws after amendment. **[added 4/99]**
4. Treasurer
  - a. Receive regular reports on chapter finances.
  - b. Consult, along with the Executive Committee, regarding potential investment of excess chapter funds. **[revised 3/00]**
5. Archives
  - a. Forward chapter records as listed in section G below.
6. Handbook Editor
  - a. Notify of modifications in chapter procedures to be documented in handbook.
  - b. Provide oversight and counsel to Handbook editor when questions arise regarding proposed Handbook revisions. **[added 3/98]**
7. Registered Agent
  - a. Provide annual budget to Registered Agent for addition to chapter minute book.
8. Articles and Bylaws Committee
  - a. Serve as a committee member, along with Vice-President/President-Elect and Immediate Past President.
9. Government Relations Committee
  - a. The committee will notify the President of developments in the member states that may require chapter comment.
10. Local Arrangements Committee
  - a. Participates in the choice of date for annual chapter meeting sites chosen during term of office. **[added 4/99]**
  - b. In conjunction with Program Committee and Local Arrangements Committee, sets budget for annual chapter meeting and annual educational institute.
  - c. In conjunction with other members of Executive Committee, approve budgets for the annual educational program and the annual institute.
  - d. In conjunction with other members of Executive Committee, review unanticipated expenses in the execution of the annual chapter meetings and institutes.
  - e. President coordinates solicitation of sponsorships for the annual chapter meeting. **[added 4/99]**
11. Membership Committee
  - a. The committee will forward the names of retired and deceased members to the President and will coordinate their recognition at chapter meetings.
  - b. The committee will forward any candidates for life membership to the President for a vote of the membership. **[added 4/99]**
12. Newsletter/Public Relations Committee

- a. Prepares "President's Column" for each issue of the *Southeastern Law Librarian*.
- b. Consult the most recent issue of the *Southeastern Law Librarian* for copy deadlines.

13. Nominating Committee

- a. In conjunction with other members of Executive Committee, approve the slate of candidates by December 1. **[revised 3/00]**

14. Program Committee

- a. See the Program Committee section for more specific details of planning for the annual chapter meeting and annual education institute. **[added 4/99]**
- b. The annual chapter meeting program theme is coordinated with the President and Local Arrangements Committee.
- c. Coordinate time slots for committee meetings, executive committee meetings and business meetings
- d. In conjunction with other members of Executive Committee, approve budgets for the annual educational program and the annual institute.
- e. In conjunction with other members of Executive Committee, approve unanticipated expenses in the execution of the annual chapter meetings and institutes
- f. Receive regular budget reports during the planning of the annual chapter meeting and institute

15. Scholarship Committee

- a. In conjunction with other members of Executive Committee, set the amount of funds available for scholarship awards by July 31.
- b. Coordinate announcement of scholarship winners at annual chapter meeting.

16. Service to SEAALL Committee

- a. Receive reports of committee activities as appropriate.

**F. Reimbursement of Expenses [revised 4/99]**

1. Ordinary expenses, such as phone calls, postage and copy charges incurred in the performance of the duties of the President will not be reimbursed by the Chapter.
2. Requests for reimbursement of expenses incurred for budgeted expenses must be submitted to the Treasurer with appropriate documentation, including a cover memo and receipts.
3. Income forwarded to the Treasurer for deposit in the Chapter bank account must be accompanied by a cover memo and appropriate documentation detailing the source of the income.

**G. Chapter Records**

1. Receive from predecessor

By mid-May of the year he/she assumes office, the President receives from the Immediate Past President the set of President's Records consisting of the following:

- a. Minutes of all Chapter and Executive Committee meetings for the previous three years
- b. Originals of all current Chapter contracts
- c. Copies of any Local Arrangements contracts
- d. 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. President's Correspondence file
- g. Final chapter budgets for the previous three years
- h. Annual reports and budget requests of Committees for the previous two years
- i. Copies of meeting announcements and meeting agendas for the previous two years.

2. Collect during term
  - a. Minutes of all Chapter and Executive Committee 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
  - e. Significant correspondence
  - f. Final Chapter Budget and Audit Report
  - g. Annual reports and Budget requests of Committees
  - h. Meeting announcements and meeting agendas
  
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.

#### H. Calendar of Responsibilities

**March/** Assume office at end of business meeting during annual chapter meeting.

**April**

**April** Chapter fiscal year begins

*Southeastern Law Librarian* President's column copy due by April 30. **[added 3/00]**

Send committee list to SEAALL webmaster and handbook editor. [added 3/05]

Send in food request forms for SEAALL reception at AALL annual meeting to AALL Headquarters.

**April/** Convey all appropriate records to the new Vice-President/President-Elect and receive the records

**May** of the outgoing President within one month of assuming office, but no later than May 15.

**May** Correspond with incoming committee chairs regarding special projects and potential expenses or revenue for the coming year.

Distribute preliminary list of committee members to incoming committee chairs.

**June** Prepare final budget for distribution at Executive Committee meeting at AALL annual meeting.

Notify Executive Committee and any invited guests (committee chairs, etc.) about details of meeting during AALL annual meeting.

Announce to membership details of annual chapter business meeting and reception during AALL annual meeting.

Set budget for annual chapter meeting in conjunction with Program Committee and Local Arrangements Committee - to be completed by September 1.

- July** Chapter membership year begins
- Attend annual meeting of AALL
- Attend the Council of Chapter Presidents meeting and participate in training activities.
- Preside over Executive Committee meeting and annual chapter business meeting during AALL annual meeting.
- Establish with Executive Committee and Scholarship Committee funds available for Elliott Scholarship by July 31.
- Southeastern Law Librarian* copy due by July 30. **[added 3/00]**
- August** Contact Program Chair and Local Arrangements Chair to review planning responsibilities for the annual chapter meeting.
- Distribute final list of committee members if necessary.
- Budget for annual chapter meeting due by September 1.
- Send in request for an AALL Executive Board representative to make a chapter visit during the SEAALL annual chapter meeting to the AALL Headquarters executive Director
- October** *Southeastern Law Librarian* copy due by October 30. **[added 3/00]**
- November** Receive slate of candidates from Nominating Committee by November 1.
- Approve slate by December 1. **[added 3/00]**
- January** *Southeastern Law Librarian* copy due by January 30. **[added 3/00]**
- January/February** Handbook modifications due to editor two months prior to annual chapter meeting **[revised 4/99]**
- February/March** Remind committee chairs to prepare final committee report to be due no later than two weeks prior to the annual chapter meeting.
- Contact committee chairs about expenses and revenues during the past year.
- Compile preliminary budget information and transmit to Vice-President/President-Elect.
- Notify Executive Committee and incoming/outgoing committee chairs of details of Executive Committee meeting as necessary.
- March/April** Preside at Executive Committee meeting during annual chapter meeting and at business meeting during annual chapter meeting.
- Present gavel to incoming President.

**I. Relevant Chapter Forms [Revised 3/98]**

1. Committee volunteer form
2. President's Column -- (*Editor's Note - pending*)
3. Annual committee report
4. Budget report
5. Reimbursement memo
6. Business meeting agenda
7. Fund raising letter
8. Sponsorship acknowledgment
9. Sponsorship thank you
10. Annual meeting budget/expense report