

General Committee Guidelines

A. Articles/Bylaws Statements

1. There shall be the following standing committees:
(1) Program; (2) Membership; (3) Nominating; (4) Placement; (5) Scholarship; (6) Articles and Bylaws; (7) Newsletter and Public Relations; (8) Education and Publications; (9) Government Relations; (10) Service to SEAALL. The president shall appoint all members of the standing committees. (*Articles, Art. VIII*) **[revised annual meeting - 4/18/97]**
2. Special committees may be created as necessary. The president shall appoint all members of the special committees. (*Articles, Art. VIII*)

B. Composition of Committees

1. Committee members will be appointed by the incoming President from those of the general membership who express an interest on the Committee Preference Form.
2. The incoming President may also solicit other members for committee membership, if necessary.
3. When appropriate, committee members will be appointed to two year terms to provide continuity for the committee.
4. Prior to the annual chapter meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
5. The incoming President will attempt to balance committees both geographically and by type of library.

C. General Committee Responsibilities

1. Committee Charge
 - a. Committees shall execute their responsibilities as defined by the general committee charge.
 - b. Committees shall execute any special responsibilities as directed by the incoming President in a special charge to the committee.
2. Reports **[revised 4/99]**
 - a. The Committee Chair will prepare an annual detailing the activities of the committee for distribution at the annual chapter meeting.
3. Meetings
 - a. Committee Meetings **[revised 4/99]**
 - (1) The committee is encouraged to meet during the annual chapter meeting, to conduct committee business via email and to hold conference calls as needed.
 - (2) Minutes will be recorded for each conference call and meeting.
 - (3) If significant committee business occurs via email, copies of significant messages should be maintained in print for committee files
 - (4) Time will be made available for committee meetings during the annual chapter meeting
 - (5) Rooms will be made available to the extent the meeting location permits.
 - b. Executive Committee Meetings
 - (1) The Chair or a designate will attend any Executive Committee meeting if invited by the President.
4. Chapter Finances **[added executive committee meeting - 4/17/97]**
 - a. Chair will monitor committee expenses/revenue during the year.
 - b. Chair will notify outgoing President of totals prior to the annual chapter meeting.

5. Relationships with other SEAALL Committees or Officers
 - a. The Committee will establish and maintain contact with any SEAALL Committee or Officer indicated in the appropriate Chapter handbook section, or with any other committee as is required to complete its responsibilities.

6. Reimbursement of Committee Expenses
 - a. Ordinary expenses such as phone calls, postage and photocopy costs incurred in the performance of committee activities will not be reimbursed by the Chapter. **[revised 4/99]**

 - b. Budgeted Expenses
 - (1) Reimbursement memos for budgeted items should be submitted to the Treasurer with a cover memo explaining the reimbursement sought and including any receipts or supporting documentation. **[revised 4/99]**
 - (2) Committees should consult their specific Handbook section for details on normal budgeted expenses.

 - c. Expenses Not Previously Budgeted
 - (1) Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
 - (2) Requests for reimbursement should be submitted to the President and/or Executive Committee on with a cover memo explaining the reason for the request and any supporting documentation. **[revised 4/99]**
 - (3) Upon approval, President will forward the Reimbursement memo to the Treasurer for payment.

7. Committee Procedures
 - a. Each Committee should look to this Handbook for information regarding the existing policies and procedures of the committee.
 - b. The Committee may modify stated policies or procedures or develop new policies or procedures if directed by the Executive Committee or as may become necessary for the efficient functioning of the committee and the completion of its responsibilities.
 - c. **Substantive** changes in policies or procedures should be submitted to the Executive Committee for review.
 - d. **ALL** changes in polices or procedures should be documented and submitted to the Handbook Editor one month prior to the next annual chapter meeting.

8. Maintenance and Transfer of Records
 - a. The Chair will collect and maintain all appropriate committee records during his/her term of office.
 - b. The outgoing Chair will transfer all records identified in the Handbook section on the Committee to the incoming Chair within one month of the annual chapter meeting, but not later than May 15.
 - c. The outgoing Chair will transfer all records identified for inclusion in the SEAALL Archives in a timely fashion.

D. Calendar of Responsibilities

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

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

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

Chair receives copy of Chapter Handbook or relevant sections from Handbook Editor.

April Chapter fiscal year begins

Southeastern Law Librarian copy due April 30. **[added 3/00]**

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

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

Chair solicits ideas for special projects from committee members.

June Chair prepares preliminary committee report. Report is due to President one month prior to chapter business meeting.

July Chapter membership year begins

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

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

Southeastern Law Librarian copy due July 30. **[added 3/00]**

October *Southeastern Law Librarian* copy due October 30. **[added 3/00]**

January *Southeastern Law Librarian* copy due January 30. **[added 3/00]**

**January/
February** Handbook modifications due to editor two months prior to annual chapter meeting **[revised 4/99]**

**February/
March** Chair prepares or delegates the preparation of final committee report. Report is due to President one month prior to annual chapter meeting or as requested by President.

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

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

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

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

E. Relevant Chapter Forms [revised 3/98]

1. Annual Committee Report
2. Reimbursement memo
3. Budget report
4. Other forms specific to the Committee as identified in the appropriate Handbook section.