

Membership Committee

a. Committee Charge

- i. The Membership Committee will promote chapter membership and vitality within the southeastern region, will maintain and distribute an biannual Membership Directory, and will coordinate activities which spotlight new members, retiring members and the organization.

b. Articles/Bylaws Statements

- i. There shall be the following standing committees: ... (2) Membership ... (*Articles, Art. VIII*)
- ii. The president shall appoint all members of the standing committees. (*Articles, Art. VIII*)
- iii. The Chapter may at any regular meeting by a vote of two thirds of those present elect to life membership those who have been members of the Chapter for at least 10 years, who have reached the age of fifty-five years, unless retirement was due to health reasons, have retired from full-time active library work, and have a record of substantial service to the chapter. **[revised July 1998]** (*Bylaws, Art. I, Sec. 1*)
- iv. The Chapter may at any regular meeting by a vote of two thirds of those present elect non-members as honorary members. (*Bylaws, Art. I, Sec. 1*)

c. Composition

- i. Prior to the annual business meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
- ii. For most efficient functioning, this committee needs a member from each state and Puerto Rico.
- iii. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
- iv. The incoming President may also solicit other individuals for committee membership, if necessary.
- v. Committee members will be appointed to two year terms to provide continuity for the committee.
- vi. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

d. Responsibilities

- i. Solicitation of new members
 - (1) Send membership information to potential members upon request as part of a membership solicitation campaign.
 - (2) Distribute copies of membership brochure when appropriate or requested.
 - (3) Coordinate membership solicitation activities by individual members (e.g. members teaching law librarianship classes, appearances at career days, etc.)
 - (4) Organize chapter table in Activities Area of AALL annual meeting.
- ii. Welcome new members. **[revised 4/99]**
 - (a) There will generally not be an overwhelming number of new members in any given year. Most will come during the annual dues paying process as institutional members substitute new members for those who have departed.
 - (b) Committee will receive a copy of any dues notices that indicates a new member or any completed new member brochure from the Treasurer.
 - (c) The committee will send a letter welcoming the new member to the chapter.
 - (i) Provide information on when to expect the next issue of the *Southeastern Law Librarian*
 - (ii) Provide information about upcoming chapter events, e.g. next annual chapter meeting, next annual business meeting
 - (iii) Solicit biographical information for "SEAALL Briefs" column in *Southeastern Law Librarian*.

- (d) To assist with this process, the Membership Database manager will provide the committee with a copy of a current membership list in April and in September.
- iii. SEAALL membership brochure.
 - (a) Update as needed in coordination with Newsletter/Public Relations Committee for consistency with other SEAALL publications.
- iv. Mentor Program
 - (1) Publicize program in *Southeastern Law Librarian* and in program mailing.
 - (2) Solicit current members to serve as mentors.
 - (3) Coordinate with the Local Arrangements committee for name badges to be marked designating new members.
 - (4) Coordinate with Local Arrangements committee for name badges at annual meeting to be marked for mentors and mentees.
 - (5) Coordinate initial meeting of mentors and mentees
 - (6) Acknowledge and welcome new members during annual chapter meeting and annual chapter business meeting.
- v. Member maintenance
 - (1) Recognition of retiring members
 - (a) Letters of recognition
 - (b) Recognition by President during annual chapter meeting.
 - (2) Recognition of deceased members
 - (a) Announcement in *Southeastern Law Librarian*
 - (b) Forward names to AALL Executive Director, if also an AALL member.
 - (3) Membership Retention
 - (a) Coordinate campaign to encourage non-renewing members to renew.
 - (b) Obtain list of non-renewing members from membership database manager. **[added 4/99]**
- vi. Membership Directory
 - (1) Produce and distribute the biennial membership directory and odd numbered years.
 - (2) Obtain current paid membership list from Treasurer and/or Membership Database Manager
 - (3) Coordinate production with Membership Directory Editor and Newsletter/Public Relations Committee.
- vii. Life Members
 - (1) The committee will accept nominations for life memberships.
 - (2) Nominations must include biographical data and significant contributions to the chapter. If possible, the nomination should include documents, testimonials, news stories or other similar supporting evidence.
 - (3) Submissions should be mailed to the current committee chair by May 15.
 - (4) If all documentation is in order, the nominees will be submitted for a vote of the membership during the annual chapter business meeting.
 - (5) Members honored with life membership shall be invited to attend the next annual chapter meeting.
- viii. Chapter Finances **[added executive committee meeting - 4/17/97]**
 - (1) Chair will monitor committee expenses/revenue during the year.

- (2) Chair will notify outgoing President of totals prior to the annual chapter meeting.
- ix. Handbook
 - (1) The committee will review the committee procedures set out in the Chapter Handbook annually, suggesting modifications to the Handbook Editor and, if necessary, to the Executive Committee.
 - x. Reporting **[revised 4/99]**
 - (1) The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.
 - xi. Meetings
 - (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. **[revised 4/99]**
 - (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. **[revised 4/99]**
 - (4) The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
 - (5) The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.
- e. Relationship to SEAALL Officers, Administrative Positions or Other Committees**
- i. President
 - (1) The committee will forward the names of retired and deceased members to the President.
 - (2) The committee will coordinate the recognition of new, retired and deceased members at chapter meetings with the President.
 - ii. Treasurer
 - (1) The Treasurer will provide the committee with new member information.
 - (2) The committee will work with the Treasurer to determine current membership roles for preparation of the Membership Directory.
 - iii. Handbook Editor
 - (1) The committee will provide proposed additions and revisions to the procedures included in this Handbook.
 - iv. Education/Publications
 - (1) The committee will provide the Education/Publications Committee with any committee work deemed appropriate for the SEAALL web site. **[added 3/98]**
 - v. Membership Database/Directory Editor
 - (1) The committee will coordinate the production of the Membership Directory with the Editor.
 - (2) The editor will provide membership mailing labels when needed and when a mailing is approved by the Executive Committee.
 - (3) The editor will provide a copy of the membership list in April and September each year. **[added 4/99]**
 - vi. Newsletter/Public Relations Committee
 - (1) The committees will coordinate the maintenance and updating of the membership brochure.
 - (2) The committees will coordinate the production of the Membership Directory.

- (3) The Membership Committee will provide biographical information on new members for the "SEAALL Briefs" column. Consult the most recent issue of the *Southeastern Law Librarian* for copy deadlines.

vii. Local Arrangements Committee

- (1) The committee will coordinate the activities of the Mentor Program with the Local Arrangements Committee.

viii. Program

- (1) The committee may work with the Program Committee to develop program proposals relevant to the charge of the Membership Committee.

ix. Other SEAALL Committees

- (1) The Committee will develop relationships with other SEAALL committees as needed.

f. Reimbursement of Committee Expenses

i. Ordinary Expenses

- (1) 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]**

ii. Budgeted Expenses

- (1) The chapter will reimburse the costs of any mass membership mailing when approved by the Executive Committee.
- (2) The chapter will reimburse the production costs for a revised membership brochure when revision is required and approved by the Executive Committee.
- (3) The chapter will reimburse the cost of production and mailing of the biennial Membership Directory.
- (4) 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]**

iii. 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.

g. Chapter Records

i. Receive from immediate past chair

- (1) Committee files for the previous three years
 - (a) Membership Committee reports.
 - (b) Minutes of committee meetings and conference calls.
- (2) Copies of any project files for the previous three years.
- (3) Stock of membership brochures

ii. Collect during term

- (1) Items enumerated above.

- iii. Convey to successor/Archives
 - (1) Items enumerated above.
 - (2) Older files and materials are to be sent to SEAALL archives.

h. Calendar of Responsibilities

March/ Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the
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.

Incoming Chair receives copy Chapter Handbook from Handbook Editor

Receive copy of membership list from Membership Database manager

April Chapter fiscal year begins

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

April/ Incoming Chair receives files from previous chair within one month of annual chapter
May 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.

Organize staffing and activities for chapter table in Activities Area of AALL annual 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]**

September Receive updated copy of membership list from Membership Database manager.

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

October/

November Forward Mentor Volunteer form to Local Arrangements Committee Chair for annual chapter meeting mailing. **[added 3/98]**

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

January/ Handbook modifications due to editor two months prior to annual chapter meeting

February [revised 4/99]

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

Submit list of retired and deceased members to 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.

Receive list of new members registered to attend SEAALL meeting from Local Arrangements Committee for mentor program.

April/ Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL

May Archives within one month following annual chapter meeting, but no later than May 15.

i. Relevant Chapter Forms [Revised 3/98]

- i. Annual Committee Report
- ii. Reimbursement memo
- iii. Welcome letter -- *(Editor's Note: pending)*
- iv. Potential member letter -- *(Editor's Note: pending)*
- v. Retiring member letter -- *(Editor's Note: pending)*
- vi. Former member letter -- *(Editor's Note: pending)*
- vii. Membership brochure/application form
- viii. Budget report
- ix. Mentor/mentee volunteer form -- *(Editor's Note: pending)*