

## Newsletter/Public Relations Committee

### a. Committee Charge

- i. The Committee 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. The committee 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.

### b. Articles/Bylaws Statements

- i. There shall be the following standing committees: ... (7) Newsletter and Public Relations (*Articles, Art. VIII*) **[revised Annual meeting - 4/18/97]**
- ii. The president shall appoint all members of the standing committees. (*Articles, Art. VIII*)

### c. Composition

- i. The chair of this committee typically serves a minimum of two years.
- ii. Upon notification that the current chair wishes to step down, the incoming President will appoint a new committee chair from the committee membership of the previous year prior to the annual chapter meeting.
- 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.
- vii. Once Committee members are appointed, the following positions within the committee should be established: production manager, advertising manager, public relations coordinator, and SEAALL Briefs coordinator.

### d. Responsibilities

- i. Producing the *Southeastern Law Librarian*
  - (1) Four issues per year are produced, approximately quarterly, with the schedule adjusted as needed to respond to the needs of the chapter and the Newsletter/Public Relations committee.
  - (2) If it is necessary to deviate from the standard schedule set out in this Handbook, the Chair will alert the Executive Committee, all committee chairs and the membership to the change as soon as possible.
  - (3) All issues include the following sections
    - (a) "SEAALL Briefs", a column of announcements of member activities
    - (b) "From the President"
    - (c) "Editor's Note"
    - (d) Listing of current officers
    - (e) Quarterly Financial Statement
    - (f) Calendar of Events
  - (4) Specific issues include the following sections
    - (a) Committee memberships (Spring) **[revised 4/01]**
    - (b) Announcements about annual chapter business meeting and reception during AALL (Summer)
    - (c) Minutes of chapter business meetings (Summer - annual chapter meeting; Fall - annual chapter business meeting)

- (d) Reports written by Elliott Scholarship winners (Summer, Fall, or Winter)
  - (e) Announcement of Service to SEAALL Award winner (Summer)
  - (f) Dues reminder (Summer)
  - (g) Application for Lucille Elliott Scholarship (Fall)
  - (h) Solicitation of officer nominees (Summer)
  - (i) Volume index (Fall/Winter)
  - (j) Slate of candidates for upcoming election (Winter)
  - (k) Membership Directory (Winter - biennial)
  - (l) Program information about annual chapter meeting (Winter and/or Spring)
  - (m) Solicitation of Service to SEAALL Award nominees (Winter and Spring)
  - (n) Announcement of Lucille Elliott Scholarship winners (Spring)
  - (o) Committee Volunteer form (Winter)
- (5) Other content
- (a) Substantive articles by members
  - (b) Proposed amendments to Articles and Bylaws (if time allows: Winter issue for vote at annual chapter meeting, Spring issue for vote at annual chapter business meeting)
  - (c) Annual committee reports (as space allows)
  - (d) AALL announcements (as space allows)
- (6) Distribution
- (a) The *Southeastern Law Librarian* is distributed to presidents and newsletter editors of other AALL chapters (as long as the chapter budget can support this distribution).
  - (b) Two copies are sent to the Chapter Archives (in addition to the Archive holder's personal copy).
  - (c) Copies are sent to each library school in the southeastern region.
  - (d) Copies are distributed to current and potential advertisers (as stock is available).
- ii. 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.
- iii. Handbook
- (1) The committee will review the committee procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and, if necessary, to the Executive Committee.
- iv. 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.
- v. 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) Prepares "President's Column" for each issue of the *Southeastern Law Librarian*.
- ii. Secretary
  - (1) Prepares minutes of chapter business meeting for appropriate issues of the *Southeastern Law Librarian*.
  - (2) Submits proposed amendments to Articles and Bylaws (if time permits).
- iii. Treasurer
  - (1) Prepares financial report for each newsletter issue.
- iv. Handbook Editor
  - (1) The committee will provide proposed additions and revisions to the procedures included in this Handbook.
- v. Membership Database/Directory Editor
  - (1) Coordinate the production of the Membership Directory with the Editor [along with the Membership Committee].
  - (2) Provides mailing labels for each issue.
- vi. Articles and Bylaws Committee
  - (1) Prepares information on proposed amendments (if time permits before balloting).
- vii. Education/Publications Committee
  - (1) Coordinate vendor support for publication projects to pursue/not pursue newsletter advertisers.
  - (2) The committee will provide the Education/Publications Committee with any committee work deemed appropriate for the SEAALL web site. **[added 3/98]**
- viii. Membership Committee
  - (1) Prepares information on Mentor program in anticipation of annual chapter meeting.
  - (2) Prepares announcements of retired and deceased members.
  - (3) Prepares information on new members for the "SEAALL Briefs" column.
  - (4) Coordinate production of membership brochure for consistency of style, etc.
  - (5) Coordinate production of Membership directory [along with the Membership Database/Directory Editor].
- ix. Nominating Committee
  - (1) Prepares information on candidates (if time permits before balloting)
- x. Program Committee
  - (1) Prepares information on annual educational program and institute.
  - (2) Newsletter/Public Relations Committee may provide assistance with publicity of an educational program and institute.
- xi. Scholarship Committee
  - (1) Prepares article outlining guidelines and soliciting applications and application for Lucille Elliott Scholarship
  - (2) Ensures that scholarship recipients prepare articles.

xii. Service to SEAALL Committee

- (1) Prepares information on the solicitation of nominees for and granting of the Service to SEAALL award.

xiii. 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 cost of production of the *Southeastern Law Librarian*, including printing and mailing costs.
- (2) 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]**
- (3) Specific arrangements for the payment of newsletter expenses will be subject to local needs. **[added 3/98]**

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) Newsletter/Public Relations Committee reports.
  - (b) Minutes of committee meetings and conference calls.
  - (c) Details on current advertisers
- (2) Copies of any project files for the previous three years.
- (3) Back stock of *Southeastern Law Librarian* issues

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 of appropriate sections of Chapter Handbook 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 the President one month prior to the chapter business meeting at AALL.

**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 committee report. Report is due to President one month prior to annual chapter meeting.

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 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. Budget report
- iv. Advertising invoice