

**Procedures Manual of the
Southwestern Association
of Law Libraries**

Last Revisions:
Revisions April 2002 & March 2003

Stylistic changes August 2001
Substantive changes August 1998

TABLE OF CONTENTS

- I. INTRODUCTION
- II. LIST OF SWALL OFFICERS AND COMMITTEES
- III. GENERAL PROCEDURES FOR OFFICERS AND COMMITTEE CHAIRS
- IV. OBLIGATIONS AND PROCEDURES OF A NON-PROFIT CORPORATION
 - A. DUTIES IN MAINTAINING 501(C)(3) STATUS
 - B. DUTIES AS A REGISTERED TEXAS NON-PROFIT CORPORATION
- V. SPECIFIC DUTIES OF OFFICERS AND COMMITTEE CHAIRS
 - A. OFFICERS
 - 1. President
 - 2. Vice President/President-Elect
 - 3. Secretary
 - 4. Treasurer
 - B. STANDING COMMITTEES
 - 1. General Comment #1
 - 2. General Comment #2
 - 3. Board of Directors (Executive Committee)
 - 4. Constitution and By-laws Committee
 - 5. Finance Committee
 - 6. Grants Committee
 - 7. Legal Information Services to the Public
 - 8. Life Membership and Memorials Committee
 - 9. Local Arrangements Committee
 - 10. Membership Committee
 - 11. Nominating Committee
 - 12. Private Law Libraries Committee
 - 13. Program Committee
 - 14. Public Relations Committee
 - 15. Publications Committee
 - 16. Recruitment Committee
 - C. SPECIAL COMMITTEES
 - 1. General Guidelines
 - 3. Special Committee on Technology
 - D. SWALL ARCHIVIST
 - E. AALL LIAISON

1. Internet Coordinator
2. Public Relations Liaison

APPENDIX A

AWARDS DETERMINED BY THE BOARD OF DIRECTORS

- Outstanding Member Award
- Lifetime Achievement Award
- William S. Hein Scholarship

APPENDIX B

- Grant Guidelines
- Grant Qualifications and Recipients
 - Kate Mara Award
 - SWALL Travel Grants
 - The Marian Boner Award
 - Travel Grants To AALL

APPENDIX C

LIFE MEMBERSHIP AWARD QUALIFICATIONS AND RECIPIENTS

APPENDIX D

ANNUAL MEETING PROCEDURES

- Guidelines
 - Site for the annual meeting
 - Before the meeting
 - Arrangements within the hotel
 - Finances
 - Events on the program
 - Those little extras
 - After the meeting
 - Meeting with the Incoming Local Arrangements Committee
- SWALL Annual Meetings
- SWALL Meetings at AALL

APPENDIX E

SWALL BULLETIN GUIDELINES AND PUBLICATION SCHEDULE

- Introduction
- Acquiring Information
- Printing
- Distribution
- Electronic Publication
- Bulletin* Contents and Printing Schedule

APPENDIX F

SWALL ARCHIVES

- Guidelines
- Attachment I
 - Deposit Agreement
- Attachment II
 - Retention Schedule
- Policy and Regulations Governing Use of the Archives

Archives User Application
SWALL ARCHIVES REMINDER

APPENDIX G
SWALL OFFICERS, 1958-2003

BACK TO THE TOP

I. INTRODUCTION

A. Purpose

This *Procedures Manual*, prepared by the Special Handbook Committee and approved by the Board of Directors (Executive Committee), will assist officers and committees in performing their duties as defined in the Articles of Incorporation and By-laws of the Southwestern Association of Law Libraries (hereinafter SWALL). Each officer and committee chair shall read the provisions of the Articles of Incorporation and By-laws as well as the section(s) of the *Procedures Manual* concerned with the particular office or committee.

B. Responsibilities

A majority of the Board of Directors (Executive Committee) must approve the *Procedures Manual* and substantive amendments. The President shall provide each chair with a copy of the *Manual*. All officers and committee chairs shall update the procedures outlined in their sections of the *Manual*. At the end of the term of office, each officer and committee chair shall review files, discard unnecessary papers, transmit any files and the *Manual* to the incoming officer or chair, and brief the person on the position. The new officer or chair will then, after reading the old files, turn the files over to the archivist for processing and filing.

April 2002 & March 2003 Revisions edited by:
Arturo Torres
Constitution and By-laws Committee
March 31, 2003

August 2001 Stylistic Revisions by:
H. Kumar Percy
Publications Chair

August 1998 Revision edited by:
Sharon Blackburn, Chair
Constitution and By-laws Committee
August 6, 1998

II. LIST OF SWALL OFFICERS AND COMMITTEES

A. OFFICERS

President
Vice President/President-Elect
Secretary
Treasurer

B. STANDING COMMITTEES

Board of Directors (Executive Committee)
Constitution and By-laws
Finance
Grants
Legal Information Services to the Public
Life Membership and Memorials
Local Arrangements
Membership
Nominating
Private Law Libraries
Program
Public Relations
Publications
Recruitment

C. SPECIAL COMMITTEES

None in place as of April 2003

D. SWALL ARCHIVIST

Liaisons

III. GENERAL PROCEDURES FOR OFFICERS AND COMMITTEE CHAIRS

The American Association of Law Libraries (AALL) has chosen to extend its concerns for the development of law librarianship and law librarians through the formation of Chapters; therefore, all activities of Chapters must be consistent with the unified by-laws and policies of AALL.

SWALL is a Chapter of AALL. The officers and committees of the Chapter must comply with the AALL Constitution and By-laws and SWALL Articles of Incorporation and By-laws. For further guidance, Chapter officers and committees should follow the ensuing general procedures:

The business affairs of the Chapter reside in the hands of responsible people who:

- A. Attend to office and committee communications promptly and thoroughly throughout the year;
- B. Keep current their financial records of income and expense with receipts that involve Chapter activities;
- C. Maintain well-organized files that must be passed to each succeeding officer or committee chair and the SWALL Archives;
- D. When practical convene committee meetings as needed. The old committee should meet before the business meeting of the annual meeting. If practicable, the incoming chair should attend. The new committee should meet after the business meeting to plan for the year ahead;
- E. Coordinate plans and activities with other Chapter officers and committees with common interests and with related AALL committees, Chapters, or Special Interest Sections; and
- F. Prepare accurate and complete reports of committee work and recommendations for the Board of Directors, particularly for presentation at business meetings. A copy of the report must be given to the archivist for the chapter files.

IV. OBLIGATIONS AND PROCEDURES OF A NON-PROFIT CORPORATION

A. Duties in Maintaining 501(C) (3) Status

The Internal Revenue Service has granted 501(c) (3) status as a non-profit corporation to SWALL. All officers and committee chairs should consider that the corporation is dedicated to planning and completing projects that provide education to the public on legal and law-related issues.

B. Duties as a Registered Texas Non-Profit Corporation

SWALL is registered with the Texas Secretary of State as a Non-Profit Corporation. SWALL maintains registration by filing reports and fees with the Secretary of State's office. The registered agent, Tony Estrada, in consultation with the SWALL Board of Directors, files these reports. The registered office is the Texas State Law Library.

V. SPECIFIC DUTIES OF OFFICERS AND COMMITTEE CHAIRS

A. OFFICERS

1. President

1. The President serves as a member of the Board of Directors presiding at all meetings of the SWALL membership and of the Board of Directors (the Board), and enforces all regulations relating to the administration of the Chapter.

2. The President shall call meetings other than the annual meeting as deemed necessary or when requested to do so by the Board (By-laws Article 4.3).
3. The President plans the agenda of the SWALL meeting held during the AALL annual meeting. (Generally, because planning requirements for AALL take place so far in advance, the President has already arranged for a room and meeting time while serving as Vice President/President-Elect).
4. The President serves as a member of the Finance Committee (Executive Committee minutes, 3/22/90).
5. The President appoints all members of the Standing Committees to perform the duties prescribed in the guidelines. (Note: In order to provide continuity and increase efficiency, the President will want to encourage the Vice President/President-Elect to solicit volunteers for committees and committee chairs that will serve during the V.P.'s tenure as president).
 - a. Special Committees

The establishment of a Special Committee and appointment of its members require Board approval. The President gives to a Special Committee Chair guidelines and a specific written charge describing the duties of the Special Committee. In considering persons for any committee appointment, the President will give due consideration to geographical, type-of-library, experience, and skill factors.
6. The President sees to the publication of a roster of officers and committees on the SWALL web site and in the first *SWALL Bulletin* following new appointments.
7. The President furnishes each member of the Board with a copy of the proposed agenda prior to each annual meeting.
8. The Immediate Past President with assistance of the President sends to the person designated by AALL, before May 1 of each year, the annual report of the Chapter.
9. The President serves as the Chapter representative to the Council of Chapter Presidents and attends the Council meeting at the annual AALL meeting.
10. The President, on behalf of the SWALL Board of Directors, investigates the purchase or renewal of the Chapter's liability insurance (see *infra* Board of Directors #9.)
11. The President carries out all other customary duties of the office, those specified in the By-laws, AALL Guidelines, or assigned by the AALL Board of Directors.
12. The President submits files to the SWALL Archives, according to the Archives guidelines.

2. Vice President/President-Elect

1. In the absence of the President, the Vice President presides at all meetings of the Chapter and the Board of Directors.
2. The Vice President serves as a member of the Board of Directors.
3. In the event that the President resigns prior to the completion of a regular term, or, in the judgment of the Board of Directors, is unable to perform the duties of the office, the Vice President assumes the remainder of that term.
4. The Vice President chairs the Program Committee. For details, see duties listed under Appendix D, "The Annual Meeting Procedures" in this *Procedures Manual*.
5. The Vice President coordinates the work of the Program and Local Arrangements Committees and oversees planning for the up-coming annual meeting. The Vice President sets the theme for the annual meeting and presides at the opening luncheon. Using the available *AALL publications and resources* as guidelines, the Vice President also consults the previous annual reports of the Program and Local Arrangements Committees as well as the "Guidelines for the Annual Meeting Procedures" printed in Appendix D of this *Procedures Manual*.
6. The Vice President serves as a member of the Finance Committee (Executive Committee minutes, 3/22/90).
7. In order to increase efficiency and continuity, and with the President's approval, the Vice President/President-Elect will want to solicit volunteers for committees and committee chairs that will serve during the V.P.'s tenure as president. A committee volunteer form may be posted on the SWALL website.
8. The Vice President commissions and presents a commemorative award to the President (generally a plaque in appreciation of service) at the end of the SWALL annual meeting.
9. Because of AALL's need to plan far in advance, the Vice President normally makes arrangements in the fall of his or her term for the SWALL meeting to be held the following summer during the AALL Annual Meeting. After all, that meeting will occur after the Vice President has become the President.
10. The summer after election, the Vice President must attend AALL leadership training and the Council of Chapter Presidents meeting held during the AALL Annual Meeting.
11. The Vice President submits files to the SWALL Archives, according to the Archives guidelines.

3. Secretary

1. The Secretary records and transcribes the minutes of all SWALL business meetings.
2. At least 10 days before the *SWALL Bulletin* deadline, the Secretary sends copies of the minutes to the SWALL officers, and, after any corrections, to the Editor of the

SWALL Bulletin, to the attorney representing SWALL, and to the Archives following the established guidelines for the Archives. The Secretary keeps a copy of the corrected minutes in the SWALL minute book. The Secretary also sends a copy of the corrected minutes to the corporation's attorney in care of Doris Upton at Simmons, Plattner, Schneidman, and Schneider, 1707 East Highland Suite 190, Phoenix, AZ 85016.

3. Following the SWALL Archives Guidelines (see Appendix F), the Secretary retains correspondence and records files and submits them to the Archives.
4. The Secretary writes and files letters of invitation, notification, and appreciation. The President, Vice-President, or a Committee Chair may, by mutual agreement, write such correspondence but must see that copies reach the files of the Secretary.
5. If unable to attend a meeting, the Secretary must make arrangements in advance for a replacement Secretary to read the minutes of the previous meeting and to record the current meeting.
6. The Secretary receives notices of proposed amendments to the constitution (Constitution, Article V. 1).
7. The Secretary performs duties assigned by the Board of Directors and serves as a member of the Board.

4. Treasurer

1. The Treasurer maintains an accurate and current record of all financial transactions of the Chapter.
2. When collecting money, the Treasurer issues receipts when necessary and deposits the monies in Chapter accounts (e.g., checking or savings).
3. The Treasurer disburses monies as authorized by the Board of Directors and keeps receipts and/or documentation of all checks issued.
4. The Treasurer prepares a formal written report for presentation at the SWALL meeting held during the AALL annual meeting and gives copies of the report to the Board of Directors prior to that presentation. The Treasurer usually makes enough copies of the report to distribute one or two per table at the meeting. The report covers the transactions of the previous fiscal year, which runs June 1 to May 31. The report appears in the First Annual issue of the *SWALL Bulletin*.
5. The Treasurer also makes a formal written interim report for presentation at the SWALL annual meeting, once again giving copies of the report to the Board of Directors prior to that presentation. The Treasurer usually makes enough copies of the report to distribute one or two per table at the meeting. The report covers the transactions of the financial year from June 1 to the annual meeting. The report appears in the *SWALL Bulletin*.
6. When required, the Treasurer fills out appropriate reports and files the fees with the IRS and the Texas Secretary of State's office. The IRS reports and fees must be

filed on or before October 15 each year. Normally however, the Treasurer need not file income tax reports with the IRS unless the Chapter's annual gross receipts exceed \$25,000. Moreover, reports or other filings with the Texas Secretary of State are periodic and only required when requested from that office.

7. When necessary, the Treasurer makes copies of all financial reports, tax filings, and other official financial documents and sends them to the corporation's attorney in care of Doris Upton, Plattner, Schneidman, and Schneider, 1707 East Highland Suite 190, Phoenix, AZ 85016.

8. If unable to attend a meeting, the Treasurer must arrange in advance for a replacement Treasurer to distribute and read the financial report.

9. Due to the requirements of the Articles of Incorporation, the person acting as Treasurer must reside in Texas.

10. Periodically, the Treasurer transfers older financial records to the SWALL Archives.

11. The Treasurer serves as a member of the Board of Directors.

12. The Treasurer chairs the Finance Committee. For details, see the duties listed under Finance Committee in this *Procedures Manual*.

13. Immediately after the new officers take office, the Treasurer will arrange for the current President and Vice-President to have signature authority to SWALL's bank accounts.

a. The Treasurer is responsible for obtaining, completing, recording, and returning all signature cards to the bank with which SWALL has its accounts.

B. STANDING COMMITTEES

1. General Comment #1

In June 1988, the Board of Directors (Executive Committee) determined that three years is the maximum term one person may serve as chair of the same committee. This restriction applies only to the chair, not to a member of a committee.

2. General Comment #2

Committee chairs and members are encouraged to meet face-to-face at least once during the year. The Committee chairs should schedule a meeting during the SWALL annual meeting (when a specific time is usually set aside - check with the Program Chair for the actual time) and/or the AALL annual meeting. Chairs should also maintain contact with their committee members throughout the year.

3. Board of Directors (Executive Committee)

Purpose: The Board is the governing board of SWALL and serves as coordinating body and liaison with the AALL. The Board consists of the President, Vice President, Secretary, Treasurer, and the Immediate Past President.

1. The Board generally meets before and after the SWALL annual meeting, during the AALL annual meeting, and at other times as necessary.
2. The Board receives, considers, and approves recommendations from officers and committee chairs.
3. The Board may initiate agenda items, studies, or projects and, after approval of the membership, carry out the planned action. Any change in the Articles of Incorporation or By-laws and any projects requiring a substantial expenditure of SWALL funds must be approved by the membership. The Board will also need to seek membership approval for committee recommendations affecting the membership as a whole. The Board should also seek approval of actions that could be controversial or divisive.
4. The Board, after being furnished with an agenda and financial report, discusses those matters that are to come before the membership at the annual meeting.
5. The Board maintains relations with the American Association of Law Libraries.
6. The Board approves the charge for and the creation of Special Committees and the appointment of members to Special Committees.
7. The Board approves the purpose, number, and amount of grants to be awarded each year.
8. The Board selects the site of the meeting upon the invitation of members in the various areas. See Appendix D, "The Annual Meeting Procedures", Guidelines, I. Site for the annual meeting, in this *Procedures Manual* for more information.
9. The Board, with assistance from the President, attends to the renewal of the Chapter liability insurance each year. Annual renewal notice is sent by AALL to the Chapter President.
10. The Board verifies that appropriate reports and fees are filed with the IRS and the Texas Secretary of State's office and that copies are sent to the corporation's attorney in care of Doris Upton, Plattner, Schneidman, and Schneider, 1707 East Highland Suite 190, Phoenix, AZ 85016.
11. The Board carries out the business of the association in such a way as to insure continuation of 501(c) (3) status granted by the I.R.S.
12. The Board verifies that the minutes and financial reports are sent to the corporation's attorney.
13. The Board evaluates and bestows the Outstanding Member and Lifetime Achievement Awards. See Appendix A, "Awards Determined by the Board of Directors" in this *Procedures Manual* for more information.

14. The Board may determine that the President is unable to perform the duties of the office and direct the Vice President to serve as presiding officer.

15. Should a vacancy arise in an office other than President, the Board appoints someone to perform the duties of that office until a special election can be arranged.

4. Constitution and By-laws Committee

1. The Committee reviews and revises where necessary the SWALL Articles of Incorporation and By-laws.

2. The Committee annually reviews and revises the *SWALL Procedures Manual*.

3. The Committee must submit proposed revisions to the Board of Directors at least 60 days prior to the next business meeting to allow the Board time to consider the proposal and distribute it to the membership. With Board approval of the wording, the proposal should then be submitted to the AALL Constitution and By-laws Committee to make certain the proposal does not conflict with AALL policy. With AALL's approval, the proposal should preferably appear in the *SWALL Bulletin*, if the publication schedule permits. Otherwise, the Board will need to notify the membership through a direct mailing. Notification to members must be made 30 days prior to the vote. The President may direct the Secretary and/or the Constitution and By-laws Chair to conduct the mailing.

4. The Committee makes sure that a current version of the By-laws is posted on the Chapter's website.

5. The Chair submits files to the Archives, according to the Archives guidelines.

6. The Chair submits any proposed publications to the Publications Committee.

5. Finance Committee

1. The Finance Committee is responsible to the Board of Directors for the assessment of SWALL's investment, income, and expenditure picture over the short and long term. The Committee develops implements and updates a long-term plan as a continual internal audit device.

2. The Committee consists of the chair (the current Treasurer) and four members: the President, Vice-President, and two SWALL members who are not currently officers.

3. The chair may be asked to prepare and present a preliminary budget for the upcoming year along with the Treasurer's annual report on the past year to the Board of Directors prior to the SWALL annual meeting.

4. The Committee arranges and oversees external audits of the Association.

5. The Committee advises the Board on the number and amount of grants awarded each year.

6. The Committee advises the Board on financial matters that may impact the corporation's 501(c)(3) status.

7. Immediately after the new officers take office, the Treasurer will make arrangements for the current President and Vice-President to have signature authority to SWALL's bank accounts.

a. The Treasurer is responsible for obtaining, completing, recording, and returning all signature cards to the bank with which SWALL has its accounts.

8. The Chair submits files to the Archives, according to the Archives guidelines.

9. The Chair submits any proposed publications to the Publications Committee.

6. Grants Committee

1. The Grants Committee develops an annual grants plan including a statement of purpose for a grants program, the method of selection of recipient(s), and the criteria for selection for the approval by the Board of Directors.

2. The Committee should set a grants application deadline, which allows sufficient time to select and notify grant recipients before the SWALL annual meeting.

3. By the SWALL meeting held during AALL, the Committee submits the annual grants plan to the Finance Committee. The Finance Committee will then, by no later than one month after the meeting, make recommendations to the Board on the number and amount of grants to be awarded in that year.

4. Upon Board approval of the Grant Committee's plan and the Finance Committee's recommendations, the Grant Committee prepares the grants guidelines and application form. The Committee submits a copy to the Editor of the *SWALL Bulletin* for publication.

5. As soon as the grant winners are selected, the Committee notifies all grant applicants as to the results and forwards the names of grant recipients to the Treasurer.

6. For further information on past grants winners and the current SWALL grants guidelines, see Appendix B "SWALL Grant Guidelines and Grant Qualifications and Recipients" in this *Procedures Manual*.

7. The Chair submits files to the Archives, according to the Archives guidelines.

7. Legal Information Services to the Public

1. The Committee works with local AALL chapters and within SWALL to present programs and prepare materials designed to educate the public on legal issues.

2. The Committee is responsible for implementing and maintaining a speaker's bureau featuring experts in various areas of legal information willing to speak to non-law librarians and other members of the public.

3. The Committee proposes special interest programs and consults with the Chair of the Program Committee regarding their presentation at the annual meeting.
4. The Committee Chair should submit articles of interest to private law librarians to the Editor of the *SWALL Bulletin* for communication to the membership.
5. The Chair submits files to the Archives, according to the Archives guidelines.

8. Life Membership and Memorials Committee

1. At each SWALL annual meeting, the Life Membership Committee and Memorials Committee may nominate to life membership those who qualify under By-law 2.2 d. For a list of recipients of Life Membership, see Appendix C "Life Membership Award Qualifications and Recipients" in this *Procedures Manual*.
2. At the SWALL meeting during AALL, the Committee solicits suggestions for nominees for life membership from Chapter members. Suggestions should also be requested in the fall and winter issues of the Chapter newsletter.
3. Before the annual meeting, the Committee requests that the Secretary verify that each nominee has achieved the five-year membership requirement.
4. The Committee submits the list of recommended life members to the Board of Directors prior to the annual business meeting.
5. The Committee notifies the Board of Directors of the death of a SWALL member. The President will call upon the Committee Chair during the next SWALL meeting to deliver a brief memorial and moment of silence in honor of the deceased. The Committee may also choose to write a memorial to be published in the *SWALL Bulletin*.
6. The Chair submits files to the Archives, according to the Archives guidelines.
7. The Chair submits any proposed publications to the Publications Committee.

9. Local Arrangements Committee

1. This Committee makes hotel, meal, and all operational arrangements for the annual or other membership meetings. For more details, see the Guidelines in Appendix D of "The Annual Meeting Procedures" this *Procedures Manual*.
2. The Chair coordinates all aspects of Committee work with the Vice President who acts as Chair of the Program Committee.
3. It is strongly suggested that the Committee submit articles promoting the host city of the annual meeting to the *SWALL Bulletin* as early as the fall issue with follow-up articles in the winter issue. The Committee might even submit a notice for inclusion in the *AALL Newsletter*.

4. Preparation of a budget for the expenses of local activities related to scheduled meetings must be completed early in the planning for approval of the Vice President, Finance Committee, and the Board.

5. The Committee should prepare and distribute meeting and hotel registration materials so that they reach the membership at least 2 months prior to the annual meeting. If the Committee so chooses, annual registration materials can even be distributed in the January issue of the *SWALL Bulletin*.

6. The Chair submits files to the Archives, according to the Archives guidelines.

7. The Chair submits any proposed publications to the Publications Committee.

10. Membership Committee

1. The Membership Committee maintains a database of SWALL membership information, which may be used to compile the membership directory.

2. The Membership Committee compiles the *Membership Directory* and makes it available to the Publications Committee for possible posting in the Chapter's web site. The *Directory* may also be sold to appropriate individuals and companies with Board approval. As of 1998, cost of the *Directory* was set at \$50 (Executive Committee minutes, 6/21/89). (In 1999, the committee sent a copy of the directory to the publications committee, which made copies and distributed them. In 2000, the committee sent an e-copy to the President who created a .PDF copy and distributed through the SWALL listserv.)

3. The Membership Committee provides sets of mailing labels and updates to the Editor of the *SWALL Bulletin* and Committee Chairs upon request.

a. Mailing labels may be sold to appropriate individuals and companies with Board approval. As of 1998, cost of mailing labels was set at \$50 (Executive Committee minutes, 7/6/87).

b. Mailing labels provided to the Editor of the *SWALL Bulletin* should include current and life members of SWALL.

4. The Membership Committee notifies the Editor of the *SWALL Bulletin* of new members or changes of address, so that this information may appear in the *Bulletin*.

5. The Chair submits files to the Archives, according to the Archives guidelines.

6. The Chair submits any proposed publications to the Publications Committee.

11. Nominating Committee

1. The Nominating Committee prepares a notice for the fall issue of the *SWALL Bulletin* soliciting suggestions for candidates for each office of Vice President/President-Elect, Secretary, and Treasurer.

2. Traditionally, the candidate slate consists of one nominee for each office.

3. The Nominating Committee reviews the qualifications of candidates on the basis of previous Chapter service, library experience, type-of-library experience, geographical location, and leadership and time requirements to fulfill the responsibilities of the office. (Note: Due to the requirements of the Articles of Incorporation, the person acting as Treasurer must reside in Texas.

4. The Committee ranks the candidates for each office. The top-ranked candidate for each office is contacted first. The Committee must wait for the candidate's answer before contacting the Committee's second choice.

5. If a candidate is willing to stand as a nominee for office, his or her consent must be made in writing to the Committee before formal nomination by the Committee.

6. The Committee submits the name(s) of nominee(s) to the Board of Directors and Editor of the *SWALL Bulletin* at least 45 days prior to the election for communication to the membership. For the annual meeting, the election slate should consist of a name for each office of Vice President/President-Elect, Secretary, and Treasurer.

7. The Chair presents the candidates at the annual meeting and asks for nominations from the floor.

8. Traditionally, SWALL elections require only voice vote at the annual meeting (because the elections are generally uncontested). In case there are nominations from the floor, and contests develop, the Committee must have written ballots available for the members and carry out a more formal election.

9. The Committee also identifies and submits the names of candidates for national office in AALL. Early in his or her tenure, the Chair contacts the AALL Nominations Committee Chair (found in the *AALL Directory or its web site*) for the nomination schedule.

10. The Chair submits files to the Archives, according to the Archives guidelines.

12. Private Law Libraries Committee

1. The Chair maintains liaisons with the AALL Private Law Libraries Special Interest Section.

2. The Committee proposes special interest programs and consults with the Chair of the Program Committee regarding their presentation at the annual meeting.

3. The Committee develops projects that reflect and serve the interests of SWALL private law librarians.

4. The Committee Chair should submit articles of interest to private law librarians to the Editor of the *SWALL Bulletin* for communication to the membership.

5. The Chair submits files to the Archives, according to the Archives guidelines.

13. Program Committee

1. The Vice President serves as Chair of the Committee and coordinates plans and activities of the annual meeting with the Chair of the Local Arrangements Committee.
2. The Chair selects the theme of the SWALL annual meeting and traditionally announces it at the SWALL meeting during AALL.
3. The Program Committee plans the educational portion of the annual meeting program. This usually entails around 10 to 11 hours of programming. The Program Chair solicits ideas from the members of the Committee and seeks to address the educational interests and changing library problems of the membership as a whole.
4. In particular, the Program Committee seeks input from the Private Law Libraries Committee and other SWALL special interest committees.
5. The Program Committee, in conjunction with the Local Arrangements Committee, makes arrangements for speakers, panels, facilities, etc., for the annual meeting. The Program Chair also selects who the speaker from AALL will be.
6. Because many members of SWALL need time to seek funding from their institutions in order to attend the annual meeting and need a program agenda in order to justify their attendance, the Program Committee should publish a tentative program agenda as early as possible.
7. For guidance in planning the program, the Program Committee Chair should review "The Annual Meeting Procedures" in Appendix D of this *Procedures Manual*.
8. The Chair submits files to the Archives, according to the Archives guidelines.
9. The Chair submits any proposed publications to the Publications Committee.

14. Public Relations Committee

1. The Committee coordinates the public relations efforts of SWALL and works with other Chapters within the SWALL geographic area.
2. The Committee publicizes individual law library's public relations activities to SWALL members through an ongoing column in the *SWALL Bulletin*.
 - a. Receives information from the AALL Public Relations Committee.
 - b. Distributes AALL information to SWALL members through ongoing column in the *SWALL Bulletin* and through postings on the SWALL-L listserv.
 - c. Provides feedback to the AALL Public Relations Committee regarding chapter concerns and interests.
3. The Chair submits files to the Archives, according to the Archives guidelines.
4. The Chair submits any proposed publications to the Publications Committee.

15. Publications Committee

1. The Chair of the Committee serves as the Editor of the *SWALL Bulletin*, and the SWALL website. The *Bulletin's* Advertising Manager is a member of the Committee.
2. The Publications Committee publishes three (3) issues per year of the *SWALL Bulletin* and distributes them to the membership (See Appendix E "SWALL Bulletin Guidelines and Publication Schedule" of this *Procedures Manual* for the current publication schedule). In addition, the Editor advertises the release of each new issue.
3. The Editor asks members of the Committee to suggest ideas, write articles, and/or compile bibliographies for the *SWALL Bulletin*.
4. If applicable, the Editor negotiates the best publication price for the *Bulletin* and other SWALL publications.
5. The Committee edits, produces, and distributes all other SWALL Committees' formal publications in order to ensure publishing uniformity and professional appearance.
6. The Committee maintains the stock of Chapter publications not disposed of in initial distribution and sells or otherwise distributes these as required.
7. The Publications Committee studies and makes recommendations to the Board regarding publications projects.
8. The Chair acts as Chapter liaison to the Council of Chapter Newsletter Editors (CONE) of AALL, attends the CONE workshop and meeting during the AALL annual meeting, and maintains relations with the editors of the newsletters of other professional associations or with commercial publishing agencies as appropriate.
9. The Chair submits files to the Archives, according to the Archives guidelines.

16. Recruitment Committee

1. The Committee plans and implements recruitment programs for the Chapter and serves as a source of information and assistance with recruitment programs and projects conducted by Chapter members.
2. The Committee coordinates SWALL's participation in recruitment programs conducted by the AALL Recruitment Committee, including the selection of liaisons for the library schools located within Chapter boundaries. A library school liaison maintains contact with the dean or director of the school and offers the association's help and expertise for such events as career day, special librarianship programs or courses, etc.
3. The Committee develops and revises brochures or other publications for use in recruiting activities for the Chapter, then submits them to the Publications Committee for final production and distribution.

4. The Committee designs, publicizes, and manages a mentor program carried out at SWALL meetings to match new or prospective law librarians with veteran law librarians.

5. The Chair submits files to the Archives, according to the Archives guidelines.

C. SPECIAL COMMITTEES

1. General Guidelines

1. With approval of the Board of Directors, the President creates and appoints members to Special Committees.

2. The Chair submits files to the Archives, according to the Archives guidelines.

3. The Chair submits any proposed publications to the Publications Committee

D. SWALL ARCHIVIST

1. The Archivist collects, selects, sorts, arranges, and files the SWALL archival materials.

2. The Archivist follows the Guidelines for SWALL Archives as printed in Appendix F "SWALL Archives" in this *Procedures Manual*.

3. The Archivist submits any proposed publications to the Publications Committee.

4. The President appoints the Archivist for an unspecified term.

E. AALL LIAISONS

1. Internet Coordinator

1. Writes an ongoing column for the *SWALL Bulletin* about developments on the Internet, which affect or may interest law librarians.

2. Maintains the SWALL listserv SWALL-L (as of 9/2001, located at <http://listserv.uh.edu/archives/swall-l.html>).

3. Assist the Publications Committee as needed with the Administration of the SWALL web site.

4. Appointed by the President for an unspecified term of office.

2. Public Relations Liaison (See Public Relations Committee)

APPENDIX A

AWARDS DETERMINED BY THE BOARD OF DIRECTORS

1. Outstanding Member Award

No set criteria, evaluated by the Board of Directors (Executive Committee) on a case-by-case basis upon receiving a letter of nomination from a current member of SWALL (Letter of nomination should clearly indicate the nominee, the award for which that person is being nominated, and why that person should receive the award). Created in 1985. Changed from Member of the Year Award to Outstanding Member Award by the Board in April 1989.

1989 Jim Hambleton
1993 Elizabeth Schneider
1994 Janetta Paschal and Sharon Blackburn
1995 Mon Yin Lung
1998 Richard Ducey

2. Lifetime Achievement Award

No set criteria, evaluated by the Executive Committee on a case-by-case basis upon receiving a letter of nomination from a current member of SWALL. (Letter of nomination should clearly indicate the nominee, the award for which that person is being nominated, and why that person should receive the award). Created in 1985.

1986 Ruth Brunson
1993 Susan D. Csaky
1998 Dan Hencke

2. William S. Hein Scholarship

Established by the Executive Committee in 1976, this scholarship was created to memorialize Bill Hein, a long time friend and sponsor of the Chapter. Bill died in early 1976. No set criteria. Has never awarded.

APPENDIX B

SWALL GRANT GUIDELINES AND GRANT QUALIFICATIONS AND RECIPIENTS

1. Grant Guidelines

As published in the SWALL web site:

<http://www.aallnet.org/chapter/swall/grant.html>

1. The type, number, and monetary size of each grant to attend a SWALL or an AALL meeting are determined annually by the SWALL Executive Board and will be announced on the SWALL listserv. The following grants can be awarded by SWALL to attend SWALL meetings: 1) Kate Mara Award, 2) Coco-Miller Travel Grant, and 3) Marian Boner Award. Various other unnamed grants may also be awarded to attend the annual SWALL and/or AALL meetings.

2. No person may receive more than one grant to either a SWALL or an AALL meeting in a three-year period. No library may have employees receiving a grant to either a SWALL or an AALL meeting two years in succession. A person may apply for more than one type of grant in any one year, but can receive only one (e.g., a member cannot be awarded grants to attend both SWALL and AALL). These requirements apply only to grants from SWALL funds. Applications for grants received from other entities such as AALL may have different requirements. An announcement on the SWALL Listserv will be made advising members about any special grant and its requirements.

3. All funds awarded must be used as stipulated. If any grant was not used as stipulated, or if for personal reasons, a recipient cannot attend the program for which the grant was awarded; repayment of the grant must be made to SWALL immediately. Grants are non-transferable. Grants may only be used to pay the following items: registration fees, accommodations, food, and travel fares. Recipients must confirm all expenses with receipts, and those that are not, must be repaid to SWALL. The SWALL Grants Committee Chair is the final judge whether or not an expense is legitimate.

4. Incomplete applications and those postmarked after the published deadline will be ineligible for consideration. Application deadlines or the "two year succession rule" may be waived at the Chair's discretion and will be announced on the SWALL listserv. See SWALL Handbook sections on Grants, paragraph 2 for information on setting deadlines.

5. Within 30 days of return from a meeting, the grant recipient is obligated to submit the following, which are to be forwarded to the Grant Committee Chair:

- a. A narrative of the recipient's overall conference experience or brief descriptive evaluations of the programs(s) the recipient attended using the grant funds. For publication purposes, the recipient must also send this article to the SWALL Bulletin; and

b. Receipts documenting attendance and expenses. Photocopies will suffice. The Grants Committee Chair shall send copies of receipts to the Treasurer.

6. Award recipients using a grant to attend the AALL annual meeting **must** attend the SWALL business meeting at that meeting.

7. All grant recipients must return unused allocated funds to the Grants Committee Chair who must in turn submit to the SWALL Treasurer.

8. In addition to the criteria listed above, grants will be awarded based on:

- a. Proven or potential ability of the applicant;
- b. Contribution to SWALL and/or the profession; and
- c. Financial need.

9. The Kate Mara Award is a travel grant, which was established in 1986. This grant honors Kate Mara who was a book jobber in Dallas, Texas. She was the wife of John Mara, a founding member of SWALL. She helped organize the first SWALL meeting, which took place in 1958 in Dallas, Texas. The Kate Mara Grant Award is awarded to a person attending his or her first SWALL meeting. Applicants for this award do not have to be a current member of SWALL.

10. Marian Boner was a former President of SWALL (1969-1970), the first director of the Texas State Law Library, and the author of "A Reference Guide to Texas Law and Legal History." SWALL receives royalties from this publication to help fund this grant. The Marian Boner Grant Award, established in 1990, is awarded to a current SWALL member to attend the current SWALL meeting. This recipient must be an active officer, an active Committee member, or one who is working on a current SWALL project. The SWALL Grant Committee members are not eligible.

11. The Coco-Miller Grant Award, first established in 1998, is a general travel grant to be awarded to members of SWALL attending the annual SWALL meeting. Al Coco was the director of the Law Library at the University of Denver; Oscar Miller was the Director of the law library at the University of Colorado. They were past presidents of SWALL and hold honorary life memberships for their distinguished service to SWALL.

2. Grant: Qualifications and Recipients (Established 1986)

1. Kate Mara Award

This grant is for someone who will be attending his or her first SWALL meeting. Applicants for this award do not have to be current member of SWALL. Financial need as well as a demonstrated interest in joining and becoming active in SWALL will be considered.

1987	\$200	Jeanne Drewes
-------------	-------	---------------

1988	\$200	Sherry Little
-------------	-------	---------------

1989	\$300	Lucile Fercho
1990	\$300	Ken Mead
1992	\$250	Nina Miley
1993	\$300	Nancy A. Zynda-Fisher
1994	\$300	Patricia Wellinger
1995	\$300	Teresa Cullen
1996	No Award	
1997	No award	
1998	\$300	Lynn Smith
1999	\$500	Karen Selden
2000	\$500	Lisa Peters
2001	\$500	Ava Hicks

2. Coco-Miller Travel Grant (formerly SWALL Travel Grants)

Grants go to current members whose institution will make little or no contributions to their expenses for attending the SWALL Annual Meeting. These people must currently be paid members of SWALL. While financial need is the primary consideration, ties will be broken by considering a person's activity in SWALL, AALL, etc. No one may receive this grant two years in a row. In 1998, the travel grant for the SWALL meeting was renamed the Coco's-Miller's Travel Grant in recognition of Al Coco and Oscar Miller's contribution to SWALL.

1987 (2)	\$100 each	? ?
1988	\$100 each	Carol Elliott Connie Fennewald
1989	\$200 each	Jency James Christine Mueller Cynthia Scott Mary Wilder
1990	\$200 each	Kirk Gregory Sally Kelley James Martin

		John Rosenhamer Denyse Seaman Jacque Willingham
1991	\$250 each	Chris Anglim Greta Boeringer Fran Deathe Robert Genovese
1992	\$200 each	Mary Grace Oakes
1993	\$250 each	Catherine Harris Astrid K. Norvelle Martha White
1994	\$250 each	Janet McKinney Deborah Meleski Nancy Stancel
1995	\$200 each	Chris Anglim
1996		?
1997		no award
1998	\$250 each	Michael Reddy Jeanne M. Sarkis
1999	\$500	Catherine Harris
2000	\$500	Janet McKinney
2001	\$500	Carol Arnold
2002	\$500	Amy Hale Janeke

3. The Marian Boner Award (Established 1990)

This grant was established in honor of Marian Boner, former President of SWALL and scholar of Texas legal research. This award will be given to a current SWALL member who is an active or committee member or who is working on a SWALL project. The grant is partially funded from SWALL's share of the royalties received from *A Reference Guide to Texas Legal History; Sources and Documentation*, 2nd ed. This award is to be used to help the recipient attend the SWALL meeting. Current Grant Committee member are not eligible. Applicants for this grant must be a paid member of SWALL at the time the application is filed.

1993	\$250	Carol Elliott, SWALL Secretary
-------------	-------	--------------------------------

1994	\$250	Maria Protti, SWALL Secretary
1995		\$200 Mary Ann Wacker, Private Law Libraries and <i>SWALL Bulletin</i> contributor
1996		?
1997		No award
1998	\$250	John Perkins, <i>SWALL Bulletin</i> editor
1999	\$500	Timothy Holthoff
2000	\$500	Ann Sifuentes-Martinez
2001		No award

4. Travel Grants to AALL

Grants are awarded for members to attend the AALL Annual Meeting each year (See discussion in the September 1990 SWALL Bulletin). For deadline information, see Handbook, Grants Committee section, paragraph. 2.

1991	\$300	Carol Elliott
	\$300	Katherine Tooley
	\$300	Betsey Wright
1992	\$300	Marcia Baker
1993	\$250	Carol Arnold
1994	\$400 Registration	Ana Sifuentes-Martinez Janeen Landry
1995		?
1996		?
1997	\$625 \$975	John Jackson Carol Arnold
1998	\$400	W. David Gay
1999	\$1,000	Rob Richards
2000	\$750 each	David Selden M. Faye Hadley

	\$415	Amy Hale (Chapter Registration Award given to SWALL by AALL)
2001	\$750 each	Caren Luckie Sharon Blackburn
2002	\$750 each	Lee Peoples Daniel Bell

5. Special Awards

On occasion, the Grants Committee administers special awards.

2001	\$415	Amy Hale (Chapter Registration Award given to SWALL by AALL)
-------------	-------	--------------------------------------------------------------

APPENDIX C

LIFE MEMBERSHIP AWARD QUALIFICATIONS AND RECIPIENTS

One must have been a member of SWALL for at least five years and be retired from active library work. A person may be elected at any regular meeting by a vote of two-thirds of those present (SWALL By-Laws I.1d.).

1972	Hazel Anderson Helen Hargrave Marie Russell Mabel Smith Nell Yeargin
1973	Katherine Baze Ruth Crozier
1974	Jean Ashman
1975	Hibernia Turbeville
1976	Dwain Gay
1977	Jewell Chester
1979	U.V. Jones Wilma Thrash
1980	Ruth Lindsey Dorothy Warden
1985	Guido Olivera Dorothea Warren
1986-87	Ruth H. Brunson June Haggin (Sanford)
1988	Jack Blume Earl Borgeson Al Coco Kate Mara
1990	Oscar Miller
1991	Mortimer Schwartz
1992	Jane Olm
1993	Della Geyer

1994	D.A. Divilbiss
1998	Oragene Addis Susan D. Csaky
1999	None awarded
2000	Carolie Mullan Eileen H. Searls

APPENDIX D

THE ANNUAL MEETING PROCEDURES

Guidelines

I. Site for the annual meeting

- A. The Board selects the site of the meeting upon the invitation of members in the various areas.
 - 1. An attempt is made to meet in different areas of SWALL and represent both eastern and western contingencies. Lately, because of the large number of SWALL members in the state, SWALL meets every other year in Texas.
 - 2. The selection should be made at least 2 years in advance of the site's hosting the annual meeting. With the site's written agreement to host and Board approval, the Board announces its selection at the annual meeting.
- B. The Local Arrangements Committee selects the meeting hotel and should consider:
 - 1. Size, availability, and cost (if any) of meeting rooms and banquet facilities;
 - 2. Availability and cost of microphones, traditional and computer-ready audio-visual equipment, and other meeting aids;
 - 3. Whether or not the hotel furnishes Guest Registration cards to be included in mailings to the membership; and
 - 4. Promises of extras, such as free suites or rooms for the hospitality room, the AALL Visitor, special speakers, etc.

II. Before the meeting

- A. Sponsor contact - It is the responsibility of the Local Arrangements Chair to arrange for the sponsoring of the events and for the furnishing of materials for the registration packets.
 - 1. Sponsors may be asked to host events (such as the hospitality room party, the opening luncheon, other meals, coffee breaks, entertainment, transportation, etc.) or contribute supplies (such as signs, packets, nametags, computer equipment, etc.) With sponsorship, personal expenses for members can remain minimal.
 - 2. The Local Arrangements Committee should contact the vendors who sell their wares within the SWALL area.

3. It is essential that the Committee contact vendors early, certainly no later than the November preceding the annual meeting, so that companies may plan their advertising early. In fact, one of the best sponsored meetings resulted from contacting vendors in May right after SWALL's annual meeting. Then the Committee again touched base with vendors at AALL.
 - a. The Committee should contact the local vendor representatives, make an open request for sponsorship, and outline briefly the planned program. (The tentative program may be obtained from the Program Chair). The Committee should also have ready a tentative list of events or supplies (with prices) that the company might sponsor. Again, this should be done no later than the November before the annual meeting.
 - b. The local vendor representative may ask the Local Arrangements Committee to contact someone else in the company who routinely handles requests for sponsorship. If so, the Committee should furnish the local representative with a copy of correspondence sent to the other company contact.
 4. If the Local Arrangements Committee needs help or reinforcement with their request to a vendor, they should contact a member of the Board of Directors.
 5. For more information, see IV Finances, B Donations from sponsors later in this appendix.
- B. Mail-out of registration materials.
1. Hotel registration cards should be included in the mail-out containing the registration materials for the meeting.
 2. Travel and weather information about the host city should also be included.
 - a. It is helpful to include the going rate for transportation from public transportation terminals to hotel.
 - b. Distances from the airport, etc., to the hotel are also helpful.
 3. Information on the city and/or law library should also be included in the mail-out. A map of the area around the hotel is always helpful.
 4. The Local Arrangements Committee should include a program schedule, which should be as detailed as possible. The program schedule may be obtained from the Program Chair. Committee members should take note that many SWALL members use the

schedule to convince administrative officers of the wisdom of funding a members attendance at the meeting.

5. Finally, the Committee should include the meeting registration form with fees clearly shown.
 6. Registration mail-outs should be sent to all SWALL members, AALL officers, speakers who are not members of SWALL, and any others the Local Arrangements Committee deems appropriate.
- C. Nametags and nametag holders must be purchased by the Local Arrangements Committee unless the hotel, convention center, or a vendor furnishes them.
1. For those people who are pre-registered for the meeting the Local Arrangements Committee should have their nametags already prepared. This speeds the registration process for the meeting.
 2. Nametags work best when a large type font is used.
- D. Registration Packets - It is customary to furnish packets to the attendees. The Local Arrangements Committee should prepare these packets.
1. Some vendors will provide, upon request, portfolios or carrying cases to hold the handouts.
 2. Pencils or pens and note pads are essential.
 3. Additional inclusions should be:
 - a. a copy of the final program for the meeting;
 - b. lists of restaurants and other points of interest in the community (the Chamber of Commerce might supply this). Some Local Arrangements Committees compose their own entertaining guides to restaurants and nightlife;
 - c. other fun stuff from the vendors or from the businesses in town; and
 - d. sometimes included is a list of the meeting registrants.
 4. Generally try to have information for questions, which will arise during the registration period included in the packet.
- E. Printed programs

1. In some past years, the *Texas Lawyer* has printed the SWALL annual meeting program. Early in the planning process, the Program Chair should contact appropriate staff at the *Texas Lawyer* to ask if they would provide this service. The SWALL President may have to write a letter to acknowledge that the association permits the *Texas Lawyer* to print the program.
 - a. The printed program reflects the theme, chosen by the Vice President, of the annual meeting.
 - b. In the schedule, the printed program details when a particular vendor sponsors an event.
 - c. The printed program includes a list of sponsors.
 - d. When produced by *Texas Lawyer*, the program includes a list of SWALL officers and their pictures.
 - e. When produced by *Texas Lawyer*, the program includes the names and group pictures of the officers of the two other law library chapters within Texas: Dallas Association of Law Libraries and Houston Association of Law Libraries. The Program Chair must contact the DALL and HALL Chapter presidents as early as possible to allow them time to take photographs. (Pictures of the chapters have not been included in the program in several years so the Board may want to reconsider this suggestion).

2. If arrangements for publishing the program cannot be made with the *Texas Lawyer*, the following guidelines may prove helpful.
 - a. It works better to have the programs printed locally under the supervision of the Local Arrangements Committee.
 - b. The Program Chair furnishes a copy of the program to the Local Arrangements Chair who handles all printing details.
 - c. The Local Arrangements Chair should furnish to the Program Chair a photograph or drawing which is native to the city in which the meeting is being held to be incorporated into the program.
 - d. It is better not to have the programs printed too far in advance so that last minute changes can be made on the copy before it is reproduced.
 - e. The cost of printing is considered an expense item and is either paid for by the Treasurer or reimbursed by the Treasurer.

- f. The program must include the names of the officers and sponsors of events.
- g. A tentative schedule of events will have been mailed earlier to all Chapter members by the Local Arrangements Committee.

F. The SWALL web page

Be sure to post information about the annual meeting at the earliest opportunity on the SWALL web page (<http://www.aallnet.org/chapter/swall>). Alternatively, if you are using a local server to host the meeting information, provide the SWALL web master the link to your site as early as possible. Among the materials, you might consider are:

- 1. registration application;
- 2. hotel information;
- 3. restaurant guides;
- 4. transportation information;
- 5. the program; and
- 6. appropriate links to event location, chamber of commerce sites, and weather.

Contact the current chair of the SWALL Publications Committee and the Internet Coordinator for more information on the SWALL web page or in designing meeting information for the web site.

III. Arrangements within the hotel

When the hotel is selected, the Local Arrangements Chair arranges for the following with the hotel:

- A. Meeting rooms (courtesy of hotel) as needed by the Program Chair. This includes determining the furnishings for the rooms - tables, chairs, traditional and computer-ready audio-visual equipment, dry erase boards, chalkboards, etc. The Program Chair, upon consultation with program speakers, supplies the information to establish these needs.
- B. Hospitality room:- _This SWALL tradition has grown progressively less popular in the last few years as meeting hotels frown on business being taken away from their lounges. Also, the room isn't always effectively advertised to those attending the meeting. Still, if Local Arrangements would like to carry on the tradition, here are some helpful hints:

A suite of rooms works very well, with a person in charge of the refreshments sleeping in the bedroom. Most of the time the hotel will provide this room at no charge.

- 1. The sleep-in arrangements are used because:

- a. the room can be locked when hospitality time ceases; and
 - b. entry can only be gained through a designated person.
 - 2. The hospitality room requires glasses, napkins, bottle openers, measuring equipment, stirrers, ice, beverages, mixers, and snacks. SWALL's events are all non-smoking, so no ashtrays should be provided.
 - 3. Labor needed to manage the room:
 - a. Hosts/hostesses should be chosen ahead of time. While most of our membership is accustomed to self-service, a person must be on duty to clear away the clutter;
 - b. At least one assistant should be assigned in advance to help with straightening the room after the social hours; and
 - c. A designated person, whether a SWALL member or a caterer, should serve as bartender.
 - 4. Beverages can be bought through the local stores or furnished by the hotel.
 - a. The Local Arrangements Committee purchases beverages at the best price.
 - b. The Local Arrangements Committee purchases the beverages and sees that they are delivered and set up in the hospitality room.
 - 5. Advertise the location and hours with a flyer in the packet, a poster at registration, announcements, or any other appropriate ways.
- C. Registration desk—Local Arrangements registers the attendees for the meeting
 - 1. The Registration desk is usually open on the evening preceding the first day of the meeting and the morning of the first program. The Committee determines other open hours as needed, particularly if persons may register for just one day of the meeting.
 - 2. Hotels or the Chamber of Commerce sometimes furnish a person to assist in the registering of those attending the meeting.
 - 3. Space requirements for the registration desk:

- a. Tables with space for handouts should be placed for easy access;
 - b. Leave room for any event or tour sign-ups; and
 - c. The next years Local Arrangements Committee should want to advertise their city as the host of the next meeting. Provide space as needed.
4. Other arrangements:
- a. If the registration desk is not near the hotel registration desk, a sign directing attendees toward the meeting registration desk should be provided;
 - b. Nametags:
 - 1. Should be in large print;
 - 2. Nametags should be prepared in advance for pre-registrants, vendors, and speakers; and
 - 3. For those registering at the meeting, the nametags must be prepared by a typist at the meeting registration desk.
 - c. Packets are distributed at the registration desk.
 - d. Message board - SWALL usually is not a large enough meeting to require a message board, but the Local Arrangements Committee may want to set one up if circumstances warrant. The registration desk area makes a good place.

IV. Finances

- A. Registration fee-Registration fees may be sent either to the Local Arrangements Chair or to the SWALL Treasurer, but the Chair and Treasurer must decide ahead of time who will receive the checks.
 - 1. In advance of any mail-outs, the Local Arrangements Chair and the Program Chair, with Board of Directors approval, decide upon the registration fee(s) for the meeting.
 - 2. The fee should be large enough to pay for the following:
 - a. speakers' expenses (see IV.D. below for more information);
 - b. expenses involved in preparing materials for the attendees; and

- c. any unsponsored event (for this reason, the registration fee should be set after sponsor contact).
- 3. If the registration form lists a late fee, that fee should be uniformly enforced by whoever receives the checks. In fact, the Board of Directors may wish to set a policy regarding late registration fee(s).
- 4. Registration refunds. A Refunds of the full registration fee will be made if a refund is requested before the registration deadline. One-half of the registration fee will be returned if the request is received after the registration deadline and two weeks before the meeting. After two weeks before the meeting, there will be no refunds@ (Executive Committee minutes, 3/22/90)
- B. Donations from sponsors - Donations may be sent either to the Local Arrangements Chair or to the SWALL Treasurer, but the Chair and Treasurer must decide ahead of time who will receive the checks.
 - 1. If the funds are sent by the sponsors directly to the host city, the Local Arrangements Chair must keep records of deposits and expenditures for the Treasurer.
 - 2. If the funds are sent to the Treasurer, the Treasurer must write checks promptly to cover expenses. Because of mail delays, the Local Arrangements should be able to fund expenses and wait for reimbursement.
- C. The Local Arrangements Chair must keep records and receipts of any personal or library expenses. After the meeting these should be submitted to the Treasurer in writing. The Treasurer then writes a check to the Local Arrangements Chair to cover these expenses.
- D. Speakers' expenses
 - 1. Honorariums require Board approval, even if sponsored funding is obtained.
 - 2. Speaker reimbursements. No Board policies currently exist on this topic, however, the Program and Local Arrangements Committees should guard against exorbitant reimbursement requests for travel and housing. If the Committees elect to bring in a special speaker (other than the AALL representative whose airfare is paid by AALL), the Local Arrangements Committee should make the travel arrangements and not rely on the speaker to do so. Otherwise, the Committees might want to state to the speaker what the limits of reimbursement will be for one hotel night, airfare, transportation to and from the airport, and meals.

V. Events on the program

- A. Opening of the annual meeting
 - 1. On Wednesday, the registration desk and the hospitality suite open.
 - 2. Registration continues on Thursday.
- B. Opening luncheon
 - 1. The Program Chair officiates at the luncheon.
 - 2. The Program Chair introduces the Local Arrangements Chair, local and AALL VIPs, and SWALL officers. When called on, the Local Arrangements Chair gives a welcome, makes any announcements, and introduces the opening luncheon speaker.
 - 3. The Local Arrangements Committee chooses the luncheon speaker, traditionally a local personality: judge, bar association officer, writer, library science educator, legal educator, philosopher, etc.
 - 4. If an honorarium is required, it should be counted as a meeting expense. In some years the honorarium has been paid by a donor or sponsor of the luncheon, who should be named if this is agreeable to the donor. Honorariums require Board approval.
 - 5. Seating arrangements and table arrangements are made by the Local Arrangements Committee, except for the head table, which is arranged by the Program Chair.
 - 6. Floral arrangements can be used and should be budgeted with the meeting funds. It may be possible to use the same floral arrangements throughout the entire meeting.
- C. Business meeting/Breakfast
 - 1. The breakfast, usually a sponsored event, takes place on the Friday morning of the annual meeting.
 - 2. The business meeting is held immediately after breakfast. The President prepares the agenda and officiates. For guidance on composing the agenda, the President should consult previous years' minutes printed in Fall issue of the *SWALL Bulletin*.
 - 3. Seating arrangements at the head table, if any, are handled by the Local Arrangements chair.
 - 4. Decorations of the head table, if any, are also handled by the Local Arrangements chair.

- D. Educational Program - The educational program usually consists of 10 to 11 hours of law or library related continuing education arranged by the Program Committee.
1. Individual programs
 - a. In the past, SWALL has offered 90 minute programs, afternoon seminars, all-day programs, and even an entire conference with one presenter. The Program Committee should decide the number and topics of programs to reflect the theme of the annual meeting.
 - b. Once a program topic and speaker(s) have been suggested, the Program Chair may wish to designate a Committee member as the organizer of the individual program. The Committee member arranges for all speakers for that program, including a moderator, keeps them abreast of deadlines, and queries them about audio-visual requirements;
 - c. The Program Committee is responsible for letting the Local Arrangements Committee know the special equipment, furniture, etc., needs for each day;
 - d. The Program Committee prepares program/speaker evaluation forms for each program; and
 - e. The Program Committee Chair provides small gifts for all speakers at the completion of their programs. The gifts are paid for out of the annual meeting budget, so the Program Chair needs to clear the amount with Local Arrangements. In past years, gifts have been cutting boards, engraved pens, paper weights, envelope openers, wooden post-it note holders, compact multi-tool kit. All gifts should have SWALL emblazoned on them somewhere.
 2. For information on speaker expenses, see IV. Finances, D., Speaker Expenses, above.
 3. Saturday morning programming
 - a. Traditionally, the Saturday morning programs provide newer or less active SWALL members the opportunity to make presentations. The Program Committee should make a concerted effort to include such speakers.
 - b. In the past, the Saturday morning presentations have united under one theme (international law and legal materials, networking, American Indian law and legal materials, etc.).

- E. Committee meetings - The Program Chair and Local Arrangements Chair must set aside a specific time for the new committees to meet. Typically, an hour slot sometime after the business meeting on Friday will allow the new committee chairs to meet with their committees. This item has been left off programs in the past, but, if the organization wants the committees to be off and running, it is essential that they have an officially sanctioned time to meet.
- F. Special events - Sometimes special events will be sponsored on Thursday and/or Friday evening. The type of event will vary depending upon what sights are available and how much sponsorship the event can attract. Past events include: a professional baseball game, dinner and entertainment at a museum or restaurant, tour and dinner at a winery, dinner and line-dancing, etc.

VI. Those little extras

- A. Meeting travelers at the airport - If needed, the Local Arrangements Committee may provide for a person to be at the airport to direct traffic and generally assist with getting attendees to the hotel.
- B. Local Arrangements will want to meet and provide personal transportation for the AALL visitor.
- C. Hosts/hostesses - Members of the Local Arrangements Committee should try to mingle as much as possible and greet new members, make introductions, etc.

VII. After the meeting

- A. Thanking the sponsors and speakers
 - 1. It is the duty of the Local Arrangements Committee to write thank-you notes to the sponsors of events. The Committee might wish to send sponsors copies of the printed programs where their sponsored event is shown.
 - 2. The new President (and former Program Chair) should write thank-you notes to the speakers.
 - 3. The Secretary of the Chapter will aid and assist in this chore if requested to do so.
- B. Settling of accounts
 - 1. The Local Arrangements Committee forwards any bills to the Treasurer as soon after the meeting as possible for prompt payment.
 - 2. This includes the itemized list of expenses incurred by the Local Arrangements Committee.

3. The Local Arrangements Committee must provide a final budget statement regarding the annual meeting to the Treasurer by the SWALL meeting at AALL.

VIII. Meeting with the incoming Local Arrangements Committee

- A. Usually the incoming Committee will want to meet with the outgoing Committee to get suggestions and warnings. Saturday lunch or dinner works very well.
- B. Within a month after the annual meeting, the outgoing Committee needs to pass on information such as vendor lists, budget, and other helpful paperwork to the incoming Committee.

SWALL Annual Meetings

Year	Description
1958 (April 2-4)	Dallas, TX Southern Methodist University Organizational Meeting
1959 (April 3)	Norman, OK University of Oklahoma 10 registrants
1960 (April 8-9)	Santa Fe, NM LaFonda Hotel meeting cancelled
1961 (April 7-8)	Houston, TX University of Houston Ezekiel W. Cullen Building
1962	Lawrence, KS University of Kansas Green Hall
1963 (April 5-6)	Dallas, TX Southern Methodist University Florence Hall
1964 (April 17-18)	Tulsa, OK University of Tulsa Law Library
1965 (April 9-10)	San Antonio, TX Granado Hotel
1966 (April 1-2)	Columbia, MO University of Missouri School of Law
1967 (April 6-8)	Waco, TX Alico Center Inn
1968 (April 18-20)	Oklahoma City, OK Ramada Inn
1969 (May 1-3)	Denver, CO Denver-Hilton Phipps Mansion
1970 (April 16-18)	St. Louis, MO Stouffer's Riverfront Inn

1971 (April 15-17)	Lubbock, TX Red Raider Inn Texas Tech Law School
1972 (March 22-24)	Hot Springs, AR Arlington Hotel "K Classification" Workshop 19 registrants (advanced) 16 registrants (basic)
1973 (April 17-20)	Santa Fe, NM LaFonda Hotel 69 Registrants Pre-Conference Institute: Legal Bibliography Institute 75 Registrants
1974 (April 4-6)	Austin, TX Driskill Hotel "Personnel Management" 100 Registrants
1975 (April 3-5)	Columbia, MO Holiday Inn "Microforms in a Law Library" 80 Registrants Proceedings were published for \$1.25
1976 (April 15-17)	New Orleans, LA Fairmont Hotel Joint Meeting with SEALL Chapter Pre-Conference Workshop : Private Law Librarians I Workshop Proceedings were published and sold
1977 (April 14-16)	Denver, CO Brown Palace Hotel Joint Meeting w/Westem Pacific Chapter "New Directions in Law Libraries: Multi-media, Computers & Networks in Law Libraries" Several sessions were taped and sold for \$1.25
1978 (March 29-April1)	Norman, OK (business meeting) Oklahoma City , OK Skirvin Plaza Hotel 130 Registrants Proceedings of selected programs were sold for \$15.00
1979 (April 5-7)	Kansas City, MO Alameda Plaza Hotel "Personal Professional Effectiveness" 96 Registrants \$30.00 fee

1980 (April 9-12)	Houston, TX Houston Oaks Hotel "Economics and Law Libraries" Proceedings were published \$35.00 members fee \$45.00 non-members fee
1981 (March 30-April 1)	Albuquerque, NM Sheraton Old Town Federal Legislative History and Micropublishing" 68 attended
1982 (April 12-14)	Dallas, TX Plaza of the Americas Concurrent programs for the 1st time 130 Registrants
1983 (March 24-26)	Tulsa, OK Williams Plaza Hotel Energy Law 25th Anniversary Party \$45.00 members fee \$55.00 non-member fee
1984 (March 28-31)	Austin, TX Sheraton Crest Hotel
1985 (March 27-30)	Fayetteville, AR Fayetteville Hilton "Communication Using High Touch Skills" \$50.00 members fee \$60.00 non-members fee
1986 (March 20-22)	Waco, TX Waco Hilton "Management" \$50.00 members fee \$60.00 non-members fee
1987 (April 2-4)	Denver, CO Westin Hotel at Tabor Center Joint meeting w/CoALL "The Law Library as a Workplace" \$55.00 members fee \$70.00 non-members fee
1988 (March 17-19)	San Antonio, TX Marriott on the River Walk "Getting to 2001 : Planning for the Future" All sessions were taped 152 Registrants \$55.00 members fee \$70.00 non-members fee

1989 (April 6-8)	Phoenix, AZ Hyatt Regency Phoenix at Civil Plaza " Always Use Turn Signals: Communication & Cooperation" Joint Meeting with PAALL 132 Registrants \$55.00 members fee \$70.00 non-members fee
1990 (March 22-24)	Houston, TX J .W .Marriott at the Galleria "Law Librarians -The Link" MCLE Credit for "Law Office of the Future" Joint Meeting with HALL 180 Registrants \$65 .00 members fee \$75.00 non-members fee
1991 (April 4-6)	Tulsa, OK Westin Hotel "Legal Potpourri" 90 Registrants
1992 (April 2-4)	Lubbock, TX Lubbock Plaza Hotel "Managing for Now and the Future" Pre-conference workshop: "Beginning Accounting and Using Spreadsheets " Special Speaker: Sarah Weddington 69 Registrants \$75.00 fee
1993 (April 15-17)	Albuquerque, NM Sheraton Old Town Inn "Making It So: Creating a Positive Future" 98 Registrants \$75.00 fee
1994 (April 14-16)	Dallas, TX Melrose Hotel "Tough Times Never Last: Boldly Facing the Challenges of Shrinking Resources " 109 Registrants \$80.00 fee
1995 (March 30-April 11)	Oklahoma City, OK Medallion Hotel "Wrestling with the Future: Management Issue in the 90's" Registrants \$90.00 fee
1996 (March 28-30)	Austin, TX SWALL/SEALL joint meeting Stouffer Austin Hotel "Beyond Boundaries: Law Libraries Linking Information"

	<p>?? Registrants ?? fee</p>
1997 (April 3-5)	<p>Tucson, AZ SWALL/ AzAll joint meeting Marriott -University Park "Looking Back and Moving Forward" ?? Registrants ?? fee</p>
1998 (March 26-28)	<p>Houston, TX SWALL 40th/HALL 20th joint meeting ITT Sheraton Luxury Collection Hotel Preconference: "Applying Copyright Law in 1 "Legal Research for the Non-Law Librarian" 150 plus Registrants \$135 member, \$145 non-member, \$90 student</p>
1999 (April 8-10)	<p>Denver, CO Adams Mark Hotel "Libraries: Information Gateway to the New Millennium" 124 Registrants ?? Fee</p>
2000 (March 30-April 1)	<p>San Antonio, TX Merger Hotel Theme Unknown ?? Registrants ?? Fee</p>
2001 (April 18-21)	<p>Atlanta, GA SWALL/SEALL joint meeting ?? Registrants ?? Fee</p>
2002 (April 18-20)	<p>Ft. Worth, TX Radisson Plaza Hotel</p>
2003 (April 3-5)	<p>Kansas City, Kansas The Marriott at County Club Plaza</p>

SWALL Meetings at AALL

Year	Description
1962	San Francisco Paid by SWALL
1964	St. Louis Paid by SWALL
1965	New York Howard Johnsons Approx. 40 Attended
1966	Los Angeles, CA
1969 (July 1)	Houston Luncheon University of Houston
1970 (June 29)	Washington, D.C. Shoreham Hotel
1972 (July 2)	Chicago, IL Drake Hotel
1973 (July 2)	Seattle, W A Olympic Hotel Business Meeting 35 Attended
(July 4)	Olympic Grill Social Breakfast 31 Attended
1974 (June 26)	St. Paul, MN Hilton Hotel 45 Attended \$191.00 Receipts
1975 (June 23)	Los Angeles, CA Century Plaza Hotel 49 Attended
1976 (June 22)	Boston, MA Sheraton-Boston
1977 (June 28)	Toronto Sheraton Centre Hotel \$3.00 for Members
1978 (June 27)	Rochester, NY Holiday Inn

1979 (July 3)	San Francisco, CA Fairmont Hotel \$7.50 + tax and tip
1980 (June 25)	St. Louis, MO Chase Park Plaza Hotel \$7.33 for Members
1981 (June 28)	Washington, D.C. Washington Hilton Partly subsidized by SWALL
1982 (June 15)	Detroit, MI Westin Hotel
1983 (June 13)	Houston, TX Hyatt Regency Hotel
1984 (July 2)	San Diego, CA Sheraton Harbor Island \$5.00
1985 (July 8)	New York, NY Offices of the Bar Association of the City of New York \$5.00 for Members
1986 (July 7)	Washington, D.C. Washington Sheraton Hotel \$7.50
1987 (July 6)	Chicago, IL Hyatt Regency in the Illinois Center \$6.00
1988 (June 29)	Atlanta, GA Marriott Marquis \$5.00 if pre-registered \$10.00 otherwise and Noll-SWALL Members
1989 (June 21)	Reno, NV Bally's MGM \$6.00 pre-paid \$12.00 at the door
1990 (June 18)	Minneapolis, MN Minneapolis Convention Center 100+ Attended \$6.00 Members \$11.25 Non-members
1991 (July 22)	New Orleans, LA New Orleans Hilton

	\$8.00 Members \$14.50 Others
1992 (July 20)	San Francisco, CA \$12.00 pre-paid \$16.00 at the door \$20.00 Non-members
1993 (July 12)	Boston, MA Hynes Convention Center \$12.00 pre-paid \$17.00 at the door \$20.00 Non-members
1994 (July 11)	Seattle, WA Washington State Convention and Trade Center 12.00 Changed from a breakfast to a cocktail hour
1995 (July 17)	Pittsburgh, PA D.L. Lawrence Convention Center \$15.00 pre-paid and at the door Changed back to a breakfast meeting
1996 (July 24)	Indianapolis, IN Indianapolis Convention Center Breakfast meeting
1997 (July 23)	Baltimore, MD Sheraton Breakfast meeting
1998 (July 14)	Anaheim, CA Hilton \$20.00 Changed to a luncheon meeting
1999 (July 20)	Washington, DC Grand Hyatt-Latrose Breakfast Meeting
2000(July 17)	Philadelphia, PA Marriot Reception (Jointly sponsored and hosted with DALL & HALL)
2001 (July 16)	Minneapolis, MN Hilton Reception (Jointly sponsored and hosted with DALL & HALL)

APPENDIX E

SWALL BULLETIN GUIDELINES

AND PUBLICATION SCHEDULE

I. Introduction

The *SWALL Bulletin* is published three times a year, in winter, spring, and fall. All expenses are paid out of the SWALL treasury. The Editor acts as Chair of the Publications Committee and may serve for no more than three consecutive years

II. Administrative Duties of the Chair of the Publications Committee

- A. The Chair of the Publications Committee shall have password to the SWALL Web site.
- B. The Chair of the Publications Committee shall update and maintain all contents of the SWALL Web site

III. Acquiring Information

Materials for the Bulletin may be obtained from a variety of persons and publications. Generally, the Editor's responsibility does not extend to writing original material but, instead, encompasses **selecting** and **editing** articles and information.

- A. SWALL Board of Directors
 - 1. No issue of the *SWALL Bulletin* should ever be published without consultation with the President of SWALL concerning the President's Message: (i.e., From the Bench column) and any other information he/she wants included.
 - 2. In addition, it may be necessary to contact the Secretary and/or Treasurer for their reports to be included in the spring and fall issues (following business meetings at the SWALL annual meeting (spring) and the AALL annual meeting (summer)).
- B. Liaisons and Chairs
 - 1. To facilitate newsgathering, the Editor may appoint persons from the eight states making up SWALL to act as liaisons for the Bulletin. They can solicit and receive news, and relay it to the Editor. Contact the liaisons a month ahead of the deadline to remind them to pass on interesting news.
 - 2. Four to six weeks prior to a publication deadline, contact all committee chairs and AALL liaisons and remind them that if

they have reports to be included they must be in by the deadline. A form letter may prove useful.

C. Other Sources

1. The Editor should ask Publications Committee members to suggest and write articles on subjects of interest to the SWALL membership.
2. The Editor may wish to continue established columns and columnists.
3. Copies of suitable articles which appear in other publications may be reprinted, after obtaining permission from the newsletter which first printed it. Other AALL chapter publications are an especially good source. (All chapter newsletter editors send copies of their newsletters to each other).
4. The Editor should gather any written reports, particularly Treasurer's reports, at SWALL meetings, and should pay particular attention to proceedings.

IV. Electronic Publication

- A. The SWALL Bulletin will only be published electronically as a Web-based journal on the SWALL Web site.
- B. Each issue will be published as a separate sub-directory of the Bulletin directory of the SWALL website.
- C. When a new issue of the SWALL Bulletin is ready for distribution the Chair of the Publications Committee shall send notifications to the following library listservs:
 1. SWALL-L (SWALL-L@LISTSERV.UH.EDU)
 2. LAW-LIB (law-lib@ucdavis.edu)
 3. AZALL (Arizona Association of Law Libraries: azall@aallnet.org)
 4. CoALL List (Colorado Association of Law Libraries: coall@allnet.org)
 5. DALL Listserv (Dallas Association of Law Libraries: dall@allnet.org)
 6. HALL-L (Houston Association of Law Libraries: hall-l@listserv.uh.edu)
 7. AAL-L (Austin Association of Law Libraries: all-l@lists.cc.utexas.edu)

8. Any other listserv or posting that would be appropriate.

V. *SWALL Bulletin* Contents and Printing Schedule

- A. Headings - The following list includes suggestions for the headings and their descriptions currently being used in the *SWALL Bulletin*:
 1. From the Bench President's Message
 2. In This Issue Table of Content.
 3. Docket Notices
 4. Pro Forma Treasurer's Report
 5. Transcript Secretary's Minutes
 6. Headnotes *SWALL* Information and Committee Reports
 7. Hearsay Membership News
 8. Amended Pleadings Changes in Directory Listings, New Members, etc.
 9. Outside Counsel News from AALL and other chapters
 10. Expert Testimony Conferences/Symposia (essentially, the Continuing Education list from AALL)
 11. Briefing the Case Research tips/continuing education; usually an annotated bibliography, compiled by a member of the Publications Committee or another interested person
 12. Dicta General news and notes
 13. Discovery Professional Reading (has usually been compiled by the Bulletin Editor or by another member of the Committee)
 14. Exhibits New developments in *SWALL* states
 15. Change of Venue Job announcements
 16. Quid Pro Quo Wants/Gifts/Exchanges
 17. Practice and Procedure Private law librarians' column
 18. Future Interests Internet column (written by the *SWALL* Internet Coordinator)

19. Proof of Facts Publication relations column (Written by SWALL PR liaison/chair of PR Committee)
20. Historical Notes SWALL history column (written by the SWALL Archivist)
21. DOCS column (untitled) Information and news on government documents issues (written by interested person(s))
22. Wills and Trusts Column on preservation issues
23. From the Bailiff Editor's page
24. Statutory Supplements: State Legislators
25. Expert Witnesses: Regional Reports (news from SWALL states)

B. Publishing Schedule

1. Not every heading/section is used in every issue and the editor may use other headings provided that they follow the litigation theme of the headings listed in section A of this Appendix.
2. The following lists items that must appear in each issue. Other columns will appear as needed, but are not required.
 - a. Every issue will include From the Bench In This Issue, Headnotes, Hearsay, Amended Pleadings, Briefing the Case, Expert Testimony, Outside Counsel, Discovery, and From the Bailiff.

Fall:

1. From the Bench
2. Transcript (Minutes of the SWALL Business Meeting held during the AALL Annual Meeting)
3. Pro Forma (Treasurer's Annual Report, usually delivered at the SWALL meeting at AALL)
4. Outside Counsel
5. Nominations to the AALL Executive Board (if available by press time)
6. Headnotes
 - a. Committee Reports from the Business Meeting
 - b. SWALL Committee Preference Form

7. SWALL Grant Guidelines and Application Form
8. Report(s) from the AALL Travel Grant Recipient(s)

Winter:

1. From the Bench
2. Headnotes
 - a. SWALL officer nominations
 - b. SWALL annual meeting
 - 1) Program news (a preliminary program schedule, if possible)
 - 2) Local Arrangements news and descriptions
 - 3) Registration details and forms, if possible
 - 4) Hotel accommodation information
3. SWALL Committee Preference Form, reprised

Spring:

1. From the Bench
 2. Transcript (Minutes of the Annual Business Meeting)
 3. Pro Forma (Treasurer's Interim Report from the Annual Business Meeting)
 4. Headnotes
 - a. Announcement of new SWALL officers
 - b. Committee reports from the Annual Business Meeting
 - c. SWALL Committee Preference Form, reprised
 - d. Reports from SWALL Grant recipients
 5. Outside Counsel
 - a. Results of AALL officer elections
- C. Miscellaneous provisions
1. AALL requires that all AALL information appearing in Chapter/SIS newsletters should be accompanied by the AALL logo.

2. Requests for copies of articles from other Chapter/SIS newsletters should be referred to the appropriate newsletter editor. Thus, all requests for copies of *SWALL Bulletin* articles should come to the Editor.

APPENDIX F
SWALL ARCHIVES

Guidelines

General Comments

The Southwestern Association of Law Libraries was started in 1958 in order to promote law librarianship in the southwestern part of the country. To further this end SWALL has established an archive that will be the depository of any significant information about the organization and its members. It will be a reference source to present and future members as well as a repository for important documents created by the organization.

The following document is intended as a guideline for what materials will be collected, processed, arranged, and retained. It is also the guideline to establish who will be responsible for processing materials, how the materials will be obtained, and the policy governing their use.

Contents

Before any records are processed they should be checked against a list of required documents that have been established by SWALL. This list is only a guideline. If other records are deemed important they will be added as well. The general guideline for judging records is if the materials are of historical importance (i.e. evidential or informational). These would be documents that tell the history of the organization and its activities or provide unique information about the organization. The following is a list of materials that should be collected.

1. Historical incorporation, organization papers.
2. Constitution, Articles of Incorporation, and By-laws (past and present with dates).
3. Presidential correspondence and final documents.
4. Reports of officers, committee chairs, commissions.
5. Executive board agendas, minutes edited and approved.
6. Financial - budgets, treasurer's reports, investment records, audits, tax exemptions.
7. Standing committee reports.
8. Special committee reports and/or weeded internal papers.
9. Procedural handbooks/manuals (dated).
10. Conference - programs, reports, financial statements.

11. Lists of scholarship, grant, and award recipients.
12. Publications - directories, newsletters, and other significant works.
13. Agreements, contracts, documents of commitment or intent with all persons, organizations, corporations, etc., external to SWALL.
14. Copyright registrations.
15. Press releases issued by SWALL.
16. Forms and sample questionnaires.

Housing

See deposit agreement (Attachment I, Appendix F - 63).

Archivist

The archivist is responsible for collecting, selecting, sorting, arranging, and filing the archival materials. It is therefore recommended that the archivist be a long-term appointment or the additional function of an elected officer. This should be defined by the by-laws or procedures manual of SWALL.

Retention Schedules

Records are of two types - permanent or temporary. Permanent records are those records that should be sent to the Archives. A list of records to be retained is under the "Contents" section of these guidelines. A retention schedule is attached (Appendix F - Attachment II) to provide guidelines for records keeping. The retention policies are for permanent and temporary records. Temporary records are those records that are usually kept five years or less. Temporary records that are only held for one or two years usually remain with the officer or committee they pertain to. Temporary material that is to be kept for five years should go to the Archives after two years.

Before records are sent to the Archives they should go to the Archivist. It will be the responsibility of the Archivist to do a thorough weeding before adding materials to the permanent files.

Transfer of Materials

Materials should be transferred from outgoing officers and committee chairs to the incoming officers and committee chairs. After reviewing the files in a timely manner (approximately two months after taking office), the files should be transferred to the Archivist. As stated before, the records retention schedule should be followed and no officer or committee chair should retain files for longer than two years.

The Archivist will be responsible for collecting materials if they are not sent to the Archivist by the end of the second month after the annual SWALL

meeting. The Archivist may choose to either put a notice in the SWALL Bulletin or contact each officer or committee chair.

Organization of Archives

The following is a list of how the files should be organized in the Archives.

General materials (those pertaining to the organization as a whole)

- Constitution, Articles of Incorporation, and By-laws
- History
- Procedures manual
- Membership lists
- Lists of award recipients, etc.

Officers

- Rosters, minutes, reports, etc.
- Committees

Projects - conferences, workshops, etc.

Publications

- SWALL Bulletin
- Conference programs

Filing of Archives

Folders should be labeled to reflect what type of materials are inside. The folders should be put in order according to the above description. Under each main heading the folders should be in alphabetic order. Inside each folder the materials should be in chronological order, with the latest material in front.

If possible, any materials that are of special value should be kept in acid-free archival folders. Any special materials that are on mimeograph or older fax paper should be copied onto acid-free paper. Special materials are those that will be retained permanently.

Archivist's Reference File or Finding Aid

The Archivist will maintain a reference file or finding aid for all materials in the Archive. This will be comprised of a list of folders in the Archive as well as a quick reference file that contains in more detail the following items:

1. Officers - a list of elected officers, and committee chairs and members for the last 10 years.
2. Programs - a list of activities for the last 10 years (including date, program title, and speakers(s)).
3. History - outstanding dates and events for the organization, from the beginning.
4. Special publications - a list of titles and dates of publications.

Attachment I

Deposit Agreement

Agreement Between

Texas State Law Library

and

Southwestern Association of Law Libraries

Regarding the Storage of

Chapter Archives

The Texas State Law Library (hereinafter the INSTITUTION) agrees to provide, without charge, to the Southwestern Association of Law Libraries (hereinafter the CHAPTER), for a period of five years, space to be used to house the Archives of the CHAPTER subject to the following conditions:

- (1) The CHAPTER will be responsible for providing securable physical equipment and supplies for the Archives. [Such housing is subject to the approval of the INSTITUTION].
- (2) The location of the floor space will be determined by the INSTITUTION [and will be subject to change should such space be required for the INSTITUTION'S use]. The CHAPTER retains the right to withdraw the Archives from the INSTITUTION during the term of this agreement should a changed location not be approved by the CHAPTER.
- (3) The CHAPTER retains ownership of the Archives and agrees to provide any additional insurance agreed by both parties as necessary to cover damage or loss of the Archives.
- (4) The INSTITUTION shall not be liable for any loss or damage to the Archives during the time that they are housed by the INSTITUTION except for such loss or damage as may result from willful or gross negligence of the INSTITUTION, its employees or agents.
- (5) The CHAPTER will be responsible for the organization and maintenance of the Archives and for preparation and maintenance of any access tools or finding aids necessary to service the Archives.
- (6) The INSTITUTION agrees to allow in-building use of the Archives to persons authorized by the CHAPTER to have access to the files.
- (7) The CHAPTER agrees to provide identification for persons authorized to have access to the Archives and to provide the INSTITUTION prior notification of persons so authorized. [In addition, the CHAPTER agrees to provide the INSTITUTION with forms for submission to the CHAPTER for use by students or others seeking use of the Archives].

Both parties agree to the terms of this agreement for the five year period commencing June 1, 1991 and ending June 1, 1996. Prior to the termination date, the agreement will be reviewed by both parties and may, by mutual consent, be continued, amended or terminated. Should no notice of intent to continue, amend, or terminate be given by either party by June 1, 1996 [the termination date], the agreement will automatically continue under the terms of this agreement on a month to month basis. In the event this agreement is terminated, the CHAPTER agrees to remove the Archives and housing from the INSTITUTION'S space within sixty (60) days after official notification of the termination to the SWALL Executive Board. Should the Archives and housing not be removed by the CHAPTER within the stipulated time period, ownership of the Archives and housing will automatically transfer to the INSTITUTION.

_____' _____' _____
(Date) (Name) (Title)

Texas State Law Library

_____' _____' _____
(Date) (Name) (Title)

Southwestern Association of Law Libraries

(This agreement was signed 7/22/91 by Kay Schlueter, Director, Texas State Law Library, and by Barbara Bintliff, President, Southwestern Association of Law Libraries)

Attachment II

Retention Schedule

Record group	Retention policy
General	
-Constitution, including all revisions and Amendments	Permanent
-Articles of Incorporation, including all revisions and amendments	Permanent
-By-laws, including all revisions	Permanent
-History of the organization	Permanent
-Membership lists	Permanent*
-Scholarship, grant, and award recipients	Permanent
-Minutes of business meetings	Permanent
-Procedural handbooks/manuals (dated)	Current issue
-Publicity	Permanent
-Agreements, contracts, documents of commitment or intent	Permanent
-Copyright registrations	Permanent
Officers	
-List of officers and committee members	Permanent
-Executive Board minutes	Permanent
-President	
Annual report	Permanent
Correspondence	
To/From members	1 yr. & curr.**
To/From AALL	1 yr. & curr.**
To/From others	1 yr. & curr.**
-Treasurer	
Annual report	Permanent****
Bank statements, checks, passbooks, receipted bills, other accounting records	5 yr.
-Miscellaneous	1 yr. & curr.**
Committees	
Reports	5 yr. & curr.***
Correspondence	1 yr. & curr.**
Projects - Including conferences, workshops, etc.	
Reports	5 yr. & curr.***
Correspondence	1 yr. & curr.
Forms and sample questionnaires	5 yr. & curr.
Programs	Permanent
Publications	
1 copy of each	Permanent

Extra copies	
Directory	5 yr. & curr.
Bulletin	5 yr. & curr.
Other	to be determined

*Keep permanently unless it is published in the SWALL Bulletin.

**If there is a policy statement or other important business, retain it permanently.

***Keep the specified period of time unless they are published in the SWALL Bulletin.

****A copy should be sent to the attorney's office.

Southwestern Association of Law Libraries

Policy and Regulations Governing Use of the Archives

Since 1958 the Southwestern Association of Law Libraries (hereafter referred to as SWALL) has represented and promoted law librarianship in the southwestern region of the United States. SWALL has promoted law librarianship through its meetings, committees, and publications. Because of its goals of promoting law librarianship, SWALL established an archive in 1991 as a resource for present members as well as future researchers. Through an agreement set up in 1991, the archive is housed at the Texas State Law Library.

The following policies governing the use of the SWALL Archives are intended as a guide for those who may use the Archives and how the materials may be used. These policies try to take into consideration the needs of researchers, members, restrictions imposed by authors, donors, or SWALL, and the need for preservation of the documents.

Consultation

1. In order to receive permission to examine materials in the Archives, a person must make written application to the SWALL Archivist or President. Permission is subject to any restrictions placed on the files by the author, donor, or SWALL and given at the discretion of the Archivist, President, or Director of the State Law Library. If permission is denied, the person may write to the Executive Board for an appeal. The Director of the State Law Library shall retain the completed application form.
2. SWALL Executive Board members and the Archivist are exempt from the permission requirement, during their tenure, for the consultation and photocopying of materials except where there are restrictions attached.
3. Permission is not required for the consultation of the organizations publications that may be housed in the Archives.
4. All archival materials are to be used at the State Law Library. If a person needs to borrow any materials, they must receive written permission from the Archivist or the

President. Anyone using the Archives must conform to the regulations governing their handling.

Photocopying

5. Users of the Archives may not copy any materials unless they have given written assurance that no document will be published or reproduced without the written consent of the author and SWALL.

6. If a person has given written consent, they will be granted the right to photocopy materials except where restrictions have been placed by the author, the donor, or SWALL and they comply with the fair use provisions of the Copyright Act.

7. If a researcher cannot come to the State Law Library, they may make application to the State Law Librarian to have some materials copied, providing they comply with the above restrictions. The State Law Librarian has the right to refuse any request that may cause undue burden to the staff of the library.

Publication

8. If a person wants to publish something they have read or copied from the Archives, they need to obtain written permission from the SWALL President and the holder of any literary rights.

9. Permission to published will generally be granted provided that the publication meets scholarly standards and written permission has been granted from the copyright holder.

10. When permission is granted, the user agrees to indicate that the original materials are located in the SWALL Archives and the user assumes full responsibility for any copyright infringement that may result from the publication.

Southwestern Association of Law Libraries

Archives User Application

Name

Street address

Institutional or organization affiliation

City State Zip Code

I hereby make application to consult and/or copy from the following records in the Southwestern Association of Law Libraries Archives:

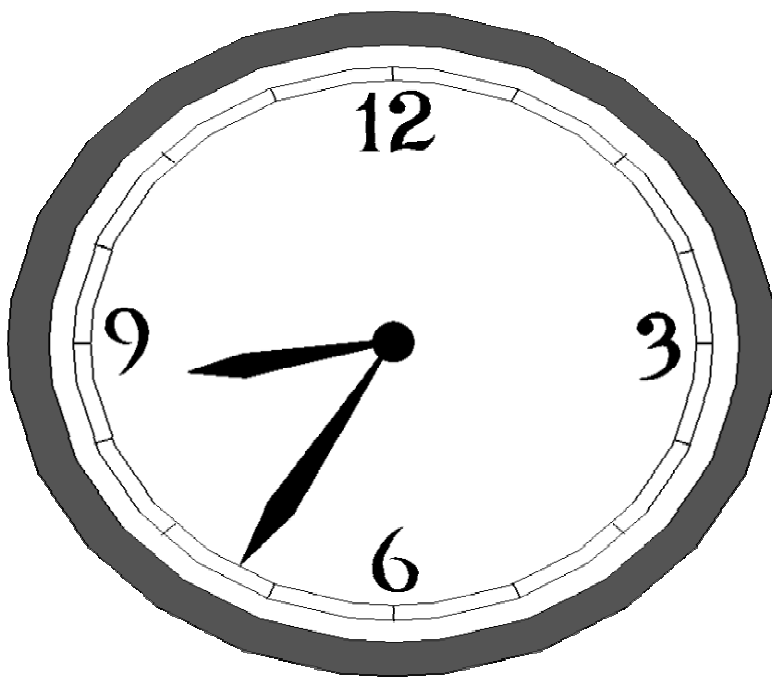
I am using this material for:

I agree not to publish or present any part of materials I have examined and/or copied without written approval of the author(s) and the President of SWALL. I also assume full responsibility for any copyright infringements or other infringements, which may pertain to this material.

Signature _____ Date _____

Approved by _____ Date _____

SWALL ARCHIVES REMINDER



Date:

To: All officers and committee chairs

From: The Archivist

It has now been two months since we last met at the SWALL conference. Hopefully you have had some time to look at the files you may have inherited from the previous officers and committee chairs. It is now time to remind you of your duty to deposit the appropriate documents to the archivist so that they may be sorted through and deposited in the SWALL Archives.

According to the Guidelines for the SWALL Archives: two months after the annual SWALL conference all officers and committee chairs are to send all official SWALL business files, except for files that are under two years old and are deemed a necessity to the present officer, to the SWALL Archivist. The Archivist will then make a determination of whether or not to keep the files based on the Archives retention schedule and list of files to be retained, as established in the Guidelines for SWALL Archives.

Please help to keep the SWALL Archives up to date so that we may have a recorded history of SWALL. Your cooperation will be appreciated.

APPENDIX G

SWALL OFFICERS, 1958 2003

Year	Officers
1958-59	Mortimer Schwartz, President Harrison McDonald, Vice President Gueneth Babcock, Secretary-Treasurer
1959-60	Harrison McDonald, President Hibernia Turbeville, Vice President Gueneth Babcock, Secretary-Treasurer
1960-61	Hibernia Turbeville, President Hazel Anderson, Vice President Gueneth Babcock, Secretary-Treasurer
1961-62	Hazel Anderson, President George Skinner, Vice President Nell Yeargin, Secretary-Treasurer
1962-63	George Skinner, President Myron Jacobstein, Vice President Nell Yeargin, Secretary-Treasurer
1963-64	Charlotte Highland, President Dwain Gay, Vice President Nell Yeargin, Secretary-Treasurer
1964-65	Alfred J. Coco, President Marcia Miller, Vice President Nell Yeargin, Secretary-Treasurer
1965-66	Marcia Miller, President
1965-67	Della Geyer, Vice President Nell Yeargin, Secretary-Treasurer
1966-67	Della Geyer, President Hanna Atkins, Vice President Nell Yeargin, Secretary-Treasurer
1967-68	Hanna Atkins, President Alphonse Squillante, Vice President Dell DeHay, Secretary-Treasurer
1968-69	Alphonse Squillante, President Marian Boner, Vice President Dell DeHay, Secretary-Treasurer

Year	Officers
1969-70	Marian Boner, President Oscar Miller, Vice President Dell DeHay, Secretary-Treasurer
1970-72	Oscar Miller, President Ruth Brunson, Vice President Dell DeHay, Secretary-Treasurer
1972-74	Ruth Brunson, President Laura N. Gasaway, Vice President Dell DeHay, Secretary-Treasurer
1974-76	Laura N. Gasaway, President Elizabeth Ellington, Vice President Dell DeHay, Secretary-Treasurer
1976-77	Elizabeth Ellington Parrigin, President Bernard Reams, Vice President Leigh Morris, Secretary-Treasurer
1977-78	Bernard Reams, President Jim Hoover, Vice President Velvet Glass, Secretary-Treasurer
1978-79	Bernard Reams, President Jane Olm, Vice President Velvet Glass, Treasurer Melanie Nelson, Secretary
1979-80	Jane Olm, President D.A. Divilbiss, Vice President Velvet Glass, Treasurer Melanie Nelson, Secretary
1980-81	D.A. Divilbiss, President Bob Grundy, Vice President Carolee Tolotti, Treasurer Melanie Nelson, Secretary
1981-82	Bob Grundy, President Charles Dyer, Vice President Carolee Tolotti Cote, Treasurer Melanie Nelson, Secretary
1982-83	Charles Dyer, President Jon Schultz, Vice President Gail Sisson, Treasurer Melanie Nelson, Louise Covington, Secretary

Year	Officers
1983-84	Jon Schultz, President Lois Calvert, Vice President Gail Sisson, Treasurer Louise Covington, Secretary
1984-85	Lois Calvert, President James Hambleton, Vice President Gail Sisson, Treasurer David Cowan, Secretary
1985-86	James Hambleton, President Jane Ward, Vice President Gail Sisson, Treasurer David Cowan, Secretary
1986-87	James Hambleton, President Barbara Bintliff, Vice President Jane Addison, Treasurer David Cowan, Secretary
1987-88	Barbara Bintliff, President David Cowan, Vice President/President Elect Jane Addison, Gail Sisson, Treasurer Elizabeth K. Schneider, Secretary
1988-89	David Cowan, President Jeanne C. Reynolds, Vice President/President Elect Barry Gilbert, Treasurer Elizabeth K. Schneider, Secretary
1989-90	Jeanne Reynolds, President Lou Lindsey, Vice President/President Elect Barry Gilbert, Treasurer Elizabeth K. Schneider, Secretary
1990-91	Lou Lindsey, President Elizabeth Schneider, Vice President/President Elect Barry Gilbert, Richard R. Guajardo, Treasurer Susan Kendrick, Secretary
1991-92	Barbara Bintliff, President Sharon Blackburn, Vice President Richard Guajardo, Treasurer Carol Elliott, Secretary
1992-93	Sharon Blackburn, President Kay Schlueter, Vice President Richard Guajardo, Treasurer Carol Elliott, Secretary

Year	Officers
1993-94	Kay Schlueter, President Lana Caswell-Garcia, Vice President Cynthia Montalvo, Treasurer Carol Elliott, Secretary
1994-95	Lana Caswell-Garcia, President Mary Ann Nelson, Vice President Cynthia Montalvo, Treasurer Maria E. Protti, Secretary
1995-96	Glen-Peter Ahlers, President Richard E. Ducey, Vice President Tobin A. Sparling, Treasurer Maria E. Protti, Secretary
1996-97	Glen-Peter Ahlers, President Richard E. Ducey, Vice President Tobin A. Sparling, Treasurer Maria E. Protti, Secretary
1997-98	Richard E. Ducey, President Rita R. Dermody, Vice President Susan Spillman, Treasurer Martha Campbell, Secretary
1998-99	Monica M. Ortale, President W. David Gay, Vice President Susan Spillman, Treasurer Martha Campbell, Secretary
1999-2000	W. David Gay, President Mitch Counts, Vice-President/President-Elect Susan Phillips, Treasurer Hyla Bondouff, Secretary
2000-2001	Mark Estes, President Beth Youngdale, Vice-President Susan Phillips, Treasurer Hyla Bondouff, Secretary
2001-2002	Beth Youngdale, President Kathryn Fitzhugh, Vice-President Joan O'Mara, Treasurer Susan Spillman, Secretary
2002-2003	Kathryn Fitzhugh, President Sharon Wayland, Vice-President Joan O'Mara, Treasurer Susan Spillman, Secretary