

AMERICAN ASSOCIATION OF LAW LIBRARIES
SIS HANDBOOK

Nineteenth edition, 2007

American Association of Law Libraries
Chicago, Illinois

(revised July 2007)

SIS HANDBOOK

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INTRODUCTION TO THE NINETEENTH EDITION, 2007

Welcome to your new position as SIS Chair! You are a vital, motivating part of an essential AALL component. Since their creation in 1976, the AALL Special Interest Sections have become an integral part of the Association; it is through the SISs that many members network, hone their librarianship and leadership skills, and expand their horizons. Chairing an SIS allows you to help shape the future of the Section, its members, and the Association.

This *SIS Handbook* serves as a working manual for SIS officers and the Chair of SIS Council, as well as AALL officers and headquarters staff working with the Special Interest Sections. The contents include information from AALL Executive Board minutes, AALL committees, and Headquarters staff. The first *SIS Handbook* was compiled in 1980 by Kathleen Price. Since that time it has been revised on numerous occasions to meet the needs of the SIS leadership.

In October, 1999 an SIS Leadership Retreat was held in Chicago. The Retreat convened the Chairs of the Special Interest Sections, SIS Council Chairs, current and past, members of the Executive Board, and AALL senior staff members. Its major objectives included:

1. Define the overall purpose and expectations of an SIS;
2. Develop an agreed upon Vision for the SISs – statements of Impact and Purpose;
3. Create a Leadership Profile for SIS Chairs;
4. Agree upon a systematic tracking and monitoring model to ensure accountability, consistency and continuity;
5. Develop a next step action model.

The statements of Impact and Purpose and the Leadership Profile have been incorporated into the *Handbook*. (See p. 6 & 9 respectively.) It is hoped that these ideals will serve as valuable guides during your term as SIS Chair.

It is impossible for every question to be answered in this *Handbook*. Policies change, new ones are created, and each edition serves as a current document that represents policies in effect at a specific time. The biggest changes in recent years directly result from our increasing reliance on the Internet and AALLNET. Many of the policy documents and forms that have been included in this volume in the past are now available online, where they can be currently maintained with far less work than in paper. The SIS Council Chair welcomes suggestions for changes or editorial corrections. The current SIS Chair, and contact information, are linked at:

<http://www.aallnet.org/sis/>.

PART I:
PROCEDURES AND POLICIES

A. INTERNAL ORGANIZATION AND ACTIVITIES OF SISs

Prologue - A Vision for the Special Interest Sections

To appropriately meet the growth needs of the American Association of Law Libraries (AALL), a Leadership Retreat was held for the organization's Special Interest Sections (SIS), on October 15 and 16, 1999. The specific objectives of the Retreat were to:

1. Identify the overall purpose, definition and expectations of an SIS
2. Develop an agreed upon Vision for the SISs (Statement of Impact and Statement of Purpose)
3. Create a Leadership Profile for SIS Chairs
4. Complete individual leadership assessments
5. Agree upon a systematic tracking and monitoring model to ensure accountability, consistency and continuity
6. Develop a next step action plan

The SIS Council reviewed the purpose, definition and contributions of the Special Interest Section and then created an overall vision that captures what an SIS is (in an impact statement that describes the difference the SIS makes for members) as well as, in a purpose statement, how an SIS makes that difference.

1) SIS Impact Statement

- (1) Energized and committed members
*benefit from creating and participating in
a strong, multi-faceted, vibrant community
that is the core of their professional lives.*

2) SIS: The Purpose Statement

- (1) A self-selecting group of members
*with a common interest,
which serves as a forum,
contributes educational value,
serves as a resource for expertise,
advocates and provides leadership growth opportunities.*

The group also created a Leadership Profile for SIS leaders, which will be found under "Officers," in Section A. 4.

1. FORMATION OF SISs

Article 10, Section 3 of the AALL Bylaws states: "Special Interest Sections may be created by the Executive Board by approving the written petition of 50 members of the Association. The petition shall state the aims of the proposed Special Interest Section, and shall state that the group has functioned as an informal caucus for the three years immediately prior to the filing of the written petition. The aims of the proposed Special Interest Section may be modified before final Executive Board approval, by mutual agreement between the Board and the petitioners."

Before approving a new SIS the AALL Executive Board will seek the advice of the Chair of the SIS Council and Board Liaison to the Council, who shall be responsible for evaluating the viability of the group and reviewing the petition.

Members of informal groups have sometimes misinterpreted AALL policy on caucuses and other informal entities. There is no requirement that an informal group must ever petition for recognition as an SIS. Some informal groups have continued for years in their informal status. AALL encourages the formation of any informal groups that members might find useful. Informal groups are not entitled to AALL funding or the other benefits of SIS status, but neither are they subject to required formalities such as bylaws or annual reports.

2. SIS NAME CHANGES

Over time, an SIS may decide to change its name to reflect changes in focus as determined by SIS members. Examples are the Automation and Scientific Development SIS change to Computing Services SIS (1996) and the Contemporary Social Problems SIS change to Social Responsibilities SIS (1993). Such a vote must comply with existing SIS Bylaws on bylaws amendments, specifically the section dealing with "Amending the Bylaws." The SIS chair should contact the AALL Bylaws Committee prior to the vote to be sure everything is in order.

Following the vote, the SIS bylaws must be amended to reflect the name change that was just voted on. The SIS Chair should refer the matter to an existing or newly appointed SIS Bylaws Committee. The name change and any other changes identified by the committee should be incorporated into proposed amendments, and the redlined bylaws referred to the AALL Bylaws Committee prior to a vote of the SIS, to be sure that everything is in order, and that no additional areas for amendment are identified.

The SIS then votes on the proposed Bylaws changes as spelled out in their current bylaws (may be a mail vote, or may have to be at the next meeting, depending on wording of current bylaws). This is a vote on the **bylaws change, not the name change**.

An SIS name change is considered to be in effect immediately following the vote of the SIS provided the vote was in compliance with existing SIS bylaws. It should be **reported immediately** to the AALL Executive Board, AALL Headquarters, the AALL Bylaws Committee, and the Chair of the SIS Council.

3. SIS COMMITTEES

SISs may designate both standing and special committees to carry out their activities. Some committees are common to nearly all SISs, such as program and bylaws, while others are unique to particular SISs, depending upon their area of focus.

In June 1989, the AALL Executive Board approved the recommendation of the Special Committee on Information Policy that each SIS consider establishing a "Government Relations Committee" to track issues related to their work and to keep the AALL Government Relations Committee informed about these issues.

During 1993/94, all SIS Chairs were encouraged to appoint an SIS Education committee to plan the programs for the SIS Annual Meeting. To facilitate the new program design, SIS Chairs are strongly encouraged by the Annual Meeting Program Committee to select one person as the contact for their annual meeting programs submissions process, to assure consistency.

4. GOVERNANCE OF SISs

BYLAWS

Each SIS drafts its own bylaws in accordance with its particular needs. (A set of model SIS bylaws appears on the SIS Council Web site.)

SIS bylaws must be approved by the AALL Bylaws Committee (AALL Minutes 656) to assure that no conflict with the Association's documents exists. It is therefore necessary for any new or amended bylaws to be submitted to that committee **before** being taken before the SIS membership for a vote.

VOTING/ELECTIONS

Each SIS may determine and state in its bylaws which categories of members shall have the right to vote.

All SIS elections must be completed and new officers notified two months prior to the annual conference. (AALL Minutes 1606)

OFFICERS

Each SIS elects the officer positions that best serve the needs of the group, most commonly a chair, chair-elect, secretary, treasurer (sometimes combined), and board members.

The chair is automatically a member of the SIS Council.

The executive boards of most SISs meet at the AALL annual meeting and transact routine business for the SIS during the year.

The right to hold office may be extended to whichever categories of members an SIS's bylaws specifies. For example, if an SIS so chooses, only individual active members and designated institutional members may hold office.

At its April 12, 1991 meeting the AALL Executive Board approved a motion charging all SIS chairs with "taking action, including the amendment of SIS bylaws where necessary, to assure that beginning in 1992 the elections of all new SIS officers will be completed no later than two months prior to the annual meeting of AALL." (AALL Minutes 1606)

SIS LEADERSHIP PROFILE

What is a leader? The SIS Leadership Retreat sought to answer that question specifically for the SIS, by creating this Leadership Profile. They identified five key competencies for SIS leadership, along with specific actions for each competency area. These are summarized below.

Leadership Competency: Pursue the Vision

- ∞ Keeping an eye on the intended impact and setting the agenda from that vision.

Leadership Competency: Administer the Programs

- ∞ Managing complexity: coaching others, promoting self-management, communicating, developing strategy and planning
- ∞ Integrating frequent communication in a variety of ways; making communication regular and systematic on both large and small issues and through formal and informal channels
- ∞ Taking responsibility for getting the job done in a timely manner

Leadership Competency: Lead by Example

- ∞ Speak up, and be willing to step out on a limb by taking risks
- ∞ Motivate, inspire
- ∞ Continuously learn
- ∞ Demonstrate a level of credibility
- ∞ Admit failures and shortcomings

Leadership Competency: Build Relationships

- ∞ Be honest and be vulnerable and approachable
- ∞ Collaborate with others: seek partners, build relationships, involve people; use networks
- ∞ Find the best person for the job; stimulate volunteerism
- ∞ Complement your own skills with others
- ∞ Focus on humor and personal interests
- ∞ Make introductions

Leadership Competency: Be a Motivator

- ∞ Praise with sincerity
- ∞ Encourage feedback
- ∞ Show enthusiasm and interest
- ∞ Publicly reward individual contributions through example, etc.

DUTIES OF SIS OFFICERS

Based on custom within AALL and modified by individual SIS bylaws, duties of SIS officers might include the following:

I. SIS Chair.

1. Duties

1. Presides at SIS meetings.

2. Represents the SIS on the SIS Council.
3. Administers the SIS with the advice of the SIS's Executive Committee.
4. Serves as official spokesperson in any matter affecting the formal affairs of the SIS.
5. Prepares proposals, requests or informational items to be submitted to the AALL Executive Board for consideration or action at board meetings.
6. With the treasurer, establishes the annual budget; approves any extraordinary expenses incurred by committees.
7. Appoints committees and their chairs in compliance with SIS bylaws.
8. Receives and reviews annual reports of the SIS's committees; solicits committee plans for year.
9. Prepares annual report for publication in *Law Library Journal*.
10. Requests additional funds from AALL in extraordinary circumstances using established funding request procedure.
11. Reports to SIS membership in the AALL and/or SIS newsletter.
12. Keeps the SIS's Executive Board, especially the chair-elect, informed of all SIS activities and business, as well as SIS Council activities.
13. Provides copies of Duties of SIS Officers to appropriate officers within the SIS; makes sure these duties are carried out.
14. Reports SIS's activities to SIS Council Chair and AALL Board liaison to the Council.
15. Appoints a Nominating Committee.
16. Oversees the amending of the Bylaws and forwards the amended Bylaws to headquarters.
17. Serves as "content provider" for SIS web page.

2. The SIS Chair may not

1. Express SIS opinions as being those of the American Association of Law Libraries unless so directed by the Executive Board.
2. Bind AALL or its treasury without express authority from the AALL Executive Board.
3. Solicit funds from publishers or outside groups for SIS activities without prior permission from the AALL Executive Director.

3. When term as Chair ends

1. Forwards current files to incoming Chair
2. Forwards completed files to AALL archives at the University of Illinois Law Library
3. Sends letters of appreciation to institutions whose employees served as members of SIS executive committee members or committee chairs at the end of their terms.

I. Vice-Chair/Chair-Elect

1. Duties

1. Surveys SIS members for SIS committee appointment preferences.
2. Appoints committees and chairs to serve during his/her term.
3. Serves ex-officio on SIS committees.
4. Plans SIS annual meeting participation during his/her term. Coordinates program planning of the various SIS components with the AALL Education Committee.
5. Participates in budget preparation.

I. Secretary

1. Duties

1. Sends letters of welcome to new SIS members.
2. With Chair, prepares annual meeting agenda; takes and transcribes minutes; distributes to board and corrects; conducts online or mail balloting; indexes minutes.
3. At business meeting, accepts written motions from floor; makes motions on behalf of board; acts as parliamentarian if none appointed.
4. Brings past minutes to annual meeting for quick reference.
5. Following meeting, sends memos to SIS Board and committee chairs reminding them of requested action.
6. Notifies those elected after counting ballots.
7. Notifies SIS Council Chair, in writing, of election results immediately after election is completed.

I. Treasurer

1. Duties

1. Monitors SIS funds. (Headquarters notifies SIS of amount available for its operation)
2. Pays SIS obligations, i.e. prepares "Expense Forms" for headquarters with receipts, original invoices, etc.
3. Prepares budget with Chair and SIS Executive Committee. Income is derived from dues and profits returned to SIS by AALL or granted to the SIS for a specific project; all officers and chairs should estimate expenses by September 1st.
4. Prepares financial report for annual meeting.

2. Treasurer may not

1. Open a separate SIS bank account. All SIS funds must be channeled through AALL to preserve tax-exempt status.
2. Spend more than the SIS's income.

B. COMMUNICATIONS

1. RESOLUTIONS AND EXPRESSIONS OF OPINION

Resolutions

SISs frequently bring important issues to the attention of the AALL membership and the community at large by issuing resolutions. An SIS has the option of presenting its resolution before the membership of the Association assembled at an AALL business meeting without prior approval by the Board.

Furthermore, a resolution that has been sent to the Board but has failed to receive its approval may be brought before the general membership at a subsequent business meeting for consideration.

The Board itself may elect to bring a resolution, whether approved or disapproved by it, to the full membership for debate and a vote.

Regardless of whether an SIS presents a resolution to the Executive Board or to the general membership, a transmittal letter with a list of people to whom the resolution should be sent should accompany it.

No resolution should be transmitted outside of the Association without the approval of the AALL Executive Board or the full membership.

Expressions of Opinion

At its July 10, 1998 meeting the Executive Board revised the AALL policy on "Speaking for AALL."

The revised policy adopted at the July 10, 1998 meeting supersedes earlier practices, and states:

Two bodies are empowered to set policies for AALL: 1) the Executive Board, in its policy-making role, and 2) the membership, expressed through votes at Annual Meetings, or, when appropriate, by ballot. The official and customary spokespersons for these policies are the President and the Executive Director. Any questions from the press or other such parties received by Executive Board members, **officers of Special Interest Sections**, or other members should be directed to **either the President or the Executive Director**. On occasion the President may delegate authority to speak on behalf of the Association to a person with particular expertise in the area of inquiry or interest.

AALL committees and representatives (including the Washington Affairs Representative) whose charges so state, are encouraged to convey information, prepare testimony, or express opinions based on their professional expertise and in accordance with AALL policy. No such person may bind AALL on a matter that is not covered by policy without specific authorization to do so by the President. Whenever individuals represent the Association, they will keep the President and the Executive Director informed of all such contact.

The policy may be found on AALLNET at:
www.aallnet.org/about/policy_board_whospeaks.asp

2. STATIONERY

SISs may not design their own stationery. (AALL Minutes 575).

SIS Stationery should consist of AALL stationery, available from Headquarters, with a line for the SIS name.

SIS accounts will be charged for AALL stationery ordered.

E-mail stationery should include SIS information and should not appear to represent AALL.

C. SIS MEMBERSHIP

1. MEMBERSHIP ELIGIBILITY

According to the AALL Bylaws, any individual active member, designated institutional member, individual associate member, institutional associate member, retired member or student member may join as many SISs as s/he chooses.

Information on joining SISs is included with the general AALL membership dues invoice. AALL members may join any SIS at any other time of year by mailing the SIS dues to Headquarters.

2. MEMBERSHIP LISTS

Headquarters posts each SIS membership list on AALLNET in August (formerly printed lists were mailed, AALL Minutes 1154), and the lists are updated periodically. The SIS email lists are automatically populated from this membership list.

The SIS Council Chair and the SIS officers should keep each other informed as to whether lists as posted on AALLNET are sufficient or whether different arrangements are needed. The office of the AALL Director of Finance and Administration is responsible for providing the lists.

Additional copies of the complete membership lists, or other special needs should be requested from that office.

The SIS chair may request from the Mail Room Assistant/List Manager at Headquarters, at no charge, sets of membership labels for SIS mailings.

3. RIGHTS OF MEMBERS

The rights of various categories of members to vote, hold office, etc., may vary depending upon the SIS's bylaws.

D. RELATIONSHIP OF SISs TO OTHER AALL COMPONENTS

1. CHAIR OF SIS COUNCIL/AALL EXECUTIVE BOARD MEETINGS

The Chair of the SIS Council attends all meetings of the AALL Executive Board in an advisory, non-voting capacity to facilitate communication between the SISs and the Board.

In cooperation with the AALL Board Liaison to the Council, the Chair provides information related to SIS proposals, activities and concerns.

Headquarters pays for the travel, hotel, and meal expenses of the Council Chair, as directed by AALL reimbursement policy, upon submission of the standard reimbursement form.

2. AALL EXECUTIVE BOARD LIAISON

The AALL Vice-President appoints a Board member to serve as liaison to the SIS Council. The Executive Board Liaison works closely with the Chair of the SIS Council to carry SIS concerns and proposals to the Executive Board and to report Board actions and policies back to the SISs. See www.aallnet.org/about/policy_board_liaison.asp for more information about liaison responsibilities.

3. PROPOSALS AND REQUESTS TO AALL EXECUTIVE BOARD

Any SIS issue to be considered by the AALL Executive Board at its meetings must be submitted by the AALL Board Liaison to the Council and not individual SIS members (AALL Minutes 575).

Agenda items, including requests for funding of special projects, must be submitted by the stated deadline on official AALL Board agenda forms available from the Executive Director or the AALLNET web site at http://aallnet.org/board/agenda_form.asp.

Copies of the agenda item must be sent to the SIS Council Chair and the AALL Executive Board liaison.

4. TRAINING SESSIONS FOR SIS CHAIRS

AALL sponsors SIS Leadership Training for all vice-chairs/chairs-elect. The half-day workshops are designed to familiarize the chairs with AALL policies and procedures affecting the SISs. Newly elected vice-chairs/chairs-elect are also invited and encouraged to attend.

The sessions also provide the chairs with valuable opportunities to ask questions, voice concerns, suggest improvements, and generally share ideas.

The training sessions are held on the Saturday immediately preceding the annual conference.

5. SIS RESOLUTIONS

See "RESOLUTIONS AND EXPRESSIONS OF OPINION" in Part I, B.1 of this handbook. Also, see AALLNET: www.aallnet.org/about/policy_board_whospeaks.asp

6. INFORMATION TO BE SUBMITTED TO HEADQUARTERS

During the course of the Association year each SIS chair will be notified of particular information items that must be submitted to the Chair of the SIS Council and to specified offices at AALL Headquarters. These include the following:

- (1) A list of new officers (to SIS Council Chair and to the Executive Assistant to the Executive Director);
- (2) An annual end-of-the year update of the SIS history for the SIS website on AALLNET (to the Executive Assistant to the Executive director);
- (3) While SISs are no longer required to submit SIS bylaw revisions to headquarters, SISs must maintain updated bylaws on their website;

- (4) An annual report complying with the guidelines specified by Headquarters. The annual reports will be published on AALLNET. (As of 2007, they are no longer published in *Law Library Journal*.) Customarily they should include a summary of SIS accomplishments during the year, as well as continuing projects and programs. Procedural and administrative problems encountered by the SIS should be noted, and suggestions for the next year are encouraged. The reports are to be submitted to the AALLNET coordinator via e-mail and should be copied to the Executive Assistant to the Executive Director and to the Council Chair.

7. AALLNET

AALLNET (<http://www.aallnet.org>) is AALL's official Internet site. It is an important tool for conducting Association business, a resource for AALL members, and a marketing tool for promoting law librarianship. It should contain up-to-date information that will be useful to members, as well as historical and archival information. SIS chairs should check AALLNET frequently for new or revised policies, procedures, forms, and other information.

A wealth of SIS-related information and resources is available within the AALLNET Leadership section of AALLNET. The SIS Council Chair, who serves as content provider, provides the information appearing here.

Individual SIS web pages and profiles are linked to this general page. Each SIS is responsible for maintaining up-to-date information and links. Each SIS chair should appoint an SIS Web Content Provider who will work with the AALL Webmaster to create an account on the AALL server. SISs are encouraged to host their web sites on the AALLNET server and training is provided for webmasters just before the Annual Meeting.

A website for the SIS Council (<http://www.aallnet.org/sis/council/>) offers links to a Listing of Special Interest Sections, the SIS Model Bylaws, and the Roster of Current Members.

Policies, Procedures & Resolutions

AALL policies and materials are increasingly available on AALLNET, where they can be updated quickly. From the home page (<http://www.aallnet.org/index.asp>) click on "ABOUT AALL." The menu on the left side of the page includes the heading "Governance," under which will be found three subheads, any one of which will retrieve the following listing, with direct links to the documents:

Policies, Procedures & Resolutions

AALL Association Policies: (<http://www.aallnet.org/about/policy.asp>)

- AALL Archive
- AALLNET
- AALLNET Copyright Policy
- AALLNET Linking Policy
- Annual Meeting Site Selection
- Chapter Alliance and Tips for Chapter Visits
- Collaborative Activities and Joint Agreements
- Conduct of Election Policy
- Disclosure of Conflicts of Interest Policy
- Expense Reimbursement and Forms
- Financial Policy
- Headquarters Personnel Policy
- Investments
 - Permanent Investment Fund

Restricted Endowment Fund
Law Library Journal Copyright Policy
Non-Discrimination
Professional Development
Publications Policy
Publications Statement of Purpose
Spectrum Editorial and Copyright Policy
Use of The American Association of Law Libraries Name

AALL Public Policies: (<http://aallnet.org/about/policy.asp#public>)

Core Competencies for Law Librarianship
County Public Law Library Standards
Ethical Principles
Government Relations Policy
Job Security, Remuneration, and Employment Practices
Library Bill of Rights
Preservation Policy
Telecommunications Policy

AALL Recommended Guidelines: (<http://aallnet.org/about/policy.asp#guidelines>)

ALA-Accredited Graduate Library Schools
Guide to Fair Business Practices for Legal Publishers
Guidelines on the Fair Use of Copyrighted Works by Law Libraries
Guidelines for Graduate Programs
Model Law Firm Copyright Policy
Principles for Licensing Electronic Resources

AALL Resolutions: (<http://aallnet.org/about/policy.asp#resolutions>)

Resolution on Constitutional Amendments Defining Marriage
Resolution on the Protection of Databases
Resolution on the USA PATRIOT Act
AALL Resolution on Supreme Court Slip Opinions

8. SIS COUNCIL LISTSERV

In July 1996, a listserv was created to provide a convenient, efficient, and rapid way for members of the SIS Council to communicate. It is used by the SIS Council Chair to issue updates and reminders, and is also a means for SIS Chairs to interact with each other on programmatic, strategic, administrative, or policy issues. It is a closed list with membership limited to current and past SIS Chairs and Chairs-Elect, SIS Council Chair, AALL Executive Board Liaison, and AALL Executive Director. Send e-mail posts to: **c-sisc@aallnet.org**. Archives are available at **<http://share.aallnet.org/read/?forum=c-sisc>** using your email address as your login. If you do not know your password, contact AALL HQ.

9. ELECTION PROCESS PARTICIPATION

On July 5, 1986, the Executive Board adopted the following policy:

The use of all Association publications, including those published by the Special Interest Sections, for the promotion of candidates for election to the Executive Board, either by reference in an article or by means of paid advertising, is prohibited. Neither shall the membership list of the Association or that of Special Interest Sections be sold or given to an individual or group or used by them for

the promotion of candidates for election to the Executive Board. (AALL Minutes 1046)

At its November 14, 1998 meeting the Executive Board approved the "AALL Conduct of Election Policy" stating that candidates "should do all they can to ensure that Association entities, SISs and Chapters, treat fairly and equitably themselves and other candidates for the same position on the Executive Board." (AALL Minutes 2595) See, AALL Conduct of Election Policy: www.aallnet.org/about/policy_conduct_of_election.asp

10. NOMINATIONS PROCESS FOR AALL NATIONAL OFFICES

The AALL Nominations Committee contacts all SIS chairs to solicit suggestions for nominees for AALL national offices.

11. PUBLIC RELATIONS PROGRAM

Each SIS should actively pursue a public relations program. This could include brochures, the SIS newsletter, and promotion of SIS activities. Brochures should be professionally designed through HQ, a service available to SISs every three years at no fee. See section G of this handbook for details and deadlines.

The AALL Public Relations Committee can offer assistance in implementing public relations projects.

The Public Relations Committee should be notified of SIS projects and activities.

12. AALL SPECTRUM

Each SIS is encouraged to contribute information to the **AALL Spectrum** SIS column. This is an excellent public relations tool.

Deadlines for the column are sent to each SIS Chair directly from the column editor.

The lead-time for the production of the **AALL Spectrum** is 6 to 8 weeks. Therefore SISs may need to submit copy about upcoming events several months in advance. This is particularly important if the SIS is asking members to respond with nominations, applications, or other submissions.

AALL members usually receive the **AALL Spectrum** by the third week of each month it is published. There is no issue in January or August.

13. AALL ARCHIVES

At the end of each SIS chair's term, s/he is responsible for weeding and transferring files of the preceding chair to the archives at the end of the SIS year. The chair shall pass the complete files created during his/her tenure, as well as any older files still needed for on-going projects, to the succeeding chair at or immediately following the annual meeting.

Transferred documents shall be sent with a cover letter from the chair indicating the name of the SIS, the name of the chair submitting the documents, his/her term of office, and a brief description of the documents being submitted which includes the name and term of the previous chair. Documents shall be sent to: Mr. Bill Maher, University Archives, 19 Library, 1408 W. Gregory, Urbana, IL 61801.

Documents to be transferred to the archives include:

Official records: constitutions and bylaws, minutes and proceedings, transcripts, lists of officers and members, interim and annual reports

Historical files documenting policies, decisions, committee and task force reports, and questionnaires

Office files: correspondence and memoranda (incoming and outgoing), subject files concerning projects, activities and functions

Publications: one record copy of all programs, journals, monographs, newsletters, brochures, posters, and announcements issued by the SIS

Audio-visuals: photographs and sound recordings

Documents that may be discarded include:

Specific financial and membership transactions

Requests for publications or information after the requests have been filled

Blank forms and unused printed or duplicated materials

Replies to questionnaires if the results are recorded and preserved either in the archives or in a published form

See archives policy on AALLNET: www.aallnet.org/about/policy_archives.asp

Immediately following the Annual Meeting in July, the new SIS Council Chair will send a current SIS Council membership list to Mr. Maher, the AALL Archivist.

14. SIS HANDBOOK REVISION

The Executive Board SIS Liaison and the Chair of the SIS Council shall be responsible for the regular updating and revisions of the **SIS Handbook**.

15. LIAISONS TO AALL COMMITTEES

An SIS may designate one of its members who is also a member of an AALL Committee to act as liaison between the SIS and the Committee.

E. SISs AT THE AALL ANNUAL MEETING

1. MEETING ROOMS AND FOOD FUNCTIONS

Headquarters will contact each SIS chair about SIS requirements for meetings and/or food functions. Meeting scheduling forms are mailed out in the fall and due back by November 1.

Sections may choose to provide food and/or beverages at any of their meetings; forms are sent in February and are due back by May 15. The cost of the service will be charged against the Section's account.

Sections wishing to hold meal functions for which members are to register and pay with their registration for the AALL Annual Meeting and Conference, must contact the Meeting Manager at AALL Headquarters in early November.

The Annual Meeting Program Committee is responsible for scheduling its Annual Meeting (Charge to the AMPC). There are certain no-conflict times that must be observed. There is no charge for the use of meeting rooms.

SIS officers are sent copies of hotel menus for planning food events. Each SIS is expected to pay all charges for food/beverage service prior to the end of the Annual Meeting. Payment is usually made by a charge against the Section's account or by turning in funds collected from members for any large food function.

2. AUDIO-VISUAL EQUIPMENT FOR NON-PROGRAM EVENTS

Prior to the annual meeting each SIS chair is sent necessary forms for ordering audio-visual equipment to be used during their business/continuing education meetings.

The SIS pays for any equipment used. (This does not include AALL Annual Meeting Program Committee approved programs held during the annual conference.)

The hotel usually provides one free microphone per business meeting room.

Payment is usually made by a charge against a section's account. (AALL Minutes 633)

3. EDUCATIONAL PROGRAMS

The SISs began taking an active part in the AALL annual meeting programs in 1980 with the approval of the AALL Executive Board. (AALL Minutes 652).

In the late spring, program proposal forms for the subsequent year may be obtained from AALLNET.

SIS sponsorship of programs at the AALL Annual Meeting is important to the SISs and to the overall educational programming of the Association. Sections are encouraged to submit program proposals to the Annual Meeting Program Committee by its deadline, which is typically early to mid-August. Submissions are made using the AALLNET online proposal system.

SIS Education Committees should follow the ***Program Planner's Handbook***, distributed in late spring each year, for complete information on planning programs for the following year's annual meeting. It includes sample completed submissions.

If a program or workshop is selected for presentation, the Annual Meeting Program Committee liaison notifies the SIS member who has been designated program or workshop coordinator and together they work out details concerning speakers and costs.

These programs are funded by AALL as part of the annual meeting's expenses.

The coordinator must operate within the budget agreed upon with the Annual Meeting Program Committee.

The Annual Meeting Program Committee reviews program proposals based on the strength and content of the proposals. Multi-sponsorship by SISs of program proposals does not ensure acceptance of the proposals, but it does indicate that the proposal has appeal to different types of audiences. AMPC members have suggested that multi-sponsorship can be confusing to the selection committee, so SISs should consider their sponsorships carefully.

4. SIS-SPONSORED EDUCATIONAL PROGRAMS IN CONJUNCTION WITH BUSINESS MEETINGS

Some SISs present educational programs at the Annual Meeting.

The sections, using either money from their treasuries or fees charged to attending members, must fund these programs.

Registration for these programs must be made available to all AALL members.

5. SIS EXHIBITS

The exhibit area at the AALL annual meeting includes an "Activities Area" for displaying materials illustrative of the work of the Association's SISs, Chapters, and Committees.

AALL Headquarters mails a form to each SIS Chair regarding their participation. If not returned, no table will be reserved for the SIS.

All SISs are encouraged to submit items such as brochures, section publications, reports of projects, and posters, etc. for the exhibit.

Materials can usually be mailed to the exhibit hall in advance of the conference, or materials can be brought to the hall the day before the exhibit hall opens. Mailing instructions are sent to SIS Chairs. All materials that are not removed at the close of the exhibit hall (3:00pm on Tuesday) will be discarded. The SISs are responsible for staffing their display during the convention.

6. MERCHANDISE SALES AT THE ANNUAL MEETING

At the request of several SISs, the AALL Executive Board approved a policy that will allow SISs to sell merchandise at the AALL annual meetings. At its March 29, 1996 Executive Board Meeting, the following FLRP Financial Policy Addition to FLRP III, Section E6 passed unanimously:

“All product sales by Association entities at the Annual Meeting shall take place only in the AALL sales outlet. The Association will retain a portion of the gross sales in order to partially cover overhead costs. The overhead rate will be discounted from the Association full overhead rate normally attributed to Association activities and will be set annually as part of the budget. The distribution of earnings to the participating groups will take place prior to the conclusion of the Association’s Fiscal Year” (AALL Minutes 2219).

7. SCHEDULING OF SIS BUSINESS MEETINGS AND EDUCATIONAL PROGRAMS

Each SIS conducts at least one business meeting at the AALL annual convention.

The following AALL Executive Board **recommendations** address the scheduling of SIS business meetings:

The minutes (p. 1376) record that "it was noted that these recommendations will serve as a guideline but not as restriction on the scheduling decisions for future Annual Meeting planners." At the November 3, 1990 meeting (AALL Minutes 1590) the Board approved revisions in the original recommendations to allow for greater flexibility and convenience. Summarized here are recommendations pertaining specifically to SISs.

Recommendation #2: The three largest SISs (Private Law Libraries, Academic, and State/Court/County) shall be scheduled to meet on Sunday morning, no

other SISs shall be scheduled to meet on Sunday morning, no other SISs shall be scheduled during this time slot. These SISs shall make every effort to complete their programming by Noon; any of them unable to do so will be asked to schedule elements deemed to be of greatest interest to the most members (either business meeting or substantive program) prior to Noon to avoid conflicts with other SIS activities in the afternoon.

Recommendation #3: The remaining primary time slots for SISs are Sunday from noon to 1:30 p.m. and from 1:30 to 3 p.m. Sunday from 4:30 to 6:00 p.m. and Tuesday from 7 to 8:30 a.m. may also be used, but since committees also use these time slots, it is suggested that SISs use them only for sub-committees or boards rather than general meetings. Every effort shall be made to accommodate special needs.

In 1996, responsibility for scheduling the Annual Meeting was given to the Annual Meeting Program Committee (http://www.aallnet.org/committee/an_meeting_program.asp#charge).

At its Fall, 2002 meeting, the Board approved "directing all future AMPC - beginning with the 2004 Annual Meeting - to provide membership entities with more flexibility for holding small meetings during educational programs, and to accommodate the needs of membership entities as much as possible, while respecting the AALL no-conflict hours, and to develop and communicate new scheduling guidelines for all entities well in advance of the 2004 Boston Annual Meeting." In accordance, AMPC added additional time slots in the overall Annual Meeting schedule to allow for SIS and other membership entities to hold meetings.

At its Spring, 2005 meeting, the Board revisited the issue of scheduling SIS educational programs against programs selected by AMPC. The 2006 AMPC recommended, and the Board approved, that SIS educational opportunities, with the exception of SIS business meetings, may be scheduled against AMPC-selected programs. There will continue to be no-conflict times during AALL Business Meetings, plenary programs, and some Exhibit Hall hours. All scheduling will be based on room availability, and AALL will provide no additional funds for these opportunities.

At its Spring, 2005 meeting, the Board decided that the 101st Annual Meeting to be held in New Orleans would run from Saturday, July 14 – Tuesday, July 17, 2007. Please consult the Program Planner's Handbook at <http://aallnet.org/events/ProgramPlannersHandbook.pdf>

After the New Orleans meeting, the Council will revisit these scheduling recommendations and suggest any changes to the Executive Board.

8. SIS-SPONSORED WORKSHOPS

When the AALL Annual Meeting Program Committee approves an SIS-sponsored workshop for presentation at an AALL annual conference, the Education Manager prepares the budget in accordance with AALL Financial Policies and the Budget Guidelines for the fiscal year in which the workshop is held.

At its March 29, 1996 meeting the Executive Board unanimously adopted the following motion: AALL assumes all financial risk for potential losses from Institutes and Workshops. It retains net revenues generated from Institutes and Workshops (AALL Minutes 2217).

9. A FEW IMPORTANT DEADLINES FOR SPONSORED AND TICKETED EVENTS

October is an important month for the SIS Chairs to plan their meetings, meals, receptions, and other social events to be held at the Annual Meeting. Preliminary Scheduling Forms are mailed to SIS Chairs by October 15th.

On **November 1st** all Preliminary Scheduling Forms are due to the Meeting Manager at headquarters.

On **December 1st**, the text and registration forms for the Annual Meeting Preliminary Program are completed. All SIS meals and social events that are sponsored, wholly or in part by a donor, should be confirmed before December 1st in order to establish meal ticket prices and to give donors recognition in the Preliminary Program.

On **May 1st**, the text for the Annual Meeting Final Program and the Awards and Acknowledgements Brochure (distributed to all registrants) is completed and it includes an acknowledgement of all sponsorships, even those received between December 1 and May 1, the deadline for the Final Program.

10. SIS VIP PROGRAM

For several years, the Chapter VIP Program has provided AALL Chapters with the opportunity for each chapter to invite special guests (“Valuable Invited Participants”) from the chapter’s legal, governmental or information communities to participate in AALL’s Annual Meeting.

In November 2003, the AALL Executive Board approved the expansion of the Chapter VIP Program to allow each SIS to sponsor up to two VIPs a year at the Annual Meeting. AALL will offer full complimentary registration (includes Opening Event, Association Luncheon and the Closing Banquet) for up to two guests for each of AALL’s 13 Special Interest Sections. The sponsoring SIS will decide whether it will offer to provide any sort of financial support for transportation and hotel, or whether it will try and work out an arrangement with the VIP to have his or her own firm, association, or institution pay all or part of those expenses. An SIS could co-sponsor VIPs with other SISs or with a Chapter.

The timetable for inviting SIS VIPs is as follows:

January - Identify VIP Candidates
February - Extend invitations to VIP candidates (earlier if possible)
March - Confirm acceptance with candidates
April - Follow up phone call
May - Schedule escorts
June - Schedule Events/activities with VIP
[June 1st: Deadline for SIS VIP Registration Forms]

Forms and additional information will be available on AALLNET at <http://www.aallnet.org/sis/> under the right side pull down menu for “Resources for SIS Leadership.”

Note that the SIS VIP program is different from existing SIS grant programs that might fund a member’s attendance at the Annual Meeting. The VIP program is designed for non-AALL members to be introduced to the Association’s work.

F. SIS FINANCES

1. BANK ACCOUNTS

SISs may not maintain separate bank accounts, and must voucher all expenses through their AALL allotments maintained at Headquarters. (AALL Minutes 535)

2. DUES

Any AALL individual active member, designated institutional member, individual associate member, institutional associate member, retired member or student member may join an SIS by paying \$15.00 to AALL at any point during the year.

50% of the dues paid for SIS memberships is allocated to the SIS. On September 30 of each year, the SISs will be credited with the dues income available to them for the succeeding twelve-month period. By October 1 of each year, SISs will be notified of the amount allocated to them from this source. (Financial Long-Range Plan 1995-1998).

3. FINANCIAL STATEMENTS

Headquarters sends each SIS a quarterly financial statement listing all income from dues, etc., and showing all expenses charged to the SIS.

These reports will be sent to the SIS chair or other designated officer. The Chair of SIS Council should be advised if statements are not regularly received.

4. PAYMENT OF SIS EXPENSES AT THE ANNUAL MEETING

Part I, E, of this handbook on the "Annual Meeting" details the requirements for payment of expenses for SIS meals, equipment, etc.

Travel or registration grants from SISs to members should be reported to HQ as soon as they are awarded. Travel grantees should arrange their travel through the AALL travel agency which will bill AALL directly. AALL will, in turn, deduct these expenses from the appropriate SIS account. Similarly, Annual Meeting registration grants will be billed directly by the meeting registrar and debited from the SIS's account.

5. DEPOSIT OF REVENUES

All revenues received by an SIS from outside sources such as contributions, publication sales, or other activities must be deposited by the AALL and credited to the specific SIS account. All checks, drafts, or other form of remittance are to be forwarded to the attention of the AALL Director of Finance and Administration.

A "Deposit of Revenues" form must be included with the checks. A downloadable copy of the form is available here: (<http://www.aallnet.org/sis/revenues.rtf>).

6. REIMBURSEMENT OF EXPENSES

AALL requires that a special "Request Form" be completed when a request for reimbursement of expenses related to official business is made. See AALLNET (<http://www.aallnet.org/sis/reimbursement.rtf>) or contact Headquarters for the current form.

The form should be used when requesting reimbursement for expenses such as postage, printing, telephone calls, duplication costs, etc. associated with SIS business.

The form should also be used when a member is requesting reimbursement to his/her firm or institution for expenses related to the work of his/her SIS.

Appropriate documentation is to be attached to each request form submitted to Headquarters.

SIS members, including non-Annual Meeting grant recipients, should submit reimbursement requests to the SIS treasurer. The treasurer then prepares and submits the reimbursement forms to Director of Finance and Administration. This allows the SIS treasurer to evaluate, approve, and keep track of expenditures of SIS funds.

7. ROYALTIES FROM AALL PUBLICATIONS SERIES

Each SIS may retain or designate the 50 percent that AALL shares with authors in the AALL publication series. (AALL Minutes 603)

8. SOLICITATION OF FUNDS BY SISs

All potential revenue-producing activities, other than the sale of advertising by any component of AALL, must be approved in advance by the Executive Director.

SISs **may not** solicit funds from vendors without approval of the AALL President or Executive Board (AALL Minutes 575). The presumption exists that commercial sponsorship will be reserved for general membership events at the national convention (AALL Minutes 674).

In September 2000, the Executive Board and Executive Director of AALL distributed the following statement governing **SIS Fundraising and Donor Support of Annual Meeting Events**:

While recognizing that SIS chairs have a genuine interest in raising funds for their activities, particularly social events at the Annual Meeting, and while also recognizing that many SIS chairs have unique and beneficial relationships with potential donors, it is important to coordinate fund raising on behalf of AALL and its entities like SISs and committees. In an effort to address the importance of this process, the Executive Board approved the following policy governing fundraising activities by AALL entities:

Annual fund-raising activity (Financial Policy: Section VIII. Development)

(http://www.aallnet.org/about/policy_financial.asp)

Because AALL recognizes the need for a coordinated fund-raising effort, the Executive Board has delegated the following responsibilities to the Executive Director.

- 1. All solicitations for funds for all purposes must be coordinated by the Executive Director before potential donors are contacted.***
- 2. The Executive Director will take into account in coordinating such activities the potential for a major donation from the vendor that might be compromised by a solicitation for a less significant amount.***

When an SIS chair wants to approach or is approached by a potential donor or sponsor (publisher, law firm, individual) please inform the Executive Director as soon as possible before making a contact or a commitment. Many sponsors support the same event annually and this notification simply keeps all parties well informed.

The Executive Director can ensure that all entities interested in soliciting funds are informed about the current status of sponsor contacts and pledges. The Executive Director must also ensure that all invoices are issued promptly for all pledges, that all contributions are properly recorded, and that all donors are recognized in Annual Meeting signage and publications. This latter point is particularly important to donors.

The AALL Director of Meetings, Pam Reisinger, serves as a primary contact and resource person at headquarters, assisting SIS Chairs to plan all aspects of their activities, receptions, and meal events, including menu selection and setting registration ticket prices. SISs are responsible for funding all their social events, breakfasts, lunches and receptions, either through their own funds, through ticket sales, or through sponsorships. When revenues exceed the direct costs of the social event, the SIS account is credited. When expenses exceed revenues, the SIS account is depleted by the amount of the deficit. AALL does not charge overhead on these social events.

AALL has a "Policy on Outside Support for Institutes and Other Educational Programs" (AALL Minutes 1024):

All donations must be for identifiable expense items (e.g. a reception, speaker's honorarium), not general support for the program's budget. All solicitations must be cleared with the Executive Director before potential donors are contacted. The Executive Director shall normally not grant permission for solicitation if the vendor is a major AALL annual meeting or scholarship donor or if the Association is planning to solicit the vendor for such contributions, unless one of the provisions of below applies. The Executive Director shall normally grant permission for solicitation if one or more of the following conditions apply:

The amount requested is under \$1,000.

The vendor markets only in the region where the program is to be offered and is therefore not a potential annual meeting donor.

The vendor has initiated the contact with an offer of support.

There is a natural link between the vendor's specialty and the topic of the program.

9. SPONSORSHIP OF SIS EVENTS OR PROJECTS BY OUTSIDE ENTITIES

The same rules stated in the above section on "Solicitation of Funds" generally apply to requests for sponsorship of events, publications, etc. However, such sponsorship sometimes involves no exchange of money, but rather the provision of entertainment or services such as a reception given by a law school for the Academic SIS or printing of an SIS newsletter by a publisher. In such an instance, the SIS should still seek Executive Board approval for the event or service.

10. SPECIAL BUDGET REQUESTS

SISs may request funding from AALL for projects through the Association's regular budgeting process. Information about this process appears in Section III of the Financial Policies of the Association (http://www.aallnet.org/about/policy_financial.asp).

11. CONTINUING PROFESSIONAL EDUCATION (CPE) GRANTS

The Continuing Professional Education Committee provides grants to fund educational opportunities outside of the Annual Meeting. SISs are encouraged to apply for these funds to develop and present in-person or online classes or other resources for members. CPE will also ask SIS leaders to nominate Annual Meeting programs to be recorded and made available online to members who can not attend the Annual Meeting.

G. SIS PUBLICATIONS

1. AALL PUBLICATION PROCEDURES

At its June 15, 1990, meeting the AALL Executive Board unanimously adopted the recommendations in the report of the Special Committee on AALL's Publication Program (AALL Minutes 1540). Any AALL entity, including SISs, or any individual interested in proposing an Association publication must follow the steps outlined in these procedures. See AALLNET for a current copy or contact Headquarters.

2. BROCHURES

Each SIS is encouraged to produce a brochure describing its activities, purpose and goals.

In order to assure consistency in design and to promote a unified public relations endeavor, all SISs must have their brochures produced by AALL Headquarters. The Association's graphic designer and the AALL Director of Publications will provide assistance.

The Association will pay for the graphic design of an SIS's brochure every three years.

Any SIS wishing to alter the design, i.e. content, of their brochure more frequently than every three years must pay for the graphic designer fees from their SIS's funds.

Headquarters must print brochures. All printing costs will be charged back to the SIS's account.

SIS chairs must contact the Manager of Publications prior to work on a new brochure. The Manager of Publications will provide the chair with guidelines.

The following deadlines must be followed in the design of a new brochure:

At Annual Meeting:	Determine your SIS's need for a new or revised brochure; inform Manager of Publications of your decision
December 1:	Draft to SIS Council Chair
January 15:	Draft to Public Relations Coordinator
March 1:	Final copy to Manager of Publications

3. NEWSLETTERS

PUBLICATION

All SISs publish a newsletter. The Online Bibliographic Services and Technical Services SISs produce theirs jointly.

Each SIS selects its own newsletter editor, and the individual styles of the publications vary considerably.

All newsletters must carry the AALL logo.

SISs are responsible for publishing their own newsletters.

SISs may sell advertising for their newsletters. If an SIS solicits and sells advertising for its newsletter, the SIS treasurer should contact the AALL Director of Finance and Administration to coordinate income management. All checks for newsletter advertising need to be sent to the AALL Director of Finance and Administration at Headquarters. All checks must be made payable to AALL with a notation that the funds are for newsletter advertising.

DISTRIBUTION

Each SIS's newsletter is distributed free to its members.

DISTRIBUTION BEYOND THE SIS

Copies of each SIS's newsletter *must* be provided to the following:

- Chairs of all other SISs
- AALL President
- AALL President-elect
- Annual Meeting Program Committee Chair
- Liaison to the SIS Council
- **AALL Spectrum** editor
- SIS Council Chair
- Headquarters

SIS newsletter mailing labels include labels to fulfill this distribution. Be sure to specify newsletter labels and not SIS membership labels. If the SIS newsletter is published online *only* then the editor should notify the above individuals of each publication and provide a link to the online newsletter.

4. SIS WEB SITES AND DISCUSSION FORUMS

Each SIS has a web site and a discussion forum for its members. AALL headquarters staff provides support for SIS webmasters and discussion forum administrators. AALLNET provides guidelines and tips for getting started and for adding features at <http://www.aallnet.org/support/support.asp>. Headquarters staff also provides training for SIS webmasters and discussion forum administrators during the annual meeting.

5. PROFITS (OTHER THAN ROYALTIES) FROM SALE OF SIS PUBLICATIONS

Profits from projects (including publications) which have not required AALL financial support may be retained entirely by the SIS.

6. PUBLICATIONS (OTHER THAN NEWSLETTERS)

AALL Publications Policy and AALL Publications Committee's Approval

The AALL Publications Committee serves to provide member oversight of the publications program and to recommend policy to the AALL Executive Board. Committee members review proposals and manuscripts, and the Committee as a whole makes a recommendation on whether a proposal or manuscript should be accepted for publication.

An SIS must first seek the approval of the Chair of the Publications Committee for any proposed publication (other than a newsletter). Other specific publications procedures are outlined in the AALL Publications Procedures at http://aallnet.org/products/publications_procedure.asp. All publications must be copyrighted to AALL.

Commercially-sponsored Publications

Commercial publishers produce two series of AALL publications, and additional individual works have obtained commercial sponsorship. Such publications and contractual arrangements pertaining to them must receive the approval of the AALL Publications Committee and the Executive Board.

After publication, the AALL Publications Committee monitors the sales and general well being of the publications and makes necessary recommendations.

Any SIS literature under consideration by commercial publishers must undergo this process.

Publications Subsidized by AALL

AALL currently subsidizes the publication and mailing of several works for prisoners issued by the Law Library Services to Institutional Residents Committee of the Social Responsibilities SIS.

The Association also provided funding for the reproduction of offprints from *Law Library Journal* for the standards for appellate court and county law libraries produced by the State, Court and County Law Libraries SIS. The standards were mailed at Association expense to all courts in the United States.

7. ROYALTIES

If a contract for a commercially published SIS publication specifies that royalties will be paid, the SIS may use the portion necessary to cover production expenses. Any excess royalties will be split 50-50 with AALL.

When an SIS makes a proposal to the Publications Committee, it should designate whether the SIS, an individual author, or another source is to receive its share of royalties.

H. RELATIONSHIPS OF SISs WITH OUTSIDE ORGANIZATIONS

AALL REPRESENTATIVES TO OUTSIDE ORGANIZATIONS

The AALL Executive Board reviewed the Association's representatives in the 2006-2007 year and considered the input of the SIS leadership. Please be aware that the Association's policy on or procedures for representatives to other organizations may be changing in the near future.

AALL policy regarding representatives to outside organizations was revised in Feb. 1997. All representative positions will be reviewed periodically to assess their strategic importance to the

Association. A more effective and concrete process for investigating and proposing representatives and for evaluating them on a periodic basis will be developed, with the involvement of appropriate SISs. All AALL representatives to other groups will be fully funded, effective Oct. 1997 for FY98.

Individual SISs are called upon to advise the AALL Vice-president/President-Elect in the appointment of AALL representatives to "working groups" concerned with specific spheres of knowledge and activity in other organizations.

The appointed representative is expected to report regularly on the activities of the outside group to his/her SIS. The representative shall submit an annual report to the Executive Board and to the Editor of **Law Library Journal**.

S/He shall submit a budget request at the time of the annual budget preparation to cover anticipated expenses. Representatives have the authority to spend up to the budgeted amount.

A list of current representatives to related organizations and the AALL Representative Handbook can be found at http://aallhq.org/public/representatives_intro.asp.

SISs may want to independently support a representative to another organization. This could occur when AALL was unable or unwilling to fund a particular representation, or as an initial effort prior to requesting AALL funding and support. Such independent monitoring of other organizations is still an option for an SIS.

See also, ***Speaking for AALL*** on AALLNET at:
www.aallnet.org/about/policy_board_whospeaks.asp

PART II:
SIS COUNCIL

A. ORIGIN

The SIS Steering Committee, created by the AALL Executive Board on June 30th, 1979, was the predecessor of the SIS Council. Members of the Steering Committee included: an Executive Board member as chair; the AALL Annual Meeting Program Chair; the Education Committee Chair; SIS chairs; and AALL Treasurer, ex-officio. (AALL Minutes 612; 654)

The name was changed to the SIS Council in January 1984 (AALL Minutes 894).

B. PURPOSE

The opportunity for SIS chairs to meet as a council facilitates a sharing of common concerns and provides an effective means of communicating with AALL leadership and Headquarters staff about SIS policies, procedures and activities.

With the Council Chair serving as coordinator, individual SISs are able to work together on projects of common interest, to express a consensus, and to recommend actions to the Executive Board.

C. MEMBERS

The SIS Council is made up of the current chairs of each SIS.

In the Spring of each term, the current SIS chairs elect one of the chairs as Council chair to serve for the following year. Thus, the Council is chaired by an immediate past SIS chair.

The Council holds its meeting at the annual conference. The Executive Board Liaison to the Council attends the meeting and works closely with the Chair and Council.

Both outgoing and incoming SIS chairs attend the meeting. Incoming chairs-elect may also attend.

D. SIS COUNCIL CHAIR

1. Election

The AALL Bylaws (Article 9, Section 10) specify only that the Council Chair is to be elected from among that year's SIS chairs in a manner chosen by the Council.

In recent years the outgoing chair has conducted an election by mail or e-mail in the spring, first asking for volunteers and nominations from those eligible to run.

The SIS Council election results must be completed two months prior to the start of the AALL annual meeting.

2. Duties

The following list of duties for the Council Chair was drafted early in 1989 by a special committee of the Council as part of its report to the Special Committee on the Organizational

Structure of AALL. The list was endorsed by that committee and recommended to the Executive Board as part of its Final Report in June 1989, which the Executive Board approved:

- a. It is the responsibility of the chair of the SIS Council to facilitate communications among the leadership of the SISs and between the SISs and the Executive Board through the following activities:
 - i. To correspond regularly with all SIS chairs to inform them of association matters affecting their sections and to solicit their opinions or cooperation in carrying out association policy and programs.
 - ii. To represent the Council in the capacity of observer and information resource at meetings of the AALL Executive Board. The Council Chair shall cooperate with the Board Liaison in presenting proposals or requests from the Council or from individual SISs to the Board for action. Following Board response or action on such matters, the Council chair shall communicate this information back to the SISs.
 - iii. To answer questions concerning SIS and association policy and procedure posed by SIS members and officers.
- b. It is the further responsibility of the Council Chair to coordinate, arrange for and carry out meetings of the Council as well as any other projects that the Board may ask it to undertake.
- c. The Council Chair, with the Board Liaison to the Council, maintains and updates the **SIS Handbook**. The master disk of the **Handbook** is maintained at Headquarters, and the chair is responsible for informing Headquarters staff of any changes to the **Handbook**.
- d. The Council Chair contacts and works with the appropriate parties to solve any problems that might arise in relation to SIS activities or the support of SIS functions by AALL Headquarters.
- e. The Council Chair works with the Director of Meetings to implement the training session for incoming SIS chairs.
- f. The Council Chair with the Executive Board Liaison to the Council reviews petitions of groups wishing to form SISs and advises the Executive Board.
- g. The Council Chair monitors the well being of all SISs and if necessary make recommendations to the Executive Board regarding any mergers or dissolutions.
- h. The Council Chair conducts the nominating process and election for her/his successor, involving Council members in all decision-making.
- i. The Council Chair prepares an annual report of activities for the AALL Executive Board.
- j. The Council Chair passes on to his/her successor any records and information relating to the year's activities. After reviewing these records, the new chair forwards them to the AALL archives, retaining any documents that are still active.

3. Past Council Chairs

Melody Lembke	1984/85
Shelley Dowling	1985/86
Sandra S. Coleman	1986/87
Scott Pagel	1987/88
Carol Billings	1988/89
Elizabeth Schneider	1989/90
Patricia G. Strougal	1990/91
Patricia Cervenka	1991/92
Merle J. Slyhoff	1992/93
Nancy P. Johnson	1993/94
Phyllis Post	1994/95
Bobbie Studwell	1995/96
Anne Myers	1996/97
James Milles	1997/98
Gail Warren	1998/99
Jack Bissett	1999/2000
Kristin Gerdy	2000/2001
Ruth Johnson Hill	2001/2002
Anita Anderson	2002/2003
D.R. Jones	2003/2004
Don Arndt	2004/2005
Carole L. Hinchcliff	2005/2006
Scott Matheson	2006/2007
Catherine Lemann	2007/2008

E. COMMITTEES

The Chair may appoint any standing or special committees to carry on the work of the Council and to respond to requests from the AALL Executive Board.

F. SIS COUNCIL MEETING

The time of the annual SIS Council meeting is chosen to avoid conflict with other convention events. The meeting is presently scheduled for the Saturday afternoon preceding the start of the annual conference. The meeting follows the training session for incoming chairs.

The Council Chair presides over the meeting, sets the agenda and invites appropriate AALL officials to speak.

G. VOTING

Each SIS has one vote to cast on the Council.

The Council Chair does not vote.

H. SIS COUNCIL BYLAWS

American Association of Law Libraries

SPECIAL INTEREST SECTION COUNCIL

BYLAWS (as amended July 2006)

ARTICLE I: NAME

The name of this council of the American Association of Law Libraries (AALL) shall be the Special Interest Section Council (SIS Council).

ARTICLE II: OBJECT

The object of the SIS Council shall be to improve communication between and among special interest sections; promote discussion of problems common to all; provide a mechanism for the expression of SIS opinions and concerns to the national leadership of AALL.

ARTICLE III: MEMBERSHIP

The Council shall be composed of one voting member from each SIS. SIS chairpersons in office immediately prior to the beginning of the AALL annual meeting shall be designated as voting members of the Council. In-coming chairpersons are encouraged to attend SIS Council meetings in addition to the chairperson, and may vote for the SIS in the absence of the chairperson.

ARTICLE IV: MEETINGS

Section 1. Annual Meetings.

There shall be an annual meeting of the SIS Council held in conjunction with or during the annual meeting of AALL.

Section 2. Quorum.

Fifty percent of the members shall constitute a quorum for any meeting of the Council.

ARTICLE V: OFFICER

Section 1. Officer.

There is only one officer, the SIS Council Chairperson. The Chairperson shall be elected annually by the Council and serve a term of one year. The SIS Council Chairperson shall be elected from among the out-going SIS chairpersons.

Section 2. Duties.

The Chairperson is responsible for developing and maintaining communication channels among the SISs and the national leadership. The Chairperson organizes and chairs the annual Council meeting. The Chairperson serves without compensation, but shall be reimbursed by AALL for expenditures (such as printing and postage) incurred in the discharge of his/her duties.

ARTICLE VI: AMENDMENTS

These bylaws may be amended at the annual meeting of the Council by a majority of the members present and voting. Notice of proposed amendments shall be provided to the Council's voting members 30 days in advance of the annual meeting. Any amendment shall take effect after it has been approved by the AALL Bylaws Committee.

I. SIS MODEL BYLAWS

Special Interest Section MODEL BYLAWS

**May 2006 revision
AALL Bylaws Committee**

INTRODUCTION

These model bylaws are intended to be a guide to new special interest sections drafting a governing document or existing special interest sections amending an existing document and for the AALL Bylaws Committee when reviewing the governing documents of special interest sections. The first set of model special interest section bylaws was published in the March 1977 *AALL Newsletter* (v.8, no.3). The model bylaws were revised in 1982/83, and that version was printed in subsequent editions of the *SIS Handbook*. Changes in AALL policies or refinements to AALL constitutional interpretation necessitated the 1994 and 2006 revisions.

A special interest section may be formed upon approval by the AALL Executive Board of a petition signed by 50 AALL voting members, provided that the group has functioned as an informal caucus for at least three years prior to making the request. The application should include the bylaws of the proposed special interest section. However, members considering the creation of a new special interest section should seriously consider whether one is truly necessary. One should be certain that, not only are there a good many people who share a particular interest and will actively participate in the special interest section's efforts, but also that no existing special interest section is willing, or able, to cover this interest. An extremely small, narrowly focused special interest section is not likely to be the most effective vehicle for pursuing its goals.

The special interest sections are governed at the most basic level by the article entitled "Special Interest Sections" in the AALL Bylaws. Members responsible for drafting special interest section bylaws should read AALL Bylaws carefully, noting in particular that 1) their own bylaws must not conflict with the AALL Bylaws, and, 2) newly created or amended bylaws must be transmitted to the AALL Bylaws Committee for review.

The model document recommends, rather than requires, specific language. However, in order to lessen the chance of conflict with the AALL Bylaws, the constitution and/or bylaws of the

special interest section should be as similar in terminology to the AALL documents as is feasible. In other cases, use of language included in the model could help avoid conflict. The sources for language used in the model special interest section bylaws include the AALL Bylaws, various existing special interest section documents, and Sturgis, *The Standard Code of Parliamentary Procedure*, 1988. The order in which the articles of the model bylaws are arranged follows the order of sample bylaws in Sturgis.

Because of the variation in practice from one special interest section to another, alternative provisions are often supplied. However, the model is meant to be a guideline rather than an exhaustive statement of permissible language. In addition to sample language for use in a special interest section's documents, the committee has provided comments for many of the model bylaw provisions. The comments are intended to facilitate use of this model. Any questions about the comments or the text of the model, as well as any suggestions, should be addressed to the AALL Bylaws Committee.

MODEL BYLAWS

Article I: NAME

Section 1. The name of this special interest section of the American Association of Law Libraries (AALL) shall be the

Comments: The purpose of this article is to identify the group clearly. In light of the number of AALL chapters and their increasing use of acronyms, the AALL special interest sections are strongly urged to include the words "Special Interest Section," "Section" or "SIS" as part of their established name.

Article II: OBJECT

Section 1 (ALTERNATIVE 1). The object of the _____ Section shall be: To provide a forum for the exchange of ideas and information on _____; and to represent its members' interests and concerns within the AALL.

Section 1 (ALTERNATIVE 2). The object of the _____ Section shall be: To disseminate information on _____ to the AALL membership; to further the continuing education of law librarians in the area of _____; to promote the effective and creative use of _____ in law libraries; to work in cooperation with similar special interest groups in other associations or organizations.

Section 2.

The special interest section shall conduct its affairs in conformity with the Constitution and Bylaws of the American Association of Law Libraries.

Comments: Object clause statements which imply that the special interest section will officially represent the interests of its members to the outside world should not be included. The special interest sections are certainly natural sources of advice within the AALL, and their expertise should be made available to AALL representatives, but it is the latter who are authorized to speak for AALL members. As subdivisions of the AALL, special interest sections should not attempt to speak as an independent entity on an issue to some third party.

Article III: MEMBERSHIP

Membership shall be open to any AALL member requesting affiliation with the Section as provided in the AALL Bylaws. Membership shall be renewable each year.

***Comments:** Special interest section membership is defined by Article X, section 4 of the AALL Bylaws. It currently states that members may affiliate with one or more Special Interest Sections upon payment to the Association of an annual fee for each section. Incorporating the AALL provision by reference is advisable since such incorporation obviates the need for revision, should the specifics of that AALL provision change.*

Article IV: OFFICERS

Section 1. Officers. (ALTERNATIVE 1)

The officers shall consist of a chair, vice chair/chair-elect, and a secretary/treasurer.

Section 1. Officers. (ALTERNATIVE 2).

The officers shall consist of a chair, a vice chair/chair-elect, a secretary/treasurer, and two members-at-large.

***Comments:** A special interest section might prefer to have a secretary and a treasurer (two separate positions), and/or a newsletter editor, education coordinator, or other officers. The alternatives shown above are, however, the most commonly used.*

Section 2. Duties of Officers. (ALTERNATIVE 1).

“The officers shall consist of a Chair, Vice-chair/Chair-elect, a Secretary/Treasurer, etc. These officers shall perform the duties usually pertaining to their offices and such other duties as may be assigned by the Executive Board or the membership” Or “with duties as specified in the current [Name] SIS Procedures Manual.”

Section 2. Duties of Officers. (ALTERNATIVE 2).

(a) Chair. It shall be the duty of the chair to coordinate all business and projects through the executive committee of this special interest section; appoint members to the committees of the special interest section; prepare a column for each issue of the special interest section's newsletter; act as liaison to the AALL Executive Board through the SIS Council; prepare required reports for and correspondence with the AALL executive director, as appropriate.

(b) Vice Chair/Chair-Elect. It shall be the duty of the vice chair/chair-elect to work with the executive committee; to solicit and develop program ideas; and any other duties delegated by the chair.

(c) Secretary/Treasurer. It shall be the duty of the secretary/treasurer to maintain all written and financial records of the special interest section, including the taking and reporting of minutes of business meetings; manage the budget; mail ballots for annual elections and tabulate the results; and prepare reports as required.

***Comments:** The special interest section should consider carefully whether it wishes to include specific officer duties in the bylaws, rather than using the special interest section procedures manual for this purpose. If there is a need to redistribute the duties, whether temporarily or permanently, this might be more difficult to effect if the duties are so*

explicitly spelled out in the bylaws.

Section 3. Terms of Office. (ALTERNATIVE 1)

The vice chair/chair-elect shall serve a two-year term, the first year as vice chair, and the second year as chair. A new vice chair/chair-elect shall be elected each year. The secretary/treasurer shall serve a two-year term, and shall be elected every other year. Officers shall serve until the adjournment of the annual business meeting.

Section 3. Terms of office. (ALTERNATIVE 2)

The vice chair/chair-elect shall serve a two-year term, the first year as vice chair, and the second year as chair. A new vice chair/chair-elect shall be elected each year. The secretary/treasurer shall serve a two-year term, and shall be elected every other year. The members-at-large shall serve two-year terms, with the terms staggered so that one new member-at-large assumes office each year. Officers shall serve until the adjournment of the annual business meeting.

Comments: A special interest section may decide to establish one-year terms for the secretary and treasurer, or for the members-at-large if there is such a position. But the patterns above are the most common for lengths of term.

Section 4. Nominating Committee.

There shall be a nominating committee appointed by the executive committee, to consist of three (3) members, none of whom shall be a member of the executive committee, and none of whom shall be a candidate for office at the succeeding election. Each member of the committee shall serve for a term of one year. The chair of the committee shall be designated by the executive committee.

Section 5. Nominations and Elections

(a) (ALTERNATIVE 1). The nominating committee shall nominate one candidate for each office.

(a) (ALTERNATIVE 2). The nominating committee shall nominate at least two candidates for each office.

Comments: Current nomination and election procedures vary among the different special interest sections. The major differences in these current practices are reflected in the alternatives presented here. The number of candidates nominated varies for both philosophical and practical reasons; i.e., whatever one's attitude towards an uncontested race, smaller special interest sections may not want to subject too many members to elections too frequently.

(b) (ALTERNATIVE 1). All candidates must be members in good standing of the special interest section.

(b) (ALTERNATIVE 2). Only those special interest section members holding individual or designated institutional membership in AALL are eligible to hold office.

Comments: Special interest sections may choose to restrict certain categories of their

members from eligibility to hold office, or not. Although individual associate, institutional associate and student members are not permitted to hold national-level AALL office, the Committee on Constitution and Bylaws has interpreted the AALL bylaw provision that "each section shall be empowered to adopt bylaws for its own governance" to mean that the special interest sections may allow these types of members to hold office at the special interest section level, without being in conflict with AALL Bylaws. If there is no statement to the contrary in the special interest section's bylaws, it will be presumed that any person eligible to join the special interest section is also eligible to hold office in that special interest section.

(c) Names of candidates, together with their written acceptances, shall be presented by the nominating committee to the chair in sufficient time to enable the chair to inform the members of the nominations, by mail; this may be done by announcement printed in a newsletter mailed to all members of the special interest section.

(d) Further nominations may be made upon written petition of five (5) members. Such petitions, with the written consent of the nominees, should be filed with the secretary/treasurer, who prepares an official ballot, including nominations by petition.

(e) The secretary/treasurer shall provide a copy of the ballot to each member of the special interest section. Marked ballots shall be returned to the secretary/treasurer by a specified deadline. The candidates receiving the largest number of votes shall be elected and shall be so reported at the special interest section's annual meeting, at which time the ballots shall be destroyed. All candidates shall be notified of the results of the election at the earliest possible time.

Comments: *The special interest sections must conduct their elections by mail, or electronically rather than at the AALL annual meeting, because beginning in 1992, the AALL Executive Board has required that the elections of all new special interest section officers be completed no later than two months before the AALL annual meeting.*

(f) All of the above procedures must be scheduled and executed so that elections are completed at least two (2) months prior to the date of the AALL annual meeting.

Comments: *Some special interest sections have indicated specific dates (e.g., March 1, April 1, April 15, May 10) as the deadlines for completion of the steps described in subsections (c)-(e) above. Although these dates are sufficient to guarantee that elections are completed about 60 days before the AALL annual meetings that are scheduled through 1998, there is no certainty that the AALL meetings after 1998 will always occur in the second week of July. To avoid the necessity of revising bylaws to change specific dates, then, the use of the general provision shown in subsection (f) is recommended.*

(g) (ALTERNATIVE 1). In case of a tie vote, a run-off election shall be held at the annual business meeting. Run-off elections shall be by secret ballot. The ballots shall be immediately counted and the candidate with the largest number of votes declared elected.

(g) (ALTERNATIVE 2). In case of a tie vote, a run-off election shall be held by special mailing.

(h) (ALTERNATIVE 1).

The occurrence of a vacancy in the position of chair shall be filled by the succession of the

present vice chair/chair-elect to serve as chair until the next scheduled election of special interest section officers. The occurrence of a vacancy in the position of vice chair/chair-elect or secretary/treasurer shall be filled by a special election conducted by the nominating committee. The person elected by special election shall serve in this position for the duration of the term of office.

(h) (ALTERNATIVE 2).

All vacancies in offices shall be filled by the executive committee for an interim term until the next regular election of officers, at which time said vacancies shall be filled by election, except that the vice chair/chair-elect shall automatically become chair upon a vacancy in such office and shall continue in that office until the expiration of the term for which that person was originally elected to serve as chair.

Comments: The occurrence of vacancies in offices should be anticipated. In considering the alternatives, drafters should carefully consider whether the special interest section wants to be compelled to hold a special election. The effort involved in such a special election might not be justified, especially if the next regular election is imminent.

Article V. MEETINGS.

Section 1. Annual meeting.

There shall be an annual meeting of the _____ Section, preferably held in connection with, or during the annual meeting of AALL. The scheduling of the annual meeting during the annual meeting of AALL shall be cleared with the annual meeting program chair, or as otherwise provided in the AALL Bylaws. Meetings shall be open to all members of the association (AALL), but no person may vote in any meeting who is not a special interest section member in good standing.

Comments: The second sentence of the article serves as a reminder to special interest section officers of the AALL Bylaws requirement (Article X, section 7) which it essentially restates.

Section 2. Quorum. (ALTERNATIVE 1)

A quorum shall consist of ___ members.

Section 2. Quorum. (ALTERNATIVE 2)

A quorum shall consist of ten percent of the members of the special interest section. The number of members required for a quorum shall be established annually by the officers of the special interest section, dependent upon the number of registered members as of the first day of each calendar year. A quorum will become effective April 1 and remain in effect until the following March 31.

Section 2. Quorum. (ALTERNATIVE 3)

A quorum shall consist of the members present at the meeting.

Comments: If no quorum is fixed, then any number of members at the meeting can validly conduct business. Sturgis recommends a fixed number, as opposed to a percentage of the membership, because the latter should require an official, up-to-date certification of the number of members, and could easily become more trouble than it's worth. In favor of a quorum, it can be said that no business should be conducted if a minimum number of members is not present; indeed, the failure of even a small number to attend calls into question the viability of the group. On the other hand, various types of business can be conducted by mail, and the location of some annual meetings, and competing activities, may make obtaining a quorum problematic, even when a group has a reasonable number of interested members.

Article VI. EXECUTIVE COMMITTEE.

There shall be an executive committee consisting of the officers named above and the immediate past-chair.

Comments: The term "executive committee," rather than "executive board" is suggested in order to eliminate possible confusion with the AALL Executive Board. The responsibilities of the executive committee might be spelled out in greater detail.

Article VII. COMMITTEES. (ALTERNATIVE 1)

There shall be such standing or special committees as the executive committee, or the membership, shall create.

Article VII. COMMITTEES. (ALTERNATIVE 2)

There shall be a Standing Committee on _____, and a Standing Committee on _____. There shall be such other standing or special committees as the executive committee shall create, or shall be created by a majority vote of those present and voting at an annual meeting of this special interest section. Unless otherwise provided, committee chairs shall be designated by the chair of this special interest section.

Comments: The special interest section might want to specify which committees, as well as the method of choosing committee chairs, i.e., election or appointment. If the terse wording of alternative 1 is used, however, the special interest section can provide more details in its procedures manual, which can be modified more easily than the bylaw provision.

Article VIII: PARLIAMENTARY AUTHORITY

The [name] SIS shall conduct its affairs in conformity with the Bylaws of the American Association of Law Libraries. The rules of order mandated by the Association's bylaws shall govern all deliberations of the Section.

Article IX: AMENDMENTS

Section 1. These bylaws may be amended at the annual meeting of the Section by a majority of the members present and voting, or by majority of the votes cast by a mail or electronic ballot

conducted by the Secretary/Treasurer.

Comments: *Although there is practice of having a two-thirds majority be required to amend bylaws, some special interest sections have allowed the approval by a simple majority of those attending the annual meeting. Requiring a mail or electronic ballot increases the opportunity for more special interest section members to participate in decision making; with careful planning, the bylaws amendment ballot can be provided with the officers' election ballot, to save postage and address label expenses.*

Comments: *Technically, bylaws changes need to be approved by the bylaws committee after the change; however, it has been more efficient to have the committee "preview" any proposed changes and make suggestions before an entity goes through the trouble of proposing an voting on changes.*

Section 2.

Notice of proposed amendments shall be provided to the special interest section's members, or be published in the special interest section's newsletter, 30 days in advance of the meeting, or of the mailing of ballots.

Comments: *Adding the requirement of a 30 day notice is strongly recommended. This is particularly important for those special interest sections that vote on bylaw amendments at their annual meeting; any member who feels strongly about a proposed change might then attend the meeting, even if he/she hadn't previously planned to do so.*