

CHICAGO ASSOCIATION OF LAW LIBRARIES
P.O. BOX 1767, CHICAGO, ILLINOIS 60690
[HTTP://WWW.AALLNET.ORG/CHAPTER/CALL](http://www.aallnet.org/chapter/call)

Chicago Association of Law Libraries
Handbook for
Officers & Committee Chairs

2011-2012

A CHAPTER OF THE AMERICAN ASSOCIATION OF LAW LIBRARIES
Established 1947
Revision September 2011

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INTRODUCTION

The Chicago Association of Law Libraries (CALL) was formed in 1947 as a chapter of the American Association of Law Libraries. CALL primarily serves law librarians in Chicago, northern Illinois, northwest Indiana and southeastern Wisconsin.

The CALL Board of Directors is composed of a President, Vice President/President-Elect, Secretary, Treasurer, two Directors and immediate Past President, all of whom are elected by the CALL membership. The Board meets monthly. There are currently sixteen standing committees within CALL, each with a chairperson and one or more committee members. Each committee also has a Board liaison.

CALL produces several publications, including the *CALL Bulletin* (four times per year), a membership *Directory* (updated 4 times per year), and the *Chicago Association of Law Libraries Handbook for Officers and Committee Chairs*. Each of these publications is available in an online version only.

The 1992-93 Board designated September 1 as the start of the CALL fiscal year (September 1 - August 31). The Association's *Bylaws* state that new Board members take office at the close of the annual business meeting (traditionally held in May).

The *CALL Handbook* was originally drafted by the 1981-82 Board and has been revised by the Board annually. It sets out responsibilities, policies and procedures of the Board and committees. The *Handbook* is designed as a supplement to the *Bylaws*; however, the *Handbook* is not an official document of CALL. The Board hopes that the *Handbook* will help future members assume their Board responsibilities, and that future Boards will add to it as new policies and procedures evolve.

CALL MISSION STATEMENT

The Chicago Association of Law Libraries (CALL) connects a vibrant and diverse network of members by supporting the development of professional expertise; encouraging leadership, collaboration, and advocacy in the legal information community; and promoting and enhancing the field of law librarianship. (*adopted May 2009*)

CHICAGO ASSOCIATION OF LAW LIBRARIES HISTORY

On March 20, 1947, seventeen law librarians representing law schools, bar associations, courts, law firms and administrative agencies met at the Chicago Bar Association for the purpose of forming an organization that would facilitate the sharing of ideas and material resources. Having received its chapter status from the American Association of Law Libraries that same year, the Chicago Association of Law Libraries began compiling checklists of the holdings of the four major law libraries in the Chicago area, namely Northwestern University Law Library, University of Chicago Law Library, Chicago Bar Association, and the Chicago Law Institute.

An outstanding early achievement of the CALL organization was the issuance of a volume entitled *Guide to the Legal Collections in Chicago*, which was prepared and edited by Mr. Kurt Schwerin of Northwestern University. The Union Law Catalogue, which had its origin in work contributed by the Works Progress Administration, was also completed and made available to the membership. By 1955, the year CALL hosted the annual meeting of the American Association of Law Libraries at the Drake Hotel, local membership had increased to over sixty-five librarians from thirty-one law libraries in the greater Chicago area.

The CALL chapter enjoyed continued growth during the 1960's and 1970's, incorporating a diverse and dynamic membership from law libraries located in northern Illinois, southeastern Wisconsin and northwest Indiana. The annual meeting of the American Association of Law Libraries was most recently hosted by CALL at the Hyatt Regency in 1987. Two years later the first Midwest Regional Conference of Law Libraries was held in Chicago.

In 1997 the Chicago Association of Law Libraries celebrated its 50th anniversary. Activities commemorating the association's fifty years of service to the legal community included a half-day seminar, a reception for the members, celebratory banners hung in the vicinity of the State of Illinois' building, a special anniversary issue of the *CALL Bulletin*, and a no-host dinner during AALL's annual meeting in Baltimore. The City of Chicago and the State's House of Representatives issued resolutions honoring CALL. At the 1998 AALL Convention in Anaheim, CALL was awarded the Excellence in Marketing Award for the Best Campaign, for the 50th Anniversary activities.

Current members number over three hundred, representing nearly one hundred and forty organizations. The CALL Board of Directors, which meets monthly, consists of seven elected members who oversee sixteen standing committees. The standing committees are Archives, Bulletin, Bylaws, Community Service, Continuing Education, Corporate Memory, Elections, Grants and Chapter Awards, Internet, Meetings, Membership, Nominations, Placement and Recruitment, Public Affairs, Public Relations, and Relations with Information Vendors. CALL sponsors educational programs and holds five business meetings a year. Association publications include a membership *Directory*, the *CALL Bulletin*, issued four times a year, and the *CALL Handbook for Officers and Committee Chairs*.

Presidents of the CALL Chapter from its inception to the present and all recipients of the chapter's awards are listed on the following pages.

**Chicago Association of Law Libraries
Presidents**

1947-48 William Roalfe (Deceased)
1948-49 Charles McNabb (Deceased)
1949-50 Frank di Canio (Deceased)
1950-51 Francis Rooney (Deceased)
1951-52 Virginia Dunlap (Deceased)
1952-53 Annabelle M. Paulson (Deceased)
1953-54 Elizabeth Benyon (Deceased)
1954-55 Jean Ashman (Deceased)
1955-56 Redmond Burke, C.S.V. (Deceased)
1956-57 Dorothy Scarborough (Deceased)
1957-58 Robert Q. Kelly
1958-59 Kurt Schwerin
1959-60 William Murphy (Deceased)
1960-61 John Leary (Deceased)
1961-62 Charlotte Stillwell (Deceased)
1962-63 Fred Donnelly
1963-64 Leon M. Liddell (Deceased)
1964-65 William Powers (Deceased)
1965-66 Frank Lukes
1966-67 Elaine Teigler (Deceased)
1967-68 Harley Stephenson (Deceased)
1968-69 Joseph Benson (Deceased)
1969-70 Carroll Moreland
1970-71 Joyce Malden (Deceased)
1971-72 David Badertscher
1972-73 Edward F. Hess Jr.
1973-74 Margaret Seline
1974-75 Alfred Kulys
1975-76 Richard Bowler
1976-77 Donald Crandell (Resigned)
1976-77 Sandra Traicoff
1977-78 Mary Virginia Shields
1978-79 Janice Bentley
1979-80 Denise Mahaney
1980-81 Lee Burstein
1981-82 Donna Tuke (Heroy)
1982-83 Gayle E. Edelman (Webb)
1983-84 Judith A. Gaskell
1984-85 Nancy L. Tuohy
1985-86 Kenneth Halicki
1986-87 Denise Mahaney
1987-88 Mary Lu Linnane
1988-89 Patricia Patterson
1989-90 Susan Siebers
1990-91 Susan Cochard
1991-92 Francis (Bob) Doyle
1992-93 John Austin
1993-94 Marie Del Bene
1994-95 John C. Fox
1995-96 Sally Holterhoff
1996-97 Denise Mahaney
1997-98 Rebecca Corliss
1998-99 Carolyn Hayes
1999-00 Nancy Henry
2000-01 Frank Drake
2001-02 John B. Klaus
2002-03 Christina Wagner
2003-04 Betty Roeske
2004-05 Jean Wenger
2005-06 Naomi Goodman
2006-07 Mary Lu Linnane
2007-08 Deborah Rusin
2008-09 Sheri Lewis
2009-2010 Gretchen Van Dam
2010-2011 Heidi Frotestad Kuehl
2011-2012 Julia Jackson

CHICAGO ASSOCIATION OF LAW LIBRARIES AWARD WINNERS

Chicago Association of Law Libraries Recipients of the Agnes and Harvey Reid Award for Outstanding Contribution to Law Librarianship

The award is presented annually at the May business meeting for outstanding service to the chapter during the previous year or for contribution to law librarianship.

1982-83 William D. Murphy (Deceased)	1996-97 Mary Lu Linnane
1983-84 Antonette (Babe) Russo (deceased)	1997-98 Sally Holterhoff
1984-85 Colleen McCarroll & Margaret Lundhahl	1998-99 Denise Mahaney
1985-86 Charlotte Stillwell (Deceased)	1999-00 Susan Siebers
1986-87 Mrs. Harvey T. Reid	2000-01 No award presented
1987-88 No award presented	2001-02 Lyonette Louis-Jacques
1988-89 Julie H. Justie	2002-03 Richard Matthews
1989-90 Mary Lu Linnane	2003-04 Judith Gaskell
1990-91 Judith Foltin & Judith Gaskell	2004-05 Frank Drake
1991-92 Susan Siebers	2005-06 Annette Cade
1992-93 No award presented	2006-07 Sally Holterhoff
1993-94 Joyce Malden	2007-08 Julia Jackson & Carol Klink
1994-95 Dorothy Li & Nancy Tuohy	2008-2009 Betty Roeske
	2009-2010 Deborah Rusin
	2010-2011 Deborah Ginsberg & Sheri Lewis

Chicago Association of Law Libraries Recipients of the Lifetime Achievement in Law Librarianship Award

The award is presented annually at the May business meeting for outstanding lifetime achievement in law librarianship.

1993-94 Eva Brown	2002-03 Maria Chase & Francis R. Doyle
1994-95 No award presented	2003-04 No Award Presented
1995-96 Carolyn Moore	2004-05 Kay Collins
1996-97 Louise Hammond (posthumously)	2005-06 Lenore Glanz
1997-98 Patricia Patterson	2006-2007 No Award Presented
1998-99 Evelyn Yonan	2007-2008 Naomi Goodman
1999-00 Laura Hyzy	2008-2009 No Award Presented
2000-01 Janet Wishinsky	2009-2010 No Award Presented
2001-02 No Award Presented	2010-2011 Frank Drake

Award for Outstanding In-House Publication

1993-94 Gardner, Carton & Douglas	2003-04 Loyola University School of Law Library
1994-95 Loyola University School of Law Library	2004-05 No Award Presented
1995-96 Jenner & Block	2005-06 Seyfarth Shaw LLP
1996-97 Katten Muchin & Zavis	2005-06 William J. Campbell Library of the U.S. Courts
1997-98 No Award presented	2006-07 Margaret Schilt - University of Chicago, D'Angelo Law Library
1999-00 Bill Schwesig – University of Chicago, D'Angelo Law Library	2007-2008 Reed Smith, LLP
2000-01 D'Ancona & Pflaum	2008-2009 Loyola University Chicago School of Law Library
2001-02 D'Ancona & Pflaum	2009-2010 DLA Piper and Julienne Grant – Loyola University School of Law Library
2002-03 Lord, Bissell & Brook	2011-2012 IIT Downtown Campus Law Library (Chicago-Kent)

BOARD OF DIRECTORS

Julia Jackson, President	312-321-7733	jjackson@brinkshofer.com
JoAnn Hounshell, VP/Pres. Elect	312-906-5675	jhounshell@kentlaw.edu
Julienne Grant, Secretary	312-915-8520	jgrant6@luc.edu
Denise Glynn, Treasurer	312-326-8176	dglynn@depaul.edu
Todd Ito, Director	773-702-9617	tito@uchicago.edu
Susan Retzer, Director	312-577-8020	susan.retzer@kattenlaw.com
Heidi Frostestad Kuehl, Past President	312-503-4725	h-kuehl@law.northwestern.edu

- 1) Take office at the conclusion of the annual business meeting each year (held in May).
- 2) Direct the activities of the Association. Includes attending Board and business meetings, and serving as liaison to committees.
- 3) Respond to questions and concerns from the membership.
- 4) At or soon after the first board meeting of the year:
 - a. Approve committee assignments made by President.
 - b. Accept liaison appointments to the committees, assigned by President.
 - c. Establish or continue special committees and prepare a written charge for committee.
 - d. Appoint a nominating committee, usually proposed by President.
 - e. Approve the dates of Board and business meetings set by President for the year.
 - f. Discuss charges and responsibilities of committees.
- 5) Approve the budget before the beginning of the Association's fiscal year.
- 6) May propose nominees for the AALL Board.
- 7) Review annual report of each committee to make recommendations for the following year.
- 8) As an outgoing Board Member, provide the relevant documents to the new Board Member assuming their office.

- 9) Submit materials to the Archives Committee for preservation as listed in the Archives Retention Policy at pages 63-68.
- 10) Have seven members, each of whom serves as liaison to at least one committee as assigned by the President.
- 11) Decide each year if it is the appropriate year for a complete review of the Bylaws. This is to be done every 3-5 years per policy set December 2002. Extensive Bylaws revisions were completed in 2003-2004. Additional Bylaws revisions were made in 2008.
- 12) The Board can vote electronically (i.e. by email), in accordance with our Bylaws and 805 ILCS 105/101.80(p) and 805 ILCS 105/108.45. At the following Board meeting, the vote, including the exact wording of the approved motion and the date of the electronic vote, should be ratified and recorded in the minutes of that meeting. The minutes shall show that "This decision is ratified at this meeting." (Approved: March 21, 2006) This procedure is to be used for time-sensitive items.

PRESIDENT

- 1) Responsible for the overall operation of the Association including overseeing all officers and committee chairpersons in the fulfillment of their responsibilities.
- 2) Sets the agenda and calls and presides at Board meetings. Provides all documents relevant to items on the agenda for Board Meeting, along with agenda.
- 3) Assigns committees as follows:
 - a. Makes assignments to committees pursuant to the exceptions in the *Bylaws*, with the approval of the Board. Notifies webmaster of committee assignments for posting on the CALL website.
 - b. Notifies the chairperson(s) of each committee of assignments either directly or through the Board liaison and, pursuant to the *Bylaws*, notifies each member of the Nominations Committee.
 - c. Make certain that the committees know their responsibilities and the procedures for making expenditures.
 - d. Receives Annual Reports of committees and forwards copy of compiled reports to *Bulletin* editors.
 - e. Starting at the beginning of the term, invites each committee chair to appear before the Board.
- 4) Has the following duties at Board meetings:
 - a. Reviews committee progress through the liaison or chairperson(s) in attendance.
 - b. Takes care of correspondence with other chapters and organizations.
 - c. Assigns work to the Board members as necessary.
 - d. Insures that all members of the Board are informed of proposed and confirmed plans.
 - e. Reviews the spending of Association monies (Treasurer's report).
- 5) Meets with the Treasurer and Vice-President/President-Elect to prepare a proposed annual budget no later than July 31 and presents it to the full Board at its August meeting for approval.
- 6) Notifies a member of the Internet Committee of changes to the call-ebcc@aallnet.org discussion list. This includes deleting former Board members and committee chairs, adding the current names with e-mail addresses and making changes during the year.
- 7) Contacts the webmaster to update the Board of Directors listed on the website, including any changes made during the year.
- 8) Reviews dues structure with Treasurer and makes recommendations to the Board at the January Board meeting. Structure should be reviewed every other year.
- 9) Approves payment forms in the absence of the committee liaison. (See page 47 of this *Handbook*.)

- 10) Signs tax forms and keeps copy on file. All materials sent to accountant and IRS must be sent via registered mail with return receipt.
- 11) Ensures that Chapter liability insurance is paid. Insurance is due to AALL on October 20, and is based on membership as at October 1.
- 12) If during Vice-President/President-Elect term becomes the Association's Registered Agent, s/he continues to serve in this capacity through her/his term as President. (The 2011-2012 Registered Agent is Vice-President/President-Elect.)
- 13) Knows the *Bylaws* and the rules for business meetings listed in the most recent edition of Sturgis, *The Standard Code of Parliamentary Procedure* so that there is no need for a parliamentarian.
- 14) Sets the agenda and presides at the business meetings. Sends copies of the agenda to the Vice President/President-Elect and Secretary
- 15) Reviews past CALL activities to generate ideas for future projects.
- 16) Writes a President's Message for each *CALL Bulletin*, beginning with the Fall issue and sends a copy to the webmaster for inclusion on the website after the Bulletin issue appears.
- 17) After the Board receives the slate of candidates, makes an announcement to the membership as soon as possible, usually via the CALL discussion forum, followed up at the next business meeting.
- 18) Announce the election results to the membership via e-mail when notified by the Chair of the Elections Committee.
- 19) Serves as the contact for AALL, writes an annual report for AALLnet of CALL's activities during the year, and updates chapter biography.
- 20) Monitors correspondence from the AALL Chair of the Council of Chapter Presidents for possible interest to CALL members.
- 21) Oversees submission by all Board members of materials to the Archives Committee for preservation at year-end.
- 22) Acts as liaison to CALL's legal counsel.
- 23) Attends programs for Chapter Presidents at AALL Annual Meeting. Starting with the 2006 AALL Annual Meeting, the President is eligible to receive a grant of up to \$300.00 to attend the Saturday Chapter Leadership Programs. Attendance is mandatory to be eligible for the grant. Upon presentation of receipt for Friday night lodging, the grant will be awarded.

- 24) Appoints CALL members to attend meetings and workshops held at AALL that prepare officers and committee persons for chapter duties. These include, but are not limited to: Treasurer's workshop, Meetings Management, CONE (Council of Newsletter Editors), Public Relations and Government Relations roundtables. Notice of workshops is forwarded from the Chair of the Council of Chapter Presidents to the CALL President each year.
- 25) Appoints someone, preferably a Board member, to coordinate a function for CALL members at AALL Annual Meeting.
- 26) Authorizes the sale or distribution of CALL's mailing list.
- 27) Serves as member of the Financial Advisory Committee for long-term financial planning along with the Treasurer and Vice President/President-Elect. Calls meetings of this committee as needed.
- 28) Is responsible for responding to any legislative initiatives affecting libraries, with the concurrence of the Board.
- 29) Insures that a member of the Public Relations Committee, the President or someone appointed by the President submits news of programs and meetings to the Chapter News section of the AALL web site and other publications.
- 30) Upon request, sends letters of appreciation to CALL members for their service to the association.
- 31) Oversees CALL social media initiatives and acts as misuse mediator for social media.
- 32) Towards the end of the presidential year, oversees with the Vice-President/President-Elect and Secretary the revision, updating, proofreading and loading of the *CALL Handbook for Officers and Committee Chairs* to the CALL website. Notifies each Board member and Committee Chair that the revised *Handbook* is available on the CALL website.
- 33) Is a member of AALL.

VICE PRESIDENT/PRESIDENT-ELECT

- 1) Presides at Board meetings and business meetings in the absence of the President.
- 2) Arranges for a speaker at each business meeting. Speakers may be reimbursed for incidental expenses on a case-by-case basis. Sends notice to the Meetings Committee, the Bulletin Editor and the Internet Committee. At the business meetings introduces the speaker. Sends thank you note to the speaker. Adds the business meetings to the AALL calendar of events.

- 3) Solicits a sponsor for each business meeting. Sponsorship is \$1,750 per business luncheon meeting. Two sponsors can share a sponsorship by providing 50% of a full sponsorship each. Acknowledges sponsors at the meeting, sends notice of thanks for sponsorship to the *Bulletin*. Sends thank you note to the sponsor.
- 4) Solicits donations from vendors for two door prizes to be distributed at CALL meetings. If there is a joint CALL/SLA meeting, no door prize is given at the meeting. Instead three are given at the remaining meetings. The door prize should not exceed \$25 each in value. Remaining amount of donations is allocated to Grants & Chapter Awards Committee for use as grant awards. Acknowledges vendor donations for door prizes in CALL *Bulletin* and at business meetings. In recent years donation has come from Professionals Library Service.
- 5) Every second year the Vice President becomes the Association's registered agent, if that Vice President is an Illinois resident. (The 2011-2012 Registered Agent is JoAnn Hounshell, Vice President/President-Elect.)
- 6) Towards the end of the Vice-Presidential year, works with the President and Secretary on the revision, updating, and proofreading of the *CALL Handbook for Officers and Committee Chairs*. Notifies the Board members and Committee Chairs that the revised *Handbook* is available on the CALL website.
- 7) Sets the business meeting dates by the May Board meeting.
- 8) Coordinates calendar to avoid conflicts of dates of meetings both within and without the Association as well as religious, state and national holidays.
- 9) Offers to post speaker's presentation, with speaker's permission, to the Members Only side of the CALL website. Collects and forwards such material to the Webmaster.
- 10) Approves all meeting announcements and informs Meetings Committee Co-Chairs.
- 11) Arranges chapter visit by an AALL Executive Board member, if desired.
- 12) Revises the CALL Volunteer Form for distribution at the March meeting and sees to the inclusion of the form in the Summer issue of the *CALL Bulletin* and on the CALL website. (See pages 42-43 of this *Handbook*.)
- 13) Serves as a member of the Financial Advisory Committee.
- 14) Attends programs for Chapter Presidents of the AALL Annual Meeting. Starting with the 2006 AALL Annual Meeting, the Vice President/President-Elect is eligible to receive a grant of up to \$300.00 to attend the Saturday Chapter Leadership Programs. Attendance is mandatory to be eligible for the grant. Upon presentation of receipt for Friday night lodging, the grant will be awarded.
- 15) Handles any further assignments made by the President or Board.

- 16) Coordinates, with the Public Relations Committee, the exhibit hall display for AALL Annual Meeting.
- 17) Checks with the ABA about obtaining a discount for CALL members to the TechShow and announces discounted registration information on the CALL Discussion Forum.
- 18) Is a member of AALL.

SECRETARY

- 1) Records the minutes of all Board of Directors meetings and of actions taken at business meetings. Arranges for the recording of a Board meeting in his/her absence.
- 2) Maintains copies of all corporate documents, including but not limited to Articles of Association, Annual Report, and registration with the Cook County Recorder of Deeds, in a corporate record book.
- 3) In minutes for the Board meeting, notes the votes taken on proposals and also any discussion of items on the agenda.
- 4) Is a member and Board liaison to the Corporate Memory Committee.
- 5) Sends one copy of the complete and full minutes, along with a summary, to all members of the Board within two weeks after each meeting. After approval by the Board a corrected copy of the full minutes is placed in the official minutes book, copies are sent to the Board and the Corporate Memory Committee Chair, and the summary is sent to the *Bulletin* Editor for inclusion in the next issue. Keeps copies of all official correspondence sent by the Board on behalf of the Association.
- 6) Ensures that Annual Report is filed with the Illinois Secretary of State. The registered agent receives the form usually in August and forwards it to the Secretary for completion. The form is also available on the SOS website at <http://www.cyberdriveillinois.com>. If there is a change of Registered Agent, ensures that the change is made on the Annual Report. (See pages 61-62 for instructions for completing the annual report and change of registered agent.)
- 7) Receives names of nominees for CALL elections and the written acceptances from the Nominations Committee Chair by October 1 and informs the Board by that date.
- 8) Receives the names of write-in candidates along with biographical information by January 1. Sends written notice to the Board and the chairpersons of the Nominations and Elections Committees of any write-in candidates in time to list all candidates on the ballot.
- 9) Approves electronic ballot prepared online by the Chair of the Elections Committee no later than a few days before February 21, the start of the annual election.

- 10) Handles other correspondence as directed by the President or Board, including informing AALL and *Sullivan's Law Directory* of new CALL Board of Directors.
- 11) At the end of the business year, sends a set of amended minutes of that year to the Archives Committee and to incoming board members. Date of amending should be shown at the bottom of the minutes.
- 12) Towards the end of the year, works with the President and Vice-President on the revision, updating, proofreading and duplication of the *CALL Handbook for Officers and Committee Chairs*.
- 13) Makes available upon request of any member full copies of annual committee reports and amended minutes from Board meetings.
- 14) Posts CALL Board minutes to the Members Only section of the CALL website as soon as they are finalized.

TREASURER

- 1) Keeps the financial records of the Association using Board-approved methods.
- 2) Files tax forms with the IRS annually. Although the Association does not pay taxes, there is a legal requirement to file tax returns by the 15th day of the 5th month following the end of the fiscal year (CALL's fiscal year ends August 31). In order to comply with the IRS deadline (January 15) the Association's accountant must have the following documents by October 1:
 - a. general ledger of expenses and revenue for past fiscal year
 - b. list of officers for years covered in filing
 - c. tax forms received from IRS

All materials sent to the accountant and IRS must be sent via registered mail with return receipt. In a year when the current Treasurer will be leaving the Board, all tax-related materials should be gathered and completed (year-to-date) before leaving office and turning over materials to incoming Treasurer. Treasurer should send a copy of the completed and signed tax returns to the Archives. The treasurer should indicate in letter to the accountant that association phone number is that of the current President.

- 3) Serves as member of the Financial Advisory Committee for long-term financial planning along with President and Vice President/President-Elect.
- 4) Coordinates with Membership chair on the processing of membership renewals and new members. (See page 32 of this *Handbook*.)
- 5) Processes the paid invoices for membership dues:
 - a. Makes certain that checks are made payable to CALL.

b. Counts and logs the checks received.

Any member joining after March 1st is a member for the remainder of the current year and will get the next year's membership included.

- 6) Presents detailed financial reports at Board meetings which include expenditures and income, a summary report for the first and last business meetings of the year, and works with the President in preparation of the annual budget. Summary report is included in Board minutes prepared by the Secretary and published in the *Bulletin*.
- 7) Pays expenses only upon presentation of properly signed payment request forms (See 46 of this *Handbook*).
- 8) Informs the President of any donation so that an appropriate response can be made.
- 9) Is responsible for mail retrieval from the Association's Post Office Box. Pays Post Office box fees annually.
- 10) Reviews dues structure with President and makes recommendations to the Board by the January Board meeting. Commenced in 1996-97, this review should be carried out at least every other year.
- 11) Receives payment for Bulletin advertising. Follows up with Advertising Manager on unpaid invoices. Sends a quarterly summary of checks received to Advertising Manager. (See details of *CALL Bulletin* Advertising procedure on page 24 of this *Handbook*.)
- 12) Provides updated corporate resolution, signature and other records to CALL's Bank (Harris Bank) when the new Board of Directors takes office.

DIRECTOR

- 1) Attends meetings of the Board of Directors.
- 2) Undertakes special projects as assigned by the President or the Board.
- 3) Ascertains the interests and concerns of the members of the Association and presents them to the Board.
- 4) Coordinates the borrowing of audio or video tapes held by CALL.

PAST PRESIDENT

- 1) Is an active member of the Board and offers guidance to ensure continuity.
- 2) Co-chairs the Grants & Chapter Awards Committee.

- 3) Undertakes special projects as assigned by the President.
- 4) Analyzes and reports on the progress of goals and objectives described in CALL's strategic plans.
- 5) Is a member of the Strategic Planning Committee if one has been created.
- 6) Acts as Registered Agent for the Association if s/he has served in this position during term of President and Vice President/President-Elect. If Past-President has served as Registered Agent, arranges for transfers of Registered Agency before leaving Board.
- 7) Serves as Chair of the Nominations Committee in the year after leaving the Board.
- 8) Acts as a liaison/contact person for SLA and other outside organization's announcements, including posting announcements to CALL Discussion Forum.

COMMITTEE LIAISON

Each Board member acts as a liaison to at least one committee as assigned by the President. The liaison:

- 1) Contacts the chairperson(s) of the committees as soon as possible after Board appointment.
- 2) At the beginning of the CALL year, reviews appropriate sections of the Handbook with the committees.
- 3) Attends committee meetings and participates in committee activities to as great a degree as desired and facilitates the leadership role of the committee chair.
- 4) Presents to the Board recommendations, activities and financial requests of the committee(s) s/he represents in the event that the chairperson(s) cannot appear before the Board.
- 5) Approves and signs payment request forms and sends to Treasurer. (See page 47 of this *Handbook*.)
- 6) Advises President of proposed activities not within the committee's charge or that may lead to potential liability.
- 7) Provides chairpersons with dates of CALL Board Meetings, Business Meetings, and deadlines for the *CALL Bulletin*.
- 8) Ensures that each committee chair has reviewed the *Handbook*, which is available electronically on the CALL website. Submits *Handbook* changes to the Board.
- 9) Reports to Board at each meeting about the activities of each Committee.

- 10) Reminds Committees to post their announcements on the Discussion Forum in a timely fashion and post activities to the AALL events calendar.

FINANCIAL ADVISORY COMMITTEE

The Financial Advisory Committee is not open to the general membership. It is a committee comprised of the Treasurer, President and Vice-President/President-Elect, which discusses the financial state of the association and any other financial issues that may arise.

- 1) After reviewing previous years' budgets, prepares new budget for presentation at the August Board meeting.
- 2) Plans for the long-term financial health of the chapter.

CALL COMMITTEE CHAIRS & LIAISONS, 2011-2012

List as of September 2, 2011

For most recent listing, check the CALL website:

<http://www.aallnet.org/chapter/call/committees/committeeindex.html>

ARCHIVES

Co-Chairs: Therese Clarke Arado, 815-753-9497, tclarke@niu.edu

Carol Klink, 312-915-7190, cklink@luc.edu

Liaison: Susan Retzer

BULLETIN

Co-Chairs: Thomas Keefe, 312-427-2737 x551, 8keefe@jmls.edu

Margaret Schilt, 773-702-6716, schilt@uchicago.edu

Business Manager: Christina Wagner, 312-832-4317, cwagner@foley.com

Liaison: Julienne Grant

BYLAWS

Chair: Frank Drake, 773-508-5541, arnstein1@mindspring.com

Liaison: Juli Jackson

COMMITTEE ON COMMITTEES

Chair: Heidi Kuehl, 312-503-4725, h-kuehl@law.northwestern.edu

Liaison: Heidi Kuehl

COMMUNITY SERVICE

Co-Chairs: Robert Martin, 312-906-5672, rmartin@kentlaw.edu

Kevin McClure, 312-906-5620, kmccclure@kentlaw.edu

Liaison: Todd Ito

CONTINUING EDUCATION

Co-Chairs: Stephanie Crawford, 312-906-5642, scrawford@kentlaw.edu

Susan Cochard, 312-324-8698, scochard@perkinscoie.com

Liaison: Susan Retzer

CORPORATE MEMORY

Chair: Sheri Lewis, 773-702-9614, shl@uchicago.edu

Liaison: Julienne Grant

ELECTIONS

Chair: Joan Ogden, 312-849-3657, jogden@mcguirewoods.com

Liaison: Juli Jackson

GOVERNMENT RELATIONS

Co-Chairs: Tom Gaylord, 312-906-5643, tgaylord@kentlaw.edu

Jamie Sommer, 312-427-2737 x308, jsommer@jmls.edu

Liaison: Todd Ito

GRANTS AND CHAPTER AWARDS

Chair: Heidi Frostestad Kuehl, 312-503-4725, h-kuehl@law.northwestern.edu

Liaison and Member: Heidi Frostestad Kuehl

INTERNET

Co-Chairs: Gwen Gregory, 312-427-2737 x580, 8Gregory@jmls.edu

Sharon L. Nelson, 815-753-2021, slnelson@niu.edu

Liaison: Susan Retzer

MEETINGS

Co-Chairs: Jill Matulionis, 312-840-3161, jmatulionis@brinkshofer.com

Maribel Nash, 312-503-0300, m-nash@law.northwestern.edu

Liaison: JoAnn Hounshell

MEMBERSHIP

Co-Chairs: Therese Clarke Arado, 815-753-9497, tclarke@niu.edu

Chris Klobucar, 312-269-5219, cklobucar@ngelaw.com

Liaison: Denise Glynn

NOMINATIONS

Chair: Gretchen Van Dam, 312-435-5352, gretchen_van_dam@lib7.uscourts.gov

Liaison: Juli Jackson

PLACEMENT/RECRUITMENT

Chair: Jessica de Perio Wittman, 312-427-2737 x 675, jwittman@jmls.edu

Liaison: Denise Glynn

PUBLIC RELATIONS

Co-Chairs: Pat Sayre-McCoy, 773-702-9620, psm1@uchicago.edu

Janice Collins, 312-876-8052, janice.collins@snrdenton.com

Liaison: Todd Ito

RELATIONS WITH INFORMATION VENDORS

Co-Chairs: Betty Roeske, 312-577-8022, betty.roeske@kattenlaw.com

Gail Hartzell, 219-465-7836, gail.hartzell@valpo.edu

Liaison: Julienne Grant

COMMITTEE CHAIRPERSON

- 1) Will serve for no more than two consecutive years at a time. The President may make exceptions if there is no one else to chair the committee. The *Bulletin* Committee is the only exception: the co-editorship of the *Bulletin* will be a three-year term. Committee Chairpersons are encouraged to mentor someone on the committee who would then be in line to take over as chair.
- 2) Sets the agenda, calls and presides at the committee's meetings.
- 3) Implements specified goals and objectives of long-range or strategic plans.
- 4) Informs the Board liaison of activities prior to each Board meeting and submits questions to liaison for discussion and action at the next Board meeting.
- 5) At the invitation of the President, appears before the Board to discuss the committee charge and plans for the year.
- 6) Uses Notification and Distribution Procedures when notifying CALL members of events. (See page 38 of this *Handbook*.)
- 7) Announcements about programs, meetings, and other activities, and any proposed survey, should be proofread by the Board liaison before being sent to the printer or posted to the Discussion Forum or website. This should be done as soon as complete information is available.
- 8) Submits, either in person or through the liaison, payment request forms to the Board. (See page 47 of this *Handbook*.)
- 9) Submits a Quarterly Expense Report to Treasurer within five (5) days of end of quarter. (See page 44 of this *Handbook*.)
- 10) Reports on committee progress in the *Bulletin* as appropriate and appears before the Board as necessary to report on progress or problems.
- 11) Writes a required official annual report and summary of the committee's activities for the *CALL Bulletin* with suggestions of budget changes or other ideas. The report should be filed in electronic format with a copy sent to the President by June 1. Annual reports should include income expense statements if applicable. See CALL Committee Quarterly Expense form, page 44. The Summary will be published in either the Summer or Fall issue of the *CALL Bulletin*. Forwards a copy of the Annual Report and other committee materials to the next chairperson by June 1.

- 12) Offers suggested changes to committee pages in the *CALL Handbook for Officers and Committee Chairs*. The chairperson will be notified of the revised *Handbook* available on the CALL website at the beginning of his/her term.
- 13) Forwards copies of all official documents to the Archives Committee, including seminar materials, as listed in the Archives Retention Policy at pages 63-68.
- 14) Consults with Vice President/President-Elect before soliciting non-Association funds (sponsorships) for any activities and before scheduling dates for CALL activities.
- 15) When planning a program, uses guidelines set out under Continuing Education Committee regarding payment of speakers and charge for program.
- 16) The Committee responsible for putting on a program is also responsible for no-shows and reminding them that they still need to pay for the program. If the individual does not respond to the Committee's request for payment, the President will get involved.
- 17) Any survey generated by a CALL committee needs approval by the Board liaison. Surveys should be conducted through CALL's SurveyMonkey account and not through the electronic election ballot.
- 18) Consults with Board liaison before taking on any proposed activity not within the committee's charge, or that may result in potential liability.
- 19) Compiles and maintains a manual of Committee procedures, which is passed on to the incoming chairperson. In addition, copies of such manuals should be sent to Archives.
- 20) Consults with Board Liaison before using CALL letterhead for each undertaking. If Board Liaison is not available, consults with President.
- 21) Maintains a relationship with related committees of AALL.
- 22) Responsible for printing and sending hard copy to the Archives Committee of all event announcements generated by his/her committee.
- 23) Works with the Internet Committee to provide suitable materials for the CALL website.
- 24) Responsible for assigning a committee member to post all notices of their activities, after the Internet Committee creates the link, including posting notice of activities to the AALL Events Calendar.
- 25) Posts all notices 30 days before the date of the event.
- 26) Sends all notices in Word format to: the Internet Committee Chairs one week before the notice is needed.
- 27) Posts to the CALL Discussion Forum address: call@aallnet.org

- 28) Uses the CALL Style Guide, CALL Logo, and the document templates as available on the web site for all committee business.

ARCHIVES COMMITTEE

- 1) This committee is composed of a chairperson who is responsible for the collection and organization of all documents generated by CALL committees and Board members.
- 2) The materials to be collected include, but are not limited to: *Bulletins*, minutes of meetings, official letters sent by the Association and copies of this *Handbook*.
- 3) The materials in the Archives may be available upon request by CALL members and other professional library associations. Persons wishing to use archives must contact the Archives Committee Chair to make arrangements for access.
- 4) Materials had been kept at the Loyola University School of Law Library until May 2009 when the Archives were moved to Northern Illinois University.
- 5) The chairperson is responsible for appointing someone to obtain event announcements from committee chairs.
- 6) The chairperson is responsible for fulfilling the duties of committee chairperson as listed on pages 19-20 of this *Handbook*.
- 7) Selects documents to be added to the CALL website with the Board's approval and direction.

BULLETIN COMMITTEE

- 1) This committee shall have two co-chairs, an advertising manager, and at least four committee members. Co-chairs will serve for three-years and will have staggered terms. The more senior co-chair will be designated as the editor of the Bulletin.
- 2) Beginning with the Fall 2003 issue, the *Bulletin* began to be published electronically, with each issue being posted to the CALL website, Members Only section, in PDF format. Issues of the *Bulletin* will be published electronically, unless the CALL Executive Board decides to begin publishing the *Bulletin* in print again.
- 3) The *Bulletin* will be published four times each fiscal year and will contain information concerning the governance of the Association including summary minutes of Board and business meetings as well as committee reports and other items of interest to the Membership. Issues will be published in Fall, Winter, Spring and Summer.
- 4) The publication schedule and deadlines for the fiscal year's issues will be set by the co-chairs and will be published in each issue of the *Bulletin*, beginning with the Fall issue.

- 5) The editor will review all committee costs on an ongoing basis and make recommendations to the Board as appropriate.
- 6) Advertising in the *Bulletin* will be allowed to the extent that it is allowed on the AALL server which hosts the CALL website. The advertising manager will arrange for solicitation of advertising copy. Rates for advertising will be set by the Board of Directors.
- 7) The editor will have discretion over format and content of the *Bulletin* including the right to decline to publish articles and advertisements.
- 8) Obtains permission to use photos published, by checking the list supplied by the Membership Committee to see if the CALL member has given permission to use photographs with identification. Contacts non-CALL members to obtain written or emailed permission to use photos with identification of those in photo.
- 9) The Nominations Committee is responsible for notifying the Editor of the new slate of candidates for the CALL Executive Board by the deadline for the Winter issue. The new slate of candidates, as well as the procedure for adding names to the slate in accordance with Article IX, Section 3 of the Association Bylaws, will be published in the Winter issue. Biographical information for the candidates will be published in the Spring issue of the *Bulletin* and will be posted on the CALL website.
- 10) Print mailings will not be made to members who do not have e-mail address. One print copy is sent to Archives.
- 11) The co-chairs will keep up-to-date with current newsletter practices by participating in the AALL Counsel on Newsletter Editors (CONE) e-mail discussion list. The editor will post a notification to the CONE discussion list whenever a new issue of the *Bulletin* has been moved to the public access part of the CALL website. (The AALL Managing Editor prints two copies for AALL Headquarter use, and the chair of the AALL Archives Committee prints two copies for their archives.)
- 12) Editors or a designated representative from the Bulletin Committee should attend the CONE meeting and CONE workshop (if held) at AALL, if possible.
- 13) The policy for reprinting and republishing any part of the CALL Bulletin will appear in each issue. The current policy reads, "Anyone who wishes to reprint or republish any part of the CALL Bulletin must have prior written approval from the CALL Bulletin editors. Anyone who wishes to reprint or republish an entire article from the CALL Bulletin also must have prior written approval from the author of the article. If the reprinted or republished material includes the CALL logo or is intended for commercial purposes, then additional prior written approval must be obtained from the CALL Executive Board."
- 14) The *Bulletin* co-editors will retain emails granting permission from non-CALL members to use photos. No separate form is needed.

- 15) The CALL Board negotiated a contract for the layout/design of the *CALL Bulletin* for the 2011-2012 CALL year. Future contracts, if any, will be negotiated annually.
- 16) The chairpersons are responsible for fulfilling the duties of committee chairperson as listed on pages 19-20 of this *Handbook*.

Advertising Procedure for *CALL Bulletin*

- 1) A mailing announcing spacing, pricing and publication schedule will be sent to continuing and prospective advertisers by the advertising manager of the Bulletin in late spring or early summer.
- 2) The advertising manager will request that the advertisers submit their copy in PDF format as a low-resolution file suitable for an electronic-only publication.
- 3) As soon as possible after the publication of each issue, the advertising manager will send a file containing the final form of that issue by email to each advertiser, (since the advertiser cannot access the Members Only section of our web site.) The CALL webmaster supplies this file to the manager. The manager will also attach to each email the invoice for the advertisement(s) in that issue. The Advertising Manager will send a summary of advertising for each issue to the editors and layout person together with the ads for that issue. After the advertisers have been invoiced for each issue, the Advertising Manager will also send a summary of advertising for that issue to the Treasurer.
- 4) Checks should be sent to the CALL P.O. Box and received by the Treasurer. The Treasurer will follow up with the advertising manager on unpaid invoices. The Treasurer also will send a quarterly summary of checks received to the advertising manager and to the editor.
- 5) Current rates (2011-12) for advertisements are:

Full page	\$200
Half page	\$100
One-third page	\$70
One-quarter page	\$50
- 6) The Board approved (March 2004) adding live links from advertisements to the advertiser's web page. An additional charge of \$25 per link per issue will be charged.

BYLAWS COMMITTEE

This committee is composed of a chairperson with additional members as needed in years when major changes are to be considered. The committee:

- 1) Monitors and reviews any AALL Bylaws for implications to CALL.

- 2) Works with CALL attorney when needed to stay in compliance with state and federal laws.
- 3) Conducts thorough review of Bylaws as directed by the Board, usually every 3-5 years beginning in 2003-2004. The Committee may also submit suggestions to the Board to consider. Extensive revisions were made in 2003-2004 and additional modifications were made in 2008.
- 4) Indicates date of amendment for any article or section that has been amended.
- 5) The chairperson is responsible for fulfilling the duties of committee chairperson as listed on pages 19-20 of this *Handbook*.

(Changed from Special to Standing Committee, May 2005.)

COMMUNITY SERVICE COMMITTEE

The Community Service Committee consists of a chairperson and two or more members who:

- 1) Offer opportunities for CALL members to donate to not-for-profit and not politically or religious affiliated organizations that provide services to the wider community. (See guidelines on pages 59-61 of this *Handbook*.) Inform members that those donating cash should make check payable directly to the receiving organization (in order to receive a tax deduction if that organization is a charitable organization). CALL is not a charitable organization, and donations made to CALL are not tax-deductible. CALL does not give out receipts for items donated through the Community Service Committee. Charitable contributions collected from members are not income to CALL and do not go into CALL's general funds.
- 2) Obtain information of how participation in charitable organizations can best be handled by CALL and its membership.
- 3) Publicize these opportunities at business meetings, in the *Bulletin*, and through the CALL Discussion forum and website.
- 4) Contact community organizations to offer assistance as determined by guidelines.
- 5) Coordinate organizational requests with CALL volunteers for community service.
- 6) Write articles for the *CALL Bulletin* to promote volunteerism and to publicize information about what has been accomplished.
- 7) Work with the Public Relations and Internet Committee to publicize these activities.
- 8) Arrange with SLA counterpart to have SLA community service announcements sent to CALL Community Service for posting to the CALL Discussion Forum.
- 9) Is responsible for the hand-truck purchased by CALL to help with moving donations.

- 10.) The chairperson is responsible for fulfilling the duties of committee chairperson as listed on pages 19-20 of this *Handbook*.

CONTINUING EDUCATION COMMITTEE

This committee is composed of two chairpersons, with staggered two-year terms to insure continuity, and three or more committee members who:

- 1) Plan and implement four to five programs of interest to the membership. Topics and formats of programs are the choice of the committee.
- 2) Clear all program dates with the Vice President/President-Elect to avoid meeting conflicts.
- 3) Plan a budget for each program and present it to the Board as early as possible and submit all charges and expenses to the Board for approval. All projected costs of the program (room, refreshments, handouts, speaker costs and anything else) should be totaled, and the price that will be charged to attend the program should be set to cover the total costs. The objective is to break even on each program. Speaker fees and expenses may be paid to non-CALL member speakers, with prior approval of the board, if that speaker is necessary in that they bring something exceptional or unique to the program. CALL does not pay or give gifts to CALL members to speak at CALL sponsored events, including but not limited to travel, honoraria, registration, and incidentals.
- 4) Give a copy of the announcement to the Internet Committee to post on the website (see page 51 of this *Handbook*), the Public Relations Committee to report the program on the AALLnet web site and local legal publications and the *Bulletin* Committee to post upcoming programs. Also, post program to the AALL Events Calendar.
- 5) Announcements about programs should be approved by the Board liaison before being sent to the membership. This should be done as soon as complete information is available.
- 6) Contact Membership Committee for names and addresses of CALL members who do not have Internet access and mail a copy of the announcement to those members.
- 7) Evaluation forms should be distributed to participants at each program.
- 8) CALL's no-show policy applies to Continuing Education programs. The chair takes responsibility for no-shows and for reminding them that they need to pay for the program. If the individual does not respond to the Committee's request for payment, then the President will get involved.
- 9) Submit a written report to the Board liaison within one month after each program, including the number of attendees, summary expense report, summary of feedback forms

including any comments and any problems or suggestions for future programs of this nature. See page 46.

- 10) Offer to post speaker's presentation, with speaker's permission, to the Members Only section of the CALL website. Collect and forward such material to the Internet Committee.
- 11) Maintain the Manual of Committee Procedures to be passed on to the incoming chairperson. The file is to contain:
 - a) Recommended locations with telephone numbers and addresses.
 - b) Locations that are not recommended (and why).
 - c) Complete instructions for preparing announcements of meetings.
 - d) General tips and recommendations.
- 12) A copy of the manual should be sent to Archives, as well as all announcements, feedback forms, and materials.
- 13) A committee member should write an article about the program for publication in the *CALL Bulletin*.
- 14) The chairpersons are responsible for fulfilling the duties of committee chairperson as listed on pages 19-20 of this *Handbook*.

CORPORATE MEMORY COMMITTEE

The committee is composed of a chairperson and three to four appointed committee members, at least one of whom is a past president and including the chapter Secretary, who:

- 1) Ensure that policies set by the Board of Directors are recorded in a permanent and accessible fashion so that future boards can be guided by past actions.
- 2) Continue to gather and review minutes of current Board meetings, working with the Secretary, to ensure that current decisions affecting the operations of the Board and the Association are retrieved and added to the CALL Policy Log.
- 3) Act as CALL's corporate memory based on continued review of the minutes and CALL operations, making suggestions to the CALL Board as well as suggestions for the *Handbook* and Board and Committee orientations.
- 4) Present the Policy Log and Suggestion lists to the CALL Board semi-annually.
- 5) Ensure that these lists are 'codified' for ease of reference.
- 6) Work with the Board to assist officers and committee chairs in using the policy logs.

- 7) Monitor the status of items from the Suggestion list.
- 8) The Chairperson of the Committee sends the updated version of the Policy Log to the Internet Committee for posting on the Members Only side of the website.
- 9) The chairperson is responsible for fulfilling the duties of committee chairperson as listed on pages 19-20 of this *Handbook*.

(Changed from Special to Standing Committee, May 2005.)

ELECTIONS COMMITTEE

This committee is composed of a chairperson and one or two committee members who:

- 1) See the Election Checklist for a timeline (pages 68-70)
- 2) Pursuant to Article IX, Section 9.6 of the Association Bylaws, work with AALL Headquarters to set up electronic voting, to begin prior to February 21.
- 3) Prepare the electronic form and get the CALL Secretary's approval so that paper copies of the ballot, candidate biographies and any other information available to voters online can be mailed prior to February 21 to eligible voters who do not have Internet access. Ballots are sent electronically or via mail to all eligible voting members who are members as of February 21. If sent by U.S. mail, the return address on the envelope is the chair of the Elections Committee at the CALL P.O. Box.
- 4) Determine election results by downloading results of the electronic vote in the presence of members of the Elections Committee and adding any paper ballots received.
- 5) Report the results of all such elections to the President of CALL when the count is completed. Notify the candidates of the election results as soon as possible, but not later than April 1st, either by letter or by phone, before the results are publicly announced. Prior to the conclusion of the election, obtain information from each candidate about where to contact the candidates on the day results are available. Any challenge to election results shall be made within ten days of the end of the election
- 6) Report results to the membership at the business meeting following the election without revealing the actual number of votes received by each candidate. Ballots will be deleted or destroyed ten days after the election has ended.
- 7) Report the election results to the *Bulletin* editor by the deadline for inclusion in the summer issue.
- 8) Report the election results to the Internet Committee for posting on the website.
- 9) The chairperson is responsible for fulfilling the duties of committee chairperson as listed on pages 19-20 of this *Handbook*.

(Name changed from Public Affairs Committee January 2010)

GOVERNMENT RELATIONS COMMITTEE

This committee is composed of a chairperson and at least four members who:

- 1) Monitor activities at the local, state and federal levels of government that is of interest to the Chicago law library community.
- 2) Suggest to the CALL Board the possibility of writing position statements regarding pending legislation and assist in preparing the statement. Advise the Board on legislation and other public affairs items of interest to the chapter. Assist Board in responding, including drafting a response.
- 3) Monitor activities of public libraries, private libraries that have public access, and related professional associations that are of interest to the Chicago law library community. These associations include, but are not limited to, the Illinois chapter of the Special Libraries Association, the Association of Legal Administrators, the Chicago Bar Association, the Illinois State Bar Association, the American Bar Association, the Metropolitan Library System, and the American Library Association.
- 4) Report to the CALL Board of Directors on at least a monthly basis (through the liaison) and to the membership at each business meeting about library, government and professional association activities of interest.
- 5) Keep the membership informed of activities of interest by means of columns in the *CALL CALL Bulletin* "Public Affairs Update", the CALL Discussion forum, the CALL website, handouts and announcements at CALL business meetings, and other methods.
- 6) Maintain a relationship with related committees of AALL.
- 7) Award a Legislator of the Year Award at the Committee's discretion.
- 8) The chairperson is responsible for fulfilling the duties of committee chairperson as listed on pages 29-20 of this *Handbook*.

GRANTS & CHAPTER AWARDS COMMITTEE

Typically this committee is co-chaired by the Past President (with responsibility for awards) and one other chairperson (for the grants), and has at least three other members. Although this is one committee, the responsibilities are bifurcated because the emphasis is different. The awards are focused on the end of the fiscal year, while grants are considered throughout the year. The names of actual awardees only should be included in the Board minutes or elsewhere. Names of those who applied for but did not receive grants will not be included. Grant recipients must be members of CALL for at least one year, based on receipt of membership dues by Treasurer.

When focused on the Grants aspect, the chairperson and committee members are informed of a monetary amount approved by the CALL Board, recommend the type or types of grants to be awarded, establish guidelines for eligibility, and perform the following duties:

- 1) Publicize the grant(s) to be awarded in the *CALL Bulletin*, via postings to the Discussion forum and website and/or announcements at business meetings. Publicity for the grant should appear beginning in the Winter *CALL Bulletin* and any subsequent *CALL Bulletin* before the May Business Meeting.
- 2) Grant applicants are to complete a Grant Application Form (found on the CALL website under CALL Forms) and submit by the designated deadline to the Grants co-chair.
- 3) Each Grants Committee Member should complete a Grants Criteria Form for each grant applicant (found on the CALL website under CALL Forms) when evaluating the merit of each applicant.
- 4) Award the grant(s) to the recipient(s) at appropriately timed business meeting(s).
- 5) Receive receipts from the recipient(s), check for completeness and forward to Treasurer.
- 6) Work with Placement & Recruitment Committee to promote recruitment activities and reach out to local library schools to promote the Wolters Kluwer student membership grant.
- 7) Maintain a cumulative file of grant recipients.
- 8) Allocates the “free registration” given by AALL every 3 years which is usually awarded to a newer member.
- 9) Informs grant recipients of requirement to write for the *Bulletin*. Works with *Bulletin* editor to ensure that this is done for the next *Bulletin*.
- 10) The chairperson is responsible for fulfilling the duties of committee chairperson as listed on pages 19-20 of this *Handbook*.

When focused on the Awards function, the Past President and the committee members:

- 1) Solicit nominations for chapter awards from the general membership.
- 2) Select recipients in accordance with the resolutions for the awards. (See pages 55-57 of this *Handbook*.)
- 3) Arrange for the physical production of the awards by an appropriate vendor.
- 4) Notify recipients well in advance to assure their attendance at the last business meeting of the year.

- 5) Present the awards at the last business meeting of the fiscal year, unless another occasion is more appropriate.
- 6) Coordinate publicity for chapter awards with the Public Relations Committee.
- 7) Submit names of winners to the *CALL Bulletin* and CALL website.
- 8) Award winners who attend the May Business Meeting will receive complimentary registration. The complimentary registration can be used only by the winner and only for the May meeting. If the award recipient is a library, then only one person from that library receives the complimentary registration. Those who nominated the award winners or accept the award on a winner's behalf will not receive a complimentary registration.
- 9) The chairperson is responsible for fulfilling the duties of committee chairperson as listed on pages 19-20 of this *Handbook*.

INTERNET COMMITTEE

The committee is composed of two Co-Chairs and at least three members who:

- 1) Maintain oversight of CALL's website, Discussion forum, and assigned social networking activities.
- 2) Post Discussion Forum guidelines (on page 52 of the *Handbook*) to the Discussion Forum each September, and give to *Bulletin* editors for printing in each issue of the *Bulletin*.
- 3) Coordinate with other CALL committees for material to be placed on the CALL website.
- 4) Explore additional uses of the Internet for Association activities.
- 5) Recommend CALL's web site address to other appropriate web sites.
- 6) Create the link to the relevant activity or event at the CALL website. This link is forwarded to the designated committee person. Each individual committee is then responsible for their postings to the CALL Discussion Forum.
- 7) Make recommendations to the Board for software needed to develop web site.
- 8) Provide a back-up of the CALL website to the Archives Committee at least once a year or upon request of the Board.
- 9) The Chairpersons are responsible for fulfilling the duties of committee chairperson as listed on pages 19-20 of the *Handbook*.

MEETINGS COMMITTEE

This committee is composed of two Co-Chairs and at least four committee members who:

- 1) Schedule locations for the business meetings held from September through May of each fiscal year, including the negotiating and signing of contracts with each site.
- 2) For each meeting, ascertain from the Vice President/President-Elect:
 - a. The name and other information (such as job title) on the speaker;
 - b. The topic to be presented; and
 - c. Any other information needed for the meeting announcement, as well as equipment needs (AV equipment, podium, etc.).
- 3) Prepare notice and registration form and send to the Internet Committee for posting on our website. (See page 51 of this *Handbook*.)
 - a. Announcements of meetings must be sent to the membership four weeks before the meeting, in accordance with Bylaw 5.3.
 - b. Also post announcements to the CALL Discussion Forum, with the time, place, and speaker. (See page 51 of *Handbook* for posting policies.)
 - c. The reservation forms should be available on the web at this time, or as soon as possible after this announcement. Contact the Membership Committee for a current listing of CALL members who do not have Internet access. Mail reservation forms to these members.
 - d. At least two other announcements should be posted to the Discussion Forum, one of them being five business days before the due date for reservations to be received by the Treasurer.
- 4) Choose the menus, making an effort to have affordable meals with varied entrees, including a vegetarian selection.
- 5) Round off final cost of meeting to members. This cost includes all fixed costs, e.g., tax, gratuities, printing, postage. The sponsorship amount for a lunch meeting is \$1750.00.
- 6) Purchase two door prizes per meeting, not to exceed \$25 in value, to be awarded at each of CALL's business meetings via a drawing. Door prizes are not awarded at the joint CALL/SLA meeting. If there is a joint meeting, three door prizes are awarded at subsequent CALL meetings.
- 7) Meeting announcements should be proofread by the Vice-President/President-Elect before being sent to the membership or posted on website. This should be done as soon as complete information is available.
- 8) Print and provide nametags at reception desk for meeting attendees with tags specially marked for new members.
- 9) Post a display board at each meeting acknowledging the meeting's sponsor.
- 10) Maintain the committee file to be passed on to the incoming chairperson. In addition, a copy of the file should be sent to Archives. The file is to contain:

- a. Recommended meal locations with telephone numbers and addresses;
 - b. Locations that are not recommended (and why);
 - c. Complete instructions for preparing announcements of meetings; and
 - d. General tips and recommendations.
- 11) Assist Membership Committee in encouraging new member attendance at meetings and coordinate with the Membership chairperson the introduction of individuals who are new to CALL and who will be at the meetings. New members are entitled to one free business meeting during his/her first year as a member.
- 12) There is a Meetings No-Show Policy. If a member RSVPs and indicates that s/he will pay at the door, then does not attend the meeting, that member will be billed for and responsible for the cost of the meal. Members have up to 72 hours prior to a meeting to cancel via phone, email or in writing. After that, the guarantee has been given to the venue and CALL is responsible for payment. The chair takes responsibility for no-shows and reminding them that they need to pay for the meeting. If the person doesn't respond to the Committee's request for payment, then the President will get involved.
- 13) There is also a Meetings No-Walk-In Policy. Reservations must be made in advance (payment will be accepted at the door) or you will not be able to attend the meeting. Please be aware of CALL's no-show policy.
- 14) The chairperson is responsible for fulfilling the duties of committee chairperson as listed on pages 19-20 of this *Handbook*.

MEMBERSHIP COMMITTEE

This committee is composed of a chairperson and at least two committee members who:

- 1) Coordinate the membership list with the Treasurer so that the mailing list is always current.
- 2) Prepare the Membership Directory:
 - a. Contact members who have not paid by the July 1 cut-off date to ascertain their status.
 - b. Receive Directory information from paid members' forms from the Treasurer.
 - c. Update committee records to reflect changes that have occurred.
 - d. Proof the Directory by having at least two committee members check for inconsistencies and errors.
 - e. Submit final copy of Directory for publication by August 1.
 - f. Convert the Word version of the directory that AALL provides to PDF.
 - g. Once the Membership Committee creates a formatted and searchable PDF, the Membership Committee should send it to the Internet Committee to be posted in the Members Only section of the CALL website.
 - h. Notify the CALL discussion forum each time the online Directory is updated.
 - i. Digitize photo permissions (*e.g.*, GoogleDocs) and share that information with other interested parties within CALL.

- 3) Remove all unpaid members from the CALL mailing list at the time of the Directory publication, unless the Treasurer has been notified about payment.
- 4) Provide updates to AALL Director of Information Technology so that s/he can provide an updated electronic version of the Directory on the CALL website November 1, February 1, and May 1.
- 5) Forward updated Directory, as a PDF document, to the Internet Committee to upload on the CALL website.
- 6) Beginning in 2009-2010, collects ILL information for CALL member institutions and includes in the directory.
- 7) Provide membership information to potential members upon request.
- 8) Review and update membership brochure as needed. (See pages 40-41 of this *Handbook*.)
- 9) Inform members who join after March 1st that they will automatically get the next year's membership included. (This applies to all categories of membership.)
- 10) Submit changes or additions for the *Directory* to the *CALL Bulletin* editor prior to each *CALL Bulletin* deadline. The *CALL Bulletin* will function as the supplement to the *Directory* by listing all new members.
- 11) Contact Meetings Committee before each business meeting with a list of new members so name tags can be marked with "new member" stickers.
- 12) Welcome new members into the Association, introduce them to the Association's functions, and encourage involvement in Association activities. Organize Membership Committee members or other CALL members to meet and welcome new members at their first business meeting.
- 13) Forward names of new members to the President for acknowledgment at the next business meeting at which new members are present. New members are entitled to one free CALL business meeting during his/her first year as a member.
- 14) Forward names of retiring members to the President for acknowledgment.
- 15) Forward names of any deceased members to the AALL Executive Director.
- 16) Create and keep an updated list of those giving permission to use their photos on the CALL website. Distribute current list to Internet, CALL Bulletin, Public Relations and other committee as required. Keep original forms with the Membership Committee. (See page 48 of this *Handbook*.)

- 17) Use CALL's mailing address on all mailings except in special circumstances. The chairperson is the official contact. The chairperson is responsible for fulfilling the duties of committee chairperson as listed on pages 19-20 of this *Handbook*.
- 18) Distribute and collect annual membership renewal forms according to the guidelines established by the "Notification and Distribution Procedures" (page 38). Annual membership renewal forms may be distributed electronically, in person, or by mail.
- 19) Use the donation provided by Wolters-Kluwer to fund student memberships as awarded by the Grants Committee.

NOMINATIONS COMMITTEE

Article IX, Sections 1 and 2 of the CALL Bylaws govern this committee's composition and actions. (See page 76 of this *Handbook*.) As specified therein, the committee is composed of a chairperson (who is the immediate Past President of CALL) and four committee members designated by the Board who:

- 1) Solicit suggestions for nominations from the general membership through the Fall *CALL Bulletin* and online through the CALL discussion forum.
- 2) Ensure that nominees fulfill requirements for office as contained in the Bylaws. Make sure that candidates are familiar with responsibilities of Board membership, as set out in the *Handbook*, as well as dates of the term of duty for office.
- 3) Seek out background information on potential nominees to assist in preparing the slate.
- 4) Submit to potential nominees appropriate pages from CALL's *Handbook* describing their duties of office.
- 5) Prepare a slate of candidates as specified by the Bylaws.
- 6) Obtain acceptances of nomination in writing and submit them to the Secretary by October 1.
- 7) Inform the candidates that if they wish to withdraw before the election, they must do so in writing to the committee chairperson.
- 8) Notify the Board by October 1st and the *CALL Bulletin* editor by the published deadline for inclusion in the Winter issue of the *CALL Bulletin* so that the names of nominees can be published, thus giving the membership time to exercise their right to petition for additional nominees. The list given to the *CALL Bulletin* Editor must include a statement that additional nominations may be submitted in accordance with Article IX, Section 3 of the Association Bylaws. The President will announce the candidates on the CALL discussion forum after the Board is notified of the slate.
- 9) Receive written notification from the Secretary of petitions received from the membership for additional nominations.

- 10) Obtain biographical information for all nominees and submit this information in a standardized form to the *CALL Bulletin* editor by the deadline for the Spring CALL Bulletin. Notify Internet Committee chair for posting on website. Also send the photos and biographies to the Elections Chair.
- 11) Obtain written permission or clearance for publishing candidate photos and biographies on the CALL website. This information is available only in the Members Only section of our website and remain there. When the current CALL Bulletin is moved from the Members Only to the public part of the website, the biographies and photos should be removed.
- 12) Introduce all candidates at the first Business Meeting after the candidates are announced. This typically would be the November meeting.
- 13) The work of the committee is to remain confidential regarding potential candidates until the slate is announced by the President via the CALL discussion forum.
- 14) No more than two members from the same institution may serve on the Board concurrently.
- 15) The chairperson is responsible for fulfilling the duties of committee chairperson as listed on pages 19-20 of this *Handbook*.

PLACEMENT & RECRUITMENT COMMITTEE

This committee is composed of a chairperson and at least two committee members who:

- 1) Follow procedures contained in the Placement & Recruitment Committee Policies and Guidelines Statement. (See pages 58-59 of this *Handbook*.)
- 2) Through the Internet Committee, add current job openings and internship opportunities to the CALL web site. Send a message to the CALL discussion forum informing members whenever new jobs are posted. Notify the Internet Committee when a position has been filled so that it can be removed from the web site.
- 3) Promote recruitment activities in cooperation with other CALL Committees, especially Public Relations, Continuing Education, Meetings, Membership, CALL Bulletin, and Grants & Awards.
- 4) Establish networks with library schools, law schools, colleges, and other organizations (i.e. Association of Legal Administrators) that might be beneficial to those entities and to CALL.
- 5) Serve as a referral service by meeting with and/or discussing open positions and/or career possibilities in librarianship with students or others interested in the profession.
- 6) Keep abreast of AALL recruitment activities and local legal organizations' recruitment activities so that CALL recruitment efforts compliment, rather than duplicate, efforts of these other organizations.

- 7) The chairperson is responsible for fulfilling the duties of committee chairperson as listed on pages 19-20 of this *Handbook*.

PUBLIC RELATIONS COMMITTEE

This committee is composed of two chairpersons and two or more committee members who:

- 1) Inform both the legal and library communities about law librarians and their activities. Post notices of meetings and educational programs on the SLA-IL Discussion forum and through CALL social media initiatives.
- 2) Place photographs and announcements in the *CALL Bulletin*, *Chicago Daily Law Bulletin*, *ISBA News*, *SLA* and *Metropolitan Library System* and explore other possible publishing ventures.
- 3) Explore ways to publicize CALL and its members' accomplishments.
- 4) Chairpersons act as liaison to AALL Public Relations Committee.
- 5) Collect and post members' published articles to the CALL website.
- 6) Contributes to the AALL Speakers Directory with names of CALL members.
- 7) Work with Placement & Recruitment Committee to publicize law librarianship at such events as college "career days", at local library organization conferences and at other legal association meetings held in the Chicago area.
- 8) Review and update information on the CALL brochure and make recommendations to the Board.
- 9) Take pictures at CALL functions and share with Internet and Bulletin Committees.
- 10) Assign a committee member to be responsible for the box of CALL material used for displays.
- 11) Coordinate, with the Vice-President/President-Elect, the exhibit hall display for AALL Annual Meeting.
- 12) The chairpersons are responsible for fulfilling the duties of committee chairperson as listed on pages 19-20 of this *Handbook*.

RELATIONS WITH INFORMATION VENDORS COMMITTEE

This committee is composed of two co-chairs and at least four members. To prevent the appearance of vendor preference, Associate Members will not be appointed to chair this committee. Associate Members cannot comprise more than 50% of the Committee membership, excluding the Co-Chairs. This committee will:

1) Support ongoing CALL educational initiatives and provide continuing educational opportunities for CALL members in collaboration with the Continuing Education Committee. As such, the Committee will plan and implement at least one annual program relating to doing business with information providers. The topic and format of the program is the choice of the Committee. A co-chair will be a liaison to the Continuing Education Committee. Both committees are responsible for keeping the Executive Board informed of all activities through their assigned liaison.

1a) The Committee is required to follow the guidelines of the Continuing Education Committee when an educational program is offered, including receiving budget approval for all anticipated costs. (*See the Continuing Education Committee charge in this Handbook.*)

2) Maintain a committee page on the CALL website that will provide useful resources for the membership. The Committee will work in conjunction with the Internet Committee to provide content for the web page. A co-chair will be a liaison to the Internet Committee.

3) Report to the membership and to the Board about vendor-related activities. Reporting to the membership will include making brief presentations at the business meetings, writing columns for the *CALL Bulletin*, and placing notices on the CALL Facebook page or the CALL Discussion Forum/website.

4) The Committee shall serve as a forum and resource to provide constructive suggestions to vendors. The Committee shall foster a cooperative working relationship between librarians and information vendors.

5) Maintain relations with the AALL Committee on Relations with Information Vendors.

6) The Co-Chairs are responsible for fulfilling the duties of committee chairperson as designated in this *Handbook*.

NOTIFICATION AND DISTRIBUTION PROCEDURES

The Association contracts with AALL to maintain the membership list and mailing list as well as to conduct the annual election electronically.

Distribution of notices is now conducted primarily through the CALL web site and discussion forum, for timeliness, and cost and labor savings. The following procedures should be followed by the Board and committees to notify members:

- 1) Post the information on the CALL discussion forum, call@aallnet.org;
- 2) Post information, including reservation forms, on the web site, and by emailing it to the webmaster. Also send a notice to the membership via the discussion forum to alert them that the information has been posted. (All notices should first be sent to the committee liaison for proofing.);
- 3) As of September 2007, the Membership Directory is no longer distributed in print form. However, the Membership Committee will send out announcements indicating when the Directory has been updated online;
- 4) Membership renewal forms and volunteer forms should be distributed around the time of the May meeting, either at the meeting or via mail by the Membership Committee, combining all forms for members at the same library in one package. Printing and mailing costs are reimbursed to the member responsible for printing and mailing;
- 5) Voting on proposed by-laws changes can be conducted either electronically or by mail. The Secretary should consult the Board for the preferred method; and
- 6) Printing by individual committees should be approved through the Board liaison. Costs are reimbursed to the member responsible for printing.

Approved : May 9, 2006. Amended: Aug. 7, 2007

CHICAGO ASSOCIATION OF LAW LIBRARIES FORMS

New Membership Application Form

Volunteer Form

CALL Committee Quarterly Expense Form

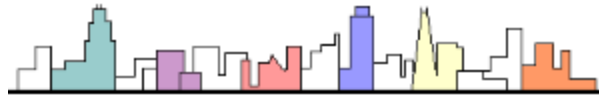
Continuing Education Program Summary Form

CALL Meetings Committee Form

Chicago Association of Law Libraries Payment Request Form

Chicago Association of Law Libraries Photograph Permission Form (including Social Media)

CALL Nominations Acceptance Form



CHICAGO ASSOCIATION OF LAW LIBRARIES

A Chapter of the American Association of Law Libraries, Established 1947

FEIN No. 36 3785261

PURPOSE

The Chicago Association of Law Libraries, a chapter of the American Association of Law Libraries, strives to promote the use of law libraries and the effectiveness of librarians.

MEMBERSHIP

The Association's membership includes individuals working in:

- Academic Law Libraries
- Corporate Law Libraries
- Government Law Libraries
- Law Firm Libraries

Students of law or library/information science and others interested in furthering the objectives of the Association are also eligible for membership.

GOVERNANCE

CALL, as the Chicago Association of Law Libraries is known, is governed by an elected, seven-member Executive Board. The Association's activities are planned and carried out by various committees.

MEETINGS

At least four regular meetings are scheduled every year.

PUBLICATIONS

The *CALL Bulletin* is the official newsletter of the Association. Published four times per year, the Bulletin includes both feature articles and regular columns, such as *Techbuzz* and *People and Places*.

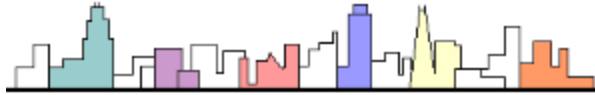
The Association publishes a *Membership Directory* which includes listings of individual members and their organizations.

SEMINARS

CALL's Continuing Education Committee schedules a variety of programs of interest to members and their staffs. The programs draw upon the expertise of individuals from within and outside the Association and may be geared to either beginning or experienced law librarians. Topics are based upon the needs and suggestions of CALL's members.

PLACEMENT SERVICE

CALL's Placement and Recruitment Committee sends notices of available professional and non-professional law library positions to interested job seekers via the CALL discussion forum and the website.



**CHICAGO ASSOCIATION OF LAW LIBRARIES
NEW MEMBERSHIP APPLICATION FORM**

**A Chapter of the American Association of Law Libraries, Established 1947
FEIN No. 36 3785261**

MEMBERSHIP CLASSES AND DUES

- ___ACTIVE Works with legal information in a library or information center OR provides library services on an independent contract basis \$35.00
- ___ASSOCIATE Not eligible for Active status, includes non-library worker in the information industry or a member of a library governing board. \$70.00
- ___STUDENT Enrolled in a degree program related to law librarianship. Limited to five consecutive years. \$10.00
- ___RETIRED Retired from library work and was an active member of CALL for at least ten consecutive years. \$10.00

APPLICATION FOR ANNUAL MEMBERSHIP (FISCAL YEAR JUNE 1-MAY 31)

NAME _____

TITLE _____

DEPARTMENT _____

ORGANIZATION _____

ADDRESS _____

CITY, STATE _____ ZIP CODE _____

PHONE NO. (____) _____ FAX NO. (____) _____

E-MAIL ADDRESS _____

MAILING ADDRESS IF DIFFERENT FROM ABOVE:

ADDRESS _____

CITY, STATE _____ ZIP CODE _____

CALL places all current members on its Discussion forum in order to convey information more readily. Check the box at the right if you CHOOSE NOT to be on it.

CALL may sell its mailing list of members to vendors or products of interest to law librarians. Check the box at the right if you DO NOT want your name on such lists.

Please make check payable to Chicago Association of Law Libraries and mail it with this form to:

**Treasurer
P.O. Box 1767
Chicago, IL 60690**

CHICAGO ASSOCIATION OF LAW LIBRARIES
A Chapter of the American Association of Law Libraries

VOLUNTEER!

2011-2012 COMMITTEE VOLUNTEER SIGN-UP

Name: _____

Affiliation: _____

Telephone: _____ E-mail: _____

Please check those committees you would like to join:
(Committee descriptions are on the back of this form.)

- | | |
|--|---|
| <input type="checkbox"/> ARCHIVES | <input type="checkbox"/> INTERNET |
| <input type="checkbox"/> BULLETIN | <input type="checkbox"/> MEETINGS |
| <input type="checkbox"/> COMMUNITY SERVICE | <input type="checkbox"/> MEMBERSHIP |
| <input type="checkbox"/> CONTINUING EDUCATION | <input type="checkbox"/> PLACEMENT & RECRUITMENT |
| <input type="checkbox"/> ELECTIONS | <input type="checkbox"/> PUBLIC RELATIONS |
| <input type="checkbox"/> GRANTS & CHAPTER AWARDS | <input type="checkbox"/> RELATIONS WITH INFORMATION VENDORS |
| <input type="checkbox"/> GOVERNMENT RELATIONS | |

I will serve on any committee. Please call or e-mail me. _____ (check here)

I would be willing to chair a committee. _____ (check here) Preferences:

I have previously served on the following CALL committees:

I am currently on the following committee(s) and wish to continue.

Please return this form to:

Juli Jackson
Brinks, Hofer, Gilson, and Lione
455 N. Cityfront Plaza Drive 3600
Chicago, Illinois 60611
Ph: 312-321-7733
jjackson@brinkshofer.com

THANK YOU IN ADVANCE!

CALL Committee Descriptions

Archives Committee gathers, maintains and organizes a collection of documents generated by CALL committees and Board members.

Bulletin Committee produces four issues of the *CALL Bulletin* each year. Members serve as editor(s), advertising manager, and column editors, and participate in AALL's Council of Chapter Newsletter Editors (CONE) group.

Community Service Committee identifies appropriate areas for community service and coordinates opportunities for CALL members to volunteer time or make donations to worthwhile organizations including donation collections at each business meeting.

Continuing Education Committee plans and presents at least four educational programs each year. Members may work with other CALL committees on program planning.

Elections Committee sets up the electronic ballot, oversees online voting, and reports election results to the CALL president.

Government Relations Committee keeps apprised of library-related government activity and provides information to the CALL community. In particular, stays informed of the work of the AALL Government Relations Committee and the Washington Affairs office.

Grants & Chapter Awards Committee selects grant recipients based on established criteria for CALL members to attend professional meetings and selects recipients of the chapter awards.

Internet Committee maintains the CALL Website and Discussion forum; evaluates and recommends changes for improvement.

Meetings Committee makes all arrangements for CALL's business meetings, including site selection, registration, menu planning, and publicity.

Membership Committee processes applications, welcomes new members at CALL functions, and has responsibility for producing the CALL Membership Directory and updating it on a quarterly basis online.

Placement & Recruitment Committee tracks and publicizes current job opportunities in the 7th circuit region and contacts potential employers in the legal and business communities. Promotes law librarianship through networking with library schools, law schools and colleges, and serves as a referral service.

Public Relations Committee uses a variety of methods to inform the legal and library communities about CALL, and law librarianship including submitting membership and other CALL news to AALL, and other appropriate organizations, and taking photos at CALL events. Coordinates and plans, with the Vice President/President-Elect, the CALL activities table display in the exhibit hall at the AALL Annual Meeting.

Relations with Information Vendors Committee monitors activities of publishers and database providers which are of interest to CALL members, including evaluating new products, alerting CALL members to new developments, and relaying the views of CALL members to vendors.

Continuing Education Program Summary Form

Title: _____

Date of Program: _____ Time: _____

Location: _____

Price: members _____ non-members _____

Description: _____

Speaker(s): _____

EXPENSES:	projected	actual
Room:	\$ _____	\$ _____
Refreshments:	\$ _____	\$ _____
Handouts:	\$ _____	\$ _____
Speaker:	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Total: \$ _____	Total: \$ _____	

If any of the expenses were covered or donated by a firm or organization, please still list the dollar amount here and explain what was covered in the notes.

INCOME:		
Members	# _____	\$ _____
Non-members	# _____	\$ _____
Non-paying attendees	# _____	
	Total: # _____	Total: \$ _____

Notes: (Please continue onto back of page or onto second sheet)

Submitted by: _____ date: _____

Please attach a copy of the flyer or announcement and a sheet with a tally and summary of the program evaluations.

Approved: 2-14-06

CALL Meetings Committee Form

Please submit to Treasurer the day of business meeting.

Date and location of business meeting _____

Name of Committee **Meetings Committee**

Names of Committee Chairs _____

Description of Revenue and Expense Items	Revenue:	Expense: ¹
Expenses: Restaurant/hotel deposit(s)		
Restaurant/hotel final payment		
Door prizes		
Other		
Revenue: Payment from _____ prepaid attendees		
Payment from _____ paying at door		
Sponsorship(s) for meeting		
Sponsorship for door prizes		
Other		
Totals for revenue and expense		
Profit or (loss) for meeting		

1 If expense is not being paid by CALL describe expense and put "N.R." in this column.

Number of free meals for: Speaker _____ ; new members _____ ; sponsors _____ ;
other (specify) _____

Total number attending: _____

Names of those who registered but did not pay, forwarded to Treasurer to collect payment: _____

Payments to restaurant/hotel for room rental, tables, AV, and other miscellaneous included in expenses above: _____

This is a record of income and expenses incurred for a specific business meeting. This form will enable the Treasurer to better track monies being spent and received.

Approved: Oct. 11, 2005.

Chicago Association of Law Libraries

A chapter of the American Association of Law Libraries

Payment Request Form

Date: _____

Requested by: _____

Name of Committee: _____

Amount: _____

Check made payable to: _____

Purpose (include supporting documents and receipts):

Signature of requester, chairperson, and liaison or President required.

Please remit the check to the following address:

Signature of Requester

Approved: _____

Chairperson

Signature of President or Liaison

Chicago Association of Law Libraries

A Chapter of the American Association of Law Libraries

Photo Release

As a member of the Chicago Association of Law Libraries or a speaker at a CALL event, you may be photographed when attending CALL-sponsored events, such as meetings, programs, etc.

CALL Communications

These photographs may be used in various CALL communications, including the chapter's newsletter and website. Please sign the appropriate space below to designate your preference for the use of these images:

I, _____ (please print name), **grant permission** for CALL to use my photograph, including identifying name, in CALL communications media.
Date: _____ Signature _____

OR

I, _____ (please print name), **DO NOT grant permission** for CALL to use my photograph, including identifying name, in CALL communications media.
Date: _____ Signature _____

CALL Social Networking Media

These photographs may also be used in CALL social networking sites, such as Facebook or LinkedIn. Please sign the appropriate space below to designate your preference for the use of these images:

I, _____ (please print name), **grant permission** for CALL to use my photograph, including identifying name, in CALL social networking media.
Date: _____ Signature _____

OR

I, _____ (please print name), **DO NOT grant permission** for CALL to use my photograph, including identifying name, in CALL social networking media.
Date: _____ Signature _____

Please return this form to: Chicago Association of Law Libraries P.O. Box 1767 Chicago, IL 60690

CALL NOMINATIONS ACCEPTANCE FORM

TO: [Name], Secretary
Chicago Association of Law Libraries

FROM: [Name]

RE: Acceptance of Nomination for CALL [Office]

I accept the nomination of the Chicago Association of Law Libraries (CALL) for the office of [insert office]. If I am elected, I agree to serve the term of office specified in the CALL Bylaws beginning at CALL's Annual Business Meeting in May [insert year]. I also agree to perform the duties of the office as explained in the *CALL Handbook for Officers And Committee Chairs*.

I give permission to publish my photograph, biography and statement in connection with my candidacy for the Board of the Chicago Association of Law Libraries (CALL) in the Members Only section of the CALL website, in the Spring [insert year] *CALL Bulletin*, and linked to the online election ballot. All locations are restricted to CALL members only.

SIGNED: _____

DATE: _____

Return by [October 1, year] to:

[CALL Secretary]
e-mail address
Fax number

Approved Nov. 4, 2008

CONTACTS FOR PUBLICIZING CONTINUING EDUCATION PROGRAMS/MEETINGS

The following entities should be contacted with information on planned continuing education programs and meetings as known:

<p>MLS Calendar Metropolitan Library System 224 S. Michigan Avenue, Suite 680 Chicago, IL 60604 Phone: (312) 341-8500 Fax: (312) 341-1985</p>	<p>Chicago Daily Law Bulletin 415 N. State St. Chicago, IL 60610-4674 (312) 644-7800</p>
<p>Illinois Bar News Illinois State Bar Association 20 S. Clark St., Ste. 900 Chicago, IL 60603-1802 (312) 726-8775 sanderson@isba.org</p>	
<p>CALL <i>Bulletin</i> Editors</p>	
<p>Thomas Keefe John Marshall Law School Library 315 S. Plymouth Court Chicago, IL 60604 Ph: 312-427-2737 x 551 Email: 8keefe@jmls.edu</p>	<p>Margaret Schilt University of Chicago, D'Angelo Law Library 1121 East 60th Street Chicago, IL 60637 Ph: 773-702-6716 Email: schilt@uchicago.edu</p>

WEBSITE GUIDELINES

- The CALL website is an official publication of the Chicago Association of Law Libraries. The purpose of the site is to provide CALL members with current and historical information on the chapter's policies, activities, publications and organization and is maintained by the CALL Internet committee. The material on the CALL site is for informational purposes only and should not be interpreted as legal advice.
- All the material on the website is intended to be as accurate and up-to-date as possible. CALL makes no guarantee regarding the accuracy or authenticity of material on the CALL site or at any of the linking sites.
- All information that is to be posted to the CALL site is reviewed by the Internet Committee and should be submitted to that committee in final electronic format. All information is subject to formatting changes in order to maintain uniformity.
- Information on the CALL website will be updated or removed at the request of the Board members and Committee Chairs or if the material is out of date.

November 2003

Also available: <http://www.aallnet.org/chapter/call/publications/websitepolicy.html>

CALL DISCUSSION FORUM

The CALL Discussion Forum is hosted by AALLNET and is powered by Lyris software. Most subscriber transactions can be done through the subscriber gateway (http://share.aallnet.org/read/my_account). You must be a CALL member to subscribe.

Discussion Forum Policies

Guidelines

The CALL Discussion Forum is provided for general discussion for members of the Chicago Association of Law Libraries. Only CALL members may post to the list. Appropriate topics for the list include:

- CALL committee news
- CALL meeting and education event reminders
- notices of CALL membership changes
- requests for volunteers for CALL activities
- discussions of issues related to our jobs
- hard to find ILL requests
- informal surveys
- news of interest to the Chicago law library community

Please do not use the discussion list to promote or market commercial products.

CALL complies with AALL Discussion Forum Rules and Conditions [http://www.aallnet.org/discuss/list_rules.asp]. These rules state: Commercial use or any other unauthorized use of this Discussion Forum is prohibited. Do not use the Discussion Forum to solicit or conduct business, including the direct or indirect marketing of users' products or services, in any manner. The Discussion Forum may not be used to provide information, materials, products, or services in exchange for compensation of any kind.

Only CALL and AALL program and event information may be posted. Events from any other source are prohibited per the AALL Discussion Forum Rules and Conditions.

Forum Etiquette

DO add a descriptive subject line to all messages. For example: ILL request; Free books for postage, etc.

DO sign all messages. Please include your name, affiliation, and contact information.

DO remember to unsubscribe from your old address and re-subscribe from your new address whenever your email address changes.

DON'T use the list for longer items. Please use the CALL website and CALL Bulletin for those. You may e-mail out a brief announcement in which you include the URL for a longer item.

DON'T add attachments to your posts.

DON'T use the discussion forum for personal opinions unrelated to CALL or the field of law librarianship.

DO remember to contact the CALL Discussion Forum administrators if you need any help.

CALL Discussion Forum Administrator

Gwen Gregory is the CALL Discussion Forum administrator. You may send her a message at 8Gregory@jmls.edu .

6/01/05

Also available: <http://www.aallnet.org/chapter/call/listserv/listservindex.html>

INSTRUCTIONS FOR USING THE CALL DISCUSSION FORUM

Subscribing to the CALL Discussion Forum:

Unless you request otherwise, you will be subscribed to the CALL Discussion Forum when you become a CALL member. Generally, the forum generates about 5 messages per week. If you do not see any email from the CALL forum within 14 days of becoming a member, contact 8Gregory@jmls.edu .

Posting a message to CALL:

Once you are a member of CALL and are subscribed to the email list, you will be able to post using the email address you subscribed with. Do not post from any other email address.

To post, send an email to: call@aallnet.org. Your message should appear within a few minutes. If you do not see your message by the next day, contact 8Gregory@jmls.edu .

Unsubscribing and Changing Email Addresses:

You can manage all of your AALL discussion forums from one screen. To manage your forums, visit http://share.aallnet.org/read/my_account. Use your email address to login. If you would like, you can set a password using the "My Account" tab (it's under "Advanced").

If you are a member of an SIS, you may be subscribed to more than one forum. Click on the CALL forum to manage your CALL forum account.

To change your email, click on the "My Account" tab. The first line is your email address. Change the address to your new email, then click "save changes."

To unsubscribe, click on the "My Forums" tab. Click the "unsubscribe" button for the CALL forum to leave the forum.

**RESOLUTION CREATING A CHAPTER AWARD FOR OUTSTANDING
SERVICE
of the Chicago Association of Law Libraries [1982]**

The Board of the Chicago Association of Law Libraries passes this resolution to create an award which will be presented annually for outstanding service to the chapter, or for contribution to law librarianship. The award is created with the following guidelines in mind:

- 1) Selection by Committee. The recipient of the award will be chosen by a standing committee. The chair of this committee shall be the immediate Past President of CALL.
- 2) Non-Eligible Recipients. The members of the Chapter Awards Committee and the CALL Board shall not be eligible for the award.
- 3) Frequency of the Award. The award shall be made annually or at least every other year. In certain years it may be awarded to more than one recipient, or to no one, depending upon the decision of the committee.
- 4) Presentation of the Award. The award shall be presented at the final business meeting of the fiscal year, unless another occasion is more appropriate. The committee shall make necessary efforts to avoid public disclosure of the award until the public announcement at the annual meeting.
- 5) Evidence of the Award. The recipient of the award shall receive a plaque or a printed certificate suitably framed and appropriate to the dignity and honor of the award. The committee selecting the recipient shall assume responsibility for having the award produced and ready for the presentation.
- 6) Publicity. The committee shall be responsible for publicizing the award and the recipient as widely as possible. Suggested avenues of publicity include the *CALL Bulletin*, the *AALL Spectrum*, legal newspapers, and the recipient's institution.
- 7) Name of the Award. In honor of Mr. & Mrs. Reid, the award shall be named the Agnes and Harvey Reid Award for Outstanding Contribution to Law Librarianship. The committee shall be called the Chapter Awards Committee.

Amended: Aug. 7, 2007

RESOLUTION CREATING AN AWARD FOR OUTSTANDING LIFETIME ACHIEVEMENT IN LAW LIBRARIANSHIP

Be it resolved by the Board of Directors of the Chicago Association of Law Libraries at the Board Meeting of November 10th, 1993, that an Award for Outstanding Lifetime Achievement in Law Librarianship is created. Criteria and other guidelines for this award are as follows:

- 1) Criteria. The recipient would be a retiree or someone who had announced his/her retirement from a library or information science related position at a date falling within the Association year. S/he would have made an outstanding contribution to the Chicago law library community either through provision of outstanding levels of service to that community directly or through CALL. That level of service would be evaluated cumulatively over the course of the individual's career--there would have had to have been consistently high levels of noteworthy professional contribution to become an award recipient. In addition to meeting these criteria, the recipient should not be a member of the Chapter Awards Committee at either the time of consideration for the award or the time of presentation. (N.B. The award may be presented posthumously.)
- 2) Frequency. Annually. In certain years, it may be awarded to more than one recipient, or to no one, depending upon the decision of the Committee.
- 3) Presentation. The Award shall be presented at the final business meeting of the fiscal year, unless another occasion is more appropriate.
- 4) Evidence of the Award. The recipient of the Award shall receive a plaque or a printed certificate suitably framed and appropriate to the dignity and honor of the award.
- 5) Name of the Award. The award shall be called the Award for Outstanding Lifetime Achievement in Law Librarianship.

RESOLUTION CREATING AN AWARD FOR OUTSTANDING IN-HOUSE PUBLICATION

Be it resolved by the Board of Directors of the Chicago Association of Law Libraries at the Board Meeting of November 10th, 1993, that an Award for Outstanding In-House Publication is created. Criteria and other guidelines for this award are as follows:

- 1) Criteria. The recipient would be either an individual or a group who created in-house library materials that are either user-or staff-oriented, are relevant for law libraries and are outstanding in quality. Such materials may be either written or graphic in either print or non-print formats. These materials must have been created for use within a given library--materials that are offered systematically for sale in large numbers outside the library for which they were created are ineligible. Qualifying materials include, but are not limited to, bibliographies, guides, newsletters, software, staff manuals, staff training materials, etc. Unsuccessful entries in any year may be re-submitted for consideration in other years, and substantial revisions of previous award-winning entries may be

submitted for consideration. Entries will be judged on quality, creativity and usefulness. In addition to meeting these criteria, the recipient should not be a member of either the Chapter Awards Committee or of the Board of Directors at either the time of consideration for the award or the time of presentation.

If entries are received from an individual or group associated with a library with which a committee member is affiliated, that committee member will excuse himself or herself. Under these circumstances, the Chair of the Committee may recommend that the President appoint another committee member to replace the excused member in the Publication Award selection process.

If entries are received from an individual or group associated with a library with which a member of the Board of Directors is affiliated, the committee will accept such entries for consideration only if all committee members agree that the entries will be considered in an impartial, unbiased manner. If even one committee member thinks that there is a possibility that bias will be introduced, the Chair of the Committee will return the entry without prejudice and recommend that it be re-submitted at another time.

- 2) Frequency. Annually. In certain years, it may be awarded to more than one recipient, or to no one, depending upon the decision of the Committee.
- 3) Presentation. The award shall be presented at the final business meeting of the fiscal year, unless another occasion is more appropriate.
- 4) Evidence of the Award. The recipient of the award shall receive a plaque or a printed certificate suitably framed and appropriate to the dignity and honor of the award.
- 5) Name of the Award. The award shall be called the Award for Outstanding In-House Publication.

LEGISLATOR OF THE YEAR AWARD

CALL's first Legislator of the Year Award was presented to Senator Richard Durbin (through Clarisol Duque, Office Director for his Chicago Office) at the January 2006 CALL Business Meeting. The award recognized his dedicated service and contributions to the nation's libraries.

The Board has not made a resolution to establish this as an annual or recurring award (per page 36 of the *Handbook*). This award is given at the discretion of the Public Affairs Committee.

MEETINGS COMMITTEE GUIDELINES

The CALL Board approved the following language re: the no-show policy for meetings:

If a member RSVPs then does not attend the meeting, that member will be responsible for the cost of the meal. Members will have up to 72 hours prior to a meeting to cancel via phone, email or in writing. After that, the guarantee has been given to the venue and we are responsible for payment.

There is also a meetings no-walk-in policy. Reservations must be made in advance (payment will be accepted at the door) or the member will not be able to attend the meeting.

PRINTING PROCEDURES

Replaced by Notification and Distribution Procedures, page 38.

PLACEMENT & RECRUITMENT COMMITTEE POLICIES & GUIDELINES

Services of the CALL Placement & Recruitment Committee are available to CALL members and non-members.

Employers must submit position descriptions in writing, preferably in an electronic format via email to calljobposting@yahoo.com. Employers may list all professional, paraprofessional, or clerical, full or part-time permanent or summer positions which geographically are within the 7th Circuit. The committee will post a copy of the job announcement on the CALL website and send notice of the position opening to the CALL discussion forum. Jobs will be posted for 8 weeks and can be reposted until filled. Ideally, the employer should notify the committee when a position has been filled. One of the committee members will then notify the Internet Committee that the position should be removed. The Placement & Recruitment Committee will regularly monitor the job posting list and check with employers to ascertain if a position is still available. If the committee is unable to ascertain this information, they will ask the Internet Committee to remove the posting after eight weeks. The committee will accept employers' blind ads.

The Committee will send Placement & Recruitment brochures to prospective employers to make them aware of the services the CALL Placement & Recruitment Committee can provide to them.

The Placement & Recruitment Committee is also responsible for maintaining the job descriptions that are posted on the CALL website. These job descriptions should reflect current hiring and salary trends as posted in the most current AALL Salary Survey.

As a service to the community and to CALL, the Placement & Recruitment Committee will send information about CALL and provide the Association's URL to placement offices of library and law schools within the Midwest region. The institutions to be contacted will include:

Dominican University
University of Illinois
Indiana University (Bloomington and South Bend campuses)
University of Wisconsin (Madison and Milwaukee campuses)
University of Michigan
University of Iowa

The 2011-2012 Committee Chair is:

Jessica de Perio Wittman
John Marshall School of Law
315 S. Plymouth Court
Chicago, IL 60604
(312) 427-2737 x 675
jwittman@jmls.edu

GUIDELINES FOR THE COMMUNITY SERVICE COMMITTEE

The Chicago Association of Law Libraries Community Service Committee proposes to provide support for program in the community and facilitate awareness of CALL outside the legal environment.

Organizations targeted for Community Service should be not-for-profit and not politically affiliated

The Community Service Committees of 2004-05, and 2005-06, were awarded the Spirit of Law Librarianship Award for their work for Chicago area charitable organizations. They were nominated by the CALL Board.

Should the Committee include in its focus pro bono work, the following are guidelines.

In accordance with recommendations made by the American Association of Law Libraries *Code of Ethics* adopted September 1978:

...Law librarians, while engaged in their professional work ... have a duty actively to promote free and effective access to legal information (as well as) a duty to society and the legal profession to work both individually and through their professional organizations toward improving the quality of the delivery of legal services.

and with the Chicago Association of Law Libraries *Bylaws*, Article 11, *Object*, adopted June 1992,

... to promote librarianship, to develop and increase the usefulness of law libraries throughout the profession, to cultivate the science of law librarianship, and to foster a spirit of cooperation among the members of the profession, particularly those in the Midwestern states.

The Chicago Association of Law Libraries Community Service Committee proposes to promote programs that encourage law librarians to become actively involved in pro bono and community service in order to address growing societal concerns, to provide expert advice in the development of libraries in pro bono organizations and to assist in bridging the gap in the provision of legal services to large segments of the population who do not have access to or cannot afford legal representation.

Targets for pro bono services

The following types of organizations are eligible to receive pro bono services:

- Direct government programs established on the federal and state levels to bring legal aid to the indigent.
- Programs operated by legal aid societies and law school clinics.
- Pro bono activities conducted by individual attorneys and bar associations.
- Independent non-profit organizations that provide legal or other services that benefit the public.
- Correctional facilities with inmate populations in need of legal research training and/or assistance.

Pro bono services Law Librarians can provide

According to the American Bar Association, “(a) lawyer can employ ...nonlawyer researchers. In fact, he (she) may employ nonlawyers to do any task for him(her) except counsel clients about law matters, engage directly in the practice of law, appear in court or appear in formal proceedings (as) a part of the judicial process, so long as it is he(she) who takes the work and vouches for it to the client and becomes responsible for it to the client. (*ABA Comm. on Professional Ethics and Grievances, Formal Op. 316 (1967)*)

It is essential that librarians and legal services organizations understand the extent of the services law librarians may provide. Unauthorized practice of law will be avoided by adhering to the following guidelines for the provision of services:

- Organize collections and/or maintaining libraries for a legal services organization.
- Selectively disseminate information. Monitor publications in order to compile listings of books, articles, cases, and legislation of interest to legal services organization.

- Develop annotated bibliographies.
- Create subject-oriented legal research guides.
- Conduct research on a specific topic. This consists of locating and gathering information, not interpretation.
- Perform computer assisted legal research. Costs incurred are a matter to be settled between the volunteer and the legal services organization. The Association (CALL) will not be responsible for any costs incurred in performing computer assisted research or any other services for legal services organizations.
- Provide over-the-phone reference services for the legal services organization.
- Photocopy and/or expedite delivery of documents.

This is not to be construed as a complete or binding list of services. This is meant to be a guideline to legal service organizations and volunteers in using pro bono services provided by CALL.

COMPLETING CALL ANNUAL REPORT FOR ILLINOIS SECRETARY OF STATE

Each year CALL is required to submit an annual report to the Illinois Secretary of State. This report is in the form of a document available on the SOS website .

<http://www.cyberdriveillinois.com>

Departments

Business Services

Publications and forms

Not for Profit Corporations

Not for Profit Annual Report (Form 54.22)

The form is completed by the current Secretary. The corporation name and the name and home address of the registered agent as well as the names and home addresses of each member of the CALL Board is required. The fee is \$5.00.

Reminders are sent annually to the registered agent. Because the registered agent changes every two years it isn't advisable to wait until she/he receives the reminder before submitting the report. By law it **MUST** be filed by the first day of the month in which the corporation (i.e. CALL) was incorporated. CALL's date of incorporation was Sept. 13, 1991, meaning the report must be submitted prior to September 1.

The name of the registered agent cannot be changed on the annual report. This must be done on a separate form, also available through the SOS website. See the separate document on changing the registered agent.

CHANGING REGISTERED AGENT FOR CALL

Every 2 years CALL will change its registered agent. The incoming Vice President/President Elect will be the new agent, provided s/he lives in Illinois. If not, another Board member must be selected. Form NFP 105.10/105.20 must be submitted with the names and addresses of the former and new agent.

The form is available on the Illinois Secretary of State's website.

<http://www.cyberdriveillinois.com/departments/home.html>

Business Services

Publications and Forms

Not for Profit Corporations

Select NFP 105.10/105.20

http://www.cyberdriveillinois.com/publications/pdf_publications/nfp10510.pdf

There is a \$5.00 filing fee. The full name is entered as Registered Agent and the home address is entered as Registered Office.

Note that per the form "Any change of registered agent must be by resolution adopted by the board of directors. This statement must be signed by a duly authorized officer." For CALL, the preferred signature should be the current President.

In addition, before September 1 an annual report must be filed with the Illinois Secretary of State. (CALL's fiscal year runs September-August.) This is done by the CALL Secretary and is separate from the registered agent form.

From the CALL Policy Log:

Recorder of Deeds 2003-08: The Board decided that they did not need to file the change of registered agent with the Cook County Recorder of Deeds. (In May 2003, the Treasurer reported that the check sent to the Secretary of State for our Change of Registered Agent Form had not been cashed. Naomi followed up on this with the Secretary of State just before she left office. The information she received did not make it into the minutes but was included it in the "Duties of Secretary" that she passed on to Denise Glynn:

"File Annual Report: This is due to the Illinois Secretary of State (SOS) before September 1, which is the beginning of our fiscal year. The SOS sends the form to the registered agent, currently Christina Wagner at her home address. (The registered agent will change to Jean Wenger in September 2004, or to the Vice-President who follows her, if an Illinois resident.) The form is also available on the SOS website, and the Treasurer needs to write a check. In practice, this is done at a Board meeting, but it is the Secretary's final responsibility. The SOS will send back a stamped copy to the registered agent, and the Secretary needs to make sure this is filed in the Corporate Records Book.

Previously, in a year when we changed the registered agent, we had to file a Change of Registered Agent form with the SOS. This year, they returned the form we sent. When I called the Springfield SOS office, they told me this form was not necessary since they took the information from the Annual Report, but that we needed to take the filed, stamped copy of the Annual Report to the Cook County Recorder of Deeds Office, 118 N. Clark, Room 120, Chicago, IL, 60602, (phone (312) 603-5050), with a check for \$26.50 for two pages, plus \$2 per page for additional pages. Both the Chicago SOS office and the Cook County Recorder of Deeds office confirmed this information.”

Registering with the Cook County Recorder of Deeds 2003-12: The Secretary corresponded with Steve Ligda of AALL concerning this matter and he felt we did not need to register with the Cook County Recorder of Deeds, but that we should be registering with the Attorney General of Illinois filing a Form AG990.

Registering with the Cook County Recorder of Deeds 2004-03: On the advice of our accountant (Dave Siehoff of Wolfe & Co.) since we do not raise funds or own property, we do not have to file an AG990 form with the Illinois Attorney General’s office or file with the Cook County Recorder of Deeds.

Archives Retention Policy: Items To be Sent to the CALL Archives

(Proposed by the 2008-2009 Archives Committee and Accepted by the CALL Board in 2009)

BOARD MEMBERS

President

- Copy of annual report submitted to AALL and LLJ.
- Annual Chapter Biography submitted to AALL.
- Any relevant correspondence concerning the Presidency or committee appointments.
- Letters/emails to members requesting nominations to office or nominations for awards.
- Letters/emails to members of an exhortatory nature or expressing pleasure over some achievement by a member or chapter.
- Notices about nominations declined after the slate has been submitted to the chapter.
- Notices about a resignation by an officer or committee chair.
- Notices about appointment to a position that has been resigned.

President-elect

- Letters/e-mails to Business Meeting speakers & sponsors.
- Copies of meetings announcements from the Web.

Secretary

- Official full minutes
- Illinois SOS Annual Report. Change of registered agent if applicable
- Minutes/notes from Annual CALL Leadership training program.
- Print copy of the CALL Handbook for Officers and Committee Chairs.

Treasurer

- All treasurers’ reports including any tax filings or dealings with IRS or banks.

- Application for Employer Identification Number
- Insurance paperwork
- Copy of completed and signed tax returns.
- All bank statements – should be attached to each monthly report. (Frankly, I think an annual summary would be preferable to keeping all the reports/statements.)

Director

- All correspondence/reports of any special projects assigned by the Board

Past President

- All correspondence/reports of any special projects assigned by the Board.

COMMITTEE CHAIRS

Archives Committee

- Annual report to the board and members. Published in CALL Bulletin
- Minutes of any meetings held with committee members.
- Relevant correspondence/e-mails with the board or liaison (e.g. bills, invoices, bids, contracts.)

Bulletin Committee

- Annual report to the board and members. Published in CALL Bulletin
- Print copy of each CALL Bulletin for files. Internet committee scans for website.
- Minutes of any meetings held with committee members.
- Relevant correspondence/e-mails with the board or liaison (e.g. bills, invoices, bids, contacts.)
- Responsible for printing and sending hard copy to the Archives Committee of all event announcements generated by the committee.

Bylaws Committee

- Annual report to the board and members. Published in CALL Bulletin
- Minutes of any meetings held with committee members.
- Changes in constitution or bylaws and relevant correspondence/e-mails
- Scan latest bylaws for website. Keep all previous versions on file.
- Relevant correspondence/e-mails with the board or liaison (e.g. bills, invoices, bids, contacts.)
- Responsible for printing and sending hard copy to the Archives Committee of all event announcements generated by the committee.

Community Service Committee

- Annual report to the board and members. Published in CALL Bulletin
- Minutes of any meetings held with committee members.

- Relevant correspondence/e-mails with the board or liaison (e.g. bills, invoices, bids, contracts.)
- Responsible for printing and sending hard copy to the Archives Committee of all event announcements generated by the committee.

Continuing Education Committee

- Annual report to the board and members. Published in CALL Bulletin.
- Minutes of any meetings held with committee members.
- Relevant correspondence/e-mails with the board or liaison (e.g. bills, invoices, bids, contracts.)
- Responsible for printing and sending hard copy of all programs, bibliographies, fliers, announcements, memos, syllabi, and program notes generated by the committee.
- Maintain the Manual of Committee Procedure and forward a hard copy to the Archives Committee.
- Summaries of programs when available.

Corporate Memory Committee

- Annual report to the board and members. Published in CALL Bulletin.
- Minutes of any meetings held with committee members.
- Relevant correspondence/e-mails with the board or liaison (e.g. bills, invoices, bids, contracts.)
- Responsible for printing and sending hard copy to the Archives Committee of the Policy Log at the end of each year.

Elections Committee

- Annual report to the board and members. Published in CALL Bulletin.
- Minutes of any meetings held with committee members.
- Relevant correspondence/e-mails with the board or liaison (e.g. bills, invoices, bids, contracts.)
- Print copy of ballots sent to members via e-mail.
- Print copy of election results.
- Correspondence or emails concerning procedures—especially lists of charts which may serve as a template for future committee members.

Government Relations Committee

- Annual report to the board and members. Published in the CALL Bulletin.
- Minutes of any meetings held with committee members.
- Relevant correspondence/e-mails with the board or liaison (e.g. bills, invoices, bids, contracts.)
- Copies of all handouts distributed at business meetings.

Grants & Chapter Awards Committee

- Annual report to the board and members. Published in the CALL Bulletin
- Minutes of any meetings held with committee members.
- Relevant correspondence/e-mails with the board or liaison (e.g. bills, invoices, bids, contracts.)

- Maintain a cumulative file of grant recipients. Send a hard copy to Archives for files.
- Send print copy of grant documents, forms, correspondence, applications and support letters of candidates
- Send print copy of submissions of Award for Outstanding In-House Publication (Could be limited to just the winners of the award)

Internet Committee

- Annual report to the board and members. Published in the CALL Bulletin
- Minutes of any meetings held with committee members.
- Relevant correspondence/e-mails with the board or liaison (e.g. bills, invoices, bids, contracts.)
- Provide a back up of the CALL website to the Archives Committee every six months, or upon request of the board.

Meetings Committee

- Annual report to the board and members. Published in the CALL Bulletin.
- Minutes of any meetings held with committee members.
- Relevant correspondence/e-mails with the board or liaison (e.g. bills, invoices, bids, contracts.)
- Send print copy of all meeting announcements sent to members to Archives.
- Maintain committee file to be passed on to the incoming chairperson. Send print copy to Archives annually.
- Summaries of business meeting presentations when available.

Membership Committee

- Annual report to the board and members. Published in the CALL Bulletin.
- Minutes of any meetings held with committee members.
- Relevant correspondence/e-mails with the board or liaison (e.g. bills, invoices, bids, contracts.)
- Send a print copy of Membership Directory to Archives.
- Print copy of letters introducing new members to CALL.

Nominations Committee

- Annual report to the board and members. Published in the CALL Bulletin.
- Minutes of any meetings held with committee members.
- Relevant correspondence/e-mails with the board or liaison (e.g. bills, invoices, bids, contracts.)
- Print copies of biographies of slate of candidates

Placement/Recruitment Committee

- Annual report to the board and members. Published in the CALL Bulletin.
- Minutes of any meetings held with committee members.
- Relevant correspondence/e-mails with the board or liaison (e.g. bills, invoices, bids, contracts.)
- Print copy of any handouts or fliers pertaining to Career day.

Public Relations Committee

- Annual report to the board and members. Published in the CALL Bulletin.
- Minutes of any meetings held with committee members.
- Relevant correspondence/e-mails with the board or liaison (e.g. bills, invoices, bids, contracts.)
- Copies of articles about and from CALL that appear in AALL publications, Chicago Daily Law Bulletin, ISBA, and SLA.
- Label all photos taken with meeting name, date, and names of those photographed, before sending to the Archives.
- Print copies of all brochures produced for distribution to law firms, to academic institutions, an in general at events where CALL members are representing the chapter.

Relations with Information Vendors Committee

- Annual report to the board and members. Published in CALL Bulletin.
- Minutes of any meetings held with committee members.
- Relevant correspondence/e-mails with the board or liaison (e.g. bills, invoices, bids, contracts.)
- Print copies of all notices sent to the membership via e-mail or presentations at meetings.
- Print copies of reviews or summaries re-publishers when problems have been investigated or discussed.

Strategic Planning Committee (Long-Range Planning)

- Annual report to the board and members. Published in the CALL Bulletin.
- Minutes of any meetings held with committee members.
- Relevant correspondence/e-mails with the board or liaison (e.g. bills, invoices, bids, contracts.)
- Print copy of the mission statement
- Print copy of any surveys submitted to the membership.
- Print copy of results of all surveys.

Other Misc. items (may be moved under appropriate committee)

50th Anniversary, 60th, 75th Committees

- Report to the board and members. Published in the CALL Bulletin.
- Minutes of any meetings held with committee members.
- Relevant correspondence/e-mails with the board or liaison (e.g. bills, invoices, bids, contracts.)
- Banners, fliers, Call Bulletin and CDLB articles, and signed Guest Book(s)

Midwest Regional Meetings

- Report to the board and members. Published in the CALL Bulletin.
- Minutes of any meetings held with the committee members.
- Relevant correspondence/e-mails with the board or liaison (e.g. bills, invoices, bids, contracts.)
- Print copies of fliers, or any advertising or reporting of the event.

Special or Ad Hoc Committees

- Copies of all relevant minutes
- Copies or photographs of any mementos specially created by CALL (e.g. blue post it tablets with the CALL Logo, or street banners commemorating CALL milestones.

Elections Checklist

DATE	EVENT	WHO HANDLES	COMMENTS
Oct. - Nov.	CALL Board sets opening date for election and authorizes use of AALL online system	CALL Board and Elections Committee Chair	Bylaws, sec. 9.6: Opening date prior to Feb. 21; closing date March 15
by mid-December	Contact Nominations Committee chair to obtain photo's and bios of candidates	Elections Committee	Each photo and bio must be in a separate file. All photos must be able to be cropped/scaled to 150x150 pixels. Nominations Com. Chair must send them to 3 committees: CALL Bulletin, Elections, and Internet. Deadline for Elections Com is at least 3 weeks prior to start of election.
by mid-December	Register with AALL for online election	Elections Committee	Contact AALL Web Administrator. Agreement is at https://vote.aallnet.org/agreement.html
early January	Contact CALL Secretary to find out if she/he received additional nominations by written petition	CALL Secretary and Elections Committee	Bylaws, sec. 9.3, provides that petitions must be received by the CALL Secretary by January 1
mid-January	Pay \$250 start-up fee to AALL	CALL Treasurer	Fee needs to be paid at least 15 days prior to start of election. CALL Treasurer should contact AALL Web Administrator to make arrangements to pay fee.
mid-January	AALL configures web site and sends list of CALL members to Elections Com. Chair. Elections Com. Chair sends list to Membership Committee for verification/updating	AALL: Web Administrator CALL: Elections and Membership committees	Membership Com should be asked to verify status (in good standing and in a category eligible to vote) and to verify that email addresses listed are the ones on file with CALL
Jan. - Feb.	Publicize upcoming election	President and CALL Bulletin, Elections, and Internet committees	Announcement at January Business meeting; CALL discussion forum, CALL Bulletin and web site, and announce

DATE	EVENT	WHO HANDLES	COMMENTS
			when candidate biographies and statements are available on the CALL website.
late January	After AALL configures web site, input election information and candidate bios and photos	Elections Com Chair	
early February	Send verified list of CALL members eligible to vote to AALL to upload onto the server	CALL: Elections Com Chair AALL: Web Administrator	At least 5 days prior to start of election. Note for Board: This list is not the entire CALL membership list on file with AALL. It includes only members eligible to vote who have email addresses on file with CALL
early February	Send paper ballots to members eligible to vote who do not have email addresses on file with CALL	Elections Com. & CALL Secretary and President	CALL Secretary per Bylaws, but with the electronic system, Chair of the Elections Committee enters the information which automatically prepares the ballot; sent to CALL Secretary for approval & President for cover letter approval. Address on return envelope should be CALL P.O. Box marked to the attention of the Elections Com.
thru Feb. 20	Membership Com should notify Elections Com about membership changes affecting eligibility to vote	Membership Committee	Policy Recommendation adopted by Board, Jan. 16, 2008: Members who join CALL after an election has started but before Feb. 21 are eligible to vote. [Note: Elections Com. Chair can modify list of voters in online system even after an election has started]
Early March	Contact candidates for post-election contact information	CALL Elections Committee Chair	Expedites reporting of results to candidates who are notified of results before membership is
ongoing through March 15	Send weekly reminders to CALL discussion forum about the election	CALL Elections Committee	AALL automatically sends notice on first day of voting cycle.; Elections Com. Chair can check to see how many have voted; not details of who voted for whom
midnight, March 15	Voting ends	AALL shuts off link to voting at midnight	
as near March 16 as possible	Votes counted	CALL Elections Committee	Votes counted. Chair of Elections Com and members all access AALL site to view results. All committee members count paper ballots. CALL Treasurer has key to PO Box.

DATE	EVENT	WHO HANDLES	COMMENTS
as near March 16 as possible	Candidates notified of election results	CALL Elections Committee Chair	Traditionally, candidates are notified by phone prior to the information being sent to anyone else.
as near March 16 as possible	CALL President notified of election results	CALL Elections Committee Chair	
as near March 16 as possible	Membership and Board notified of election results	CALL President	e-mail to Board members and to discussion forum; chairs of Bulletin and Internet committees sent the information for publication. This is not the formal notice, which will be given at a CALL Business Meeting
as near March 16 as possible	Data preserved for any challenge	CALL Elections Com Chair; AALL Web Administrator	CALL Elections Com. Chair should download or print all vote totals from AALL election website.
After the close of the election	Provide the actual count of votes to any CALL member requesting this information	CALL Elections Committee Chair	Board approved per 2000 Policy. Any member may request the election tally (number) from the Chair of the Elections Committee. The tally will not be published.
first Call Business Meeting after election ends	Membership formally notified of election results	CALL Elections Committee Chair	At Business Meeting
when invoiced	Final payment to AALL	CALL Treasurer	as invoiced. \$0.20 per voter. Due within 15 days of election end date

CHICAGO ASSOCIATION OF LAW LIBRARIES BYLAWS

ARTICLE I NAME

The name of this Association shall be the Chicago Association of Law Libraries. This Association is a chapter of the American Association of Law Libraries.

ARTICLE II OBJECT

Section 2.1 The Association shall be conducted as a not-for-profit corporation to promote librarianship, to develop and increase the usefulness of law libraries throughout the profession, to cultivate the science of law librarianship, and to foster a spirit of cooperation among the members of the profession, particularly those in the Midwestern states, and to otherwise operate for such purposes as will qualify it as an exempt organization under Section 501(c)(6) of the Internal Revenue Code of 1986, as amended.

Section 2.2 This Association shall have and exercise all rights and powers conferred on corporations under the Illinois General Not For Profit Corporation Act (805 ILCS 105/1 et seq.) as amended, provided, however, that this Association is not empowered to engage in any activity which in itself is not in furtherance of its purposes as set forth in Section 1 of this Article unless the activity is merely incidental to such purposes. (*section revised 2004*)

Section 2.3 No part of the net earnings, properties, or assets of this Association, on dissolution or otherwise, shall inure to the benefit of any private person or individual or any member or director of this Association.

Section 2.4 This Association shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

ARTICLE III ANTIDISCRIMINATION

Neither membership, nor full participation in the activities of this Association, shall be denied to any person on account of race, color, religion, sex, age, national origin, sexual orientation, or disability.

ARTICLE VI
MEMBERSHIP

(entire article substantially revised 2004)

Section 4.1 Qualifications for Membership.

Any person interested in law libraries may become a member of the Association upon payment of dues and by meeting the qualifications for one of the following classes of members: active, retired, associate, student, and honorary.

Section 4.2 Members – Active and Retired.

- (a) Active: Any person who is interested in the objectives of the Association and works with legal information in a library or information center or provides library services on an independent contract basis.
- (b) Retired: Any person who is (1) retired from library work and (2) was an active member of the Association for at least 10 consecutive years.
- (c) Rights and Privileges. Active and Retired members shall have the right to vote, to hold an elective office or an appointive position, to serve on committees, and to receive the CALL Bulletin.

Section 4.3 Members – Associate, Student, and Honorary

- (a) Associate: A person who is not eligible under any other category, including non-library members of the information industry and members of library governing boards.
- (b) Student: A person enrolled in a degree program related to law librarianship. Membership in this category is limited to five consecutive years.
- (c) Honorary: A person who has made extraordinary contributions to law librarianship or to the Association and who is not a member of the Association is eligible for honorary membership upon endorsement by the Board of Directors. There are two categories:
 - (1) Lifetime honorary membership.
 - (2) Special honorary membership. Applies to individuals who serve in a governmental capacity and is limited to their term of office.
- (d) Rights and privileges:
 - (1) Associate members shall have the right to hold an appointive position, to serve on committees, and to receive the CALL Bulletin.
 - (2) Student members shall have the right to vote, to hold an appointive position, to serve on committees, and to receive the CALL Bulletin.
 - (3) Honorary members shall have the right to receive the CALL Bulletin.

Section 4.4 Dues.

- (a) Dues shall be payable annually in advance for the year commencing June 1st and ending May 31st.
- (b) Dues for each class of membership in the Association shall be determined by the Board of Directors subject to approval by two-thirds of the members present and voting at any regular meeting provided that notice shall have been sent to the members at least 30 days in advance of the meeting.
- (c) Membership shall cease when dues are three months in arrears. Reinstatement is possible upon payment of dues for the entire 12 month period. Dues are not refundable.
- (d) Membership dues paid by an institution can be transferred or assigned by the institution. Membership dues paid by an individual cannot be transferred or assigned.
- (e) Honorary members do not pay dues.

Section 4.5 Notice to Members

Whenever these Bylaws require notice to be given members of the Association, such notice shall be given by sending e-mail to the member's e-mail address of record, sending electronically transmitted facsimile copy (fax) to the member's fax number of record, or mailing printed or written notices to the member's postal address of record. Printed or written notice may also be included in the CALL Bulletin.

ARTICLE V
MEETINGS

Section 5.1 There shall be at least four regular business meetings of the Association from June through May unless otherwise ordered by the Board of Directors. (*section revised 2004*)

Section 5.2 The last meeting of the year shall be the Annual Business Meeting which shall be for the purpose of receiving reports of officers and committees, announcing election returns, presenting the newly elected slate of officers to the members, and for any other business that may arise.

Section 5.3 Notices of all meetings and their locations, except special meetings, shall be sent four weeks prior to the day of the meeting.

Section 5.4 Special meetings can be called by the President or by the Board and also shall be called upon written request of at least ten members of the Association. The purpose of the meeting shall be stated in the call. No matters may be acted upon other than those specified in the call. Notices shall be sent at least three weeks prior to the day of the meeting.

Section 5.5 Forty voting members of the Association shall constitute a quorum at any meeting of the Association. (*section revised 2004*)

Section 5.6 Decisions of the membership shall be made by the majority vote of eligible members voting at a meeting at which a quorum is present, unless otherwise provided in these Bylaws. Proxy voting is not allowed. (*section revised 2004*)

ARTICLE VI **OFFICERS**

Section 6.1 The officers of the Association shall consist of the President, the Vice President/President-Elect, the Secretary and the Treasurer.

Section 6.2 The terms of office of the President and Vice-President/President-Elect shall be one year. The terms of office of the Secretary and Treasurer shall be two years. The Secretary and Treasurer shall be elected in alternate years. All officers shall serve until their successors are elected and assume their duties. Each officer's term of office shall begin at the close of the Annual Business Meeting unless otherwise provided by these Bylaws. No officer shall hold more than one office at a time, nor shall anyone serve more than two consecutive terms in the same office. (*section revised 2004*)

Section 6.3 The officers shall have responsibility for the day to day administration of the Association and shall perform those duties assigned to them by these Bylaws and by the Board of Directors.

ARTICLE VII **BOARD OF DIRECTORS**

Section 7.1 The President, Vice President/President-Elect, immediate Past-President of the Association, Secretary and Treasurer as ex officio members, and two elected Directors shall constitute the Board of Directors. The terms of office of the elected Directors shall be two years with one Director elected each year. All officers and directors of the Association must be members in good standing of the Association, and the President and the Vice-President/President-Elect also must be individual members or designated institutional members of the American Association of Law Libraries. The removal of a person from a position as officer simultaneously removes that person from a position as Director. (*section revised 2004*)

Section 7.2 The Board shall have general supervision of the affairs of the Association, fix the time and place of meetings, make recommendations to the Association, and perform such other duties as are prescribed by these bylaws and by the parliamentary authority adopted by the Association (Article XII). The Board shall establish an annual budget. (*section revised 2004*)

Section 7.3 Unless otherwise ordered by the Board, meetings of the Board shall be held as deemed necessary by the President. Special meetings of the Board shall also be called upon request of any four members of the Board. A quorum of the Board shall consist of a majority of its members. The act of a majority of the Board present at a meeting at which a quorum is present shall be the act of the Board. (*section revised 2004*)

Section 7.4 The Board may conduct business and vote by any means authorized by statutes of the State of Illinois. *(section added 2004)*

Section 7.5 All major resolutions and policy decisions of the Board shall be published in the CALL Bulletin. These bylaws shall be published in the Association's Membership Directory.

Section 7.6 The members of the Board shall serve without compensation but may be reimbursed for any expenditure incurred in the discharge of their duties. *(section added 2004)*

ARTICLE VIII **COMMITTEES**

Section 8.1 The Board may establish Committees of the Association, provided that none shall be "Committees of the Board" unless they satisfy the provisions of Section 108.40 of the Illinois General Not For Profit Act of 1986, as amended. No Committee shall act in contravention of Section 108.40.

Section 8.2 Committees shall be of two classes: Standing Committees and Special Committees.

- (a) Standing Committees shall be those established for purposes requiring the continuous attention of the Association.
- (b) Special Committees shall be those established for a stated period to accomplish a specific purpose. At the end of the stated period, the continuation of every Special Committee shall be decided upon by the Board.

Section 8.3 The Vice President/President-Elect, with the advice and consent of the Board, shall appoint the committee members, with the exception of the Nominating Committee (as specified in Article IX, section 9.1) and designate the chair and co-chair of each committee to serve during the year in which the Vice President/President-Elect will serve as President. The President may make committee appointments during the President's term of office. Appointments to Standing Committees shall be made for the term of one year beginning at the close of the Annual business meeting. *(section revised 2004)*

Section 8.4 Each Committee shall submit to the Board a written annual report of its activities which shall contain any recommendations considered necessary or advisable. Additional reports may be submitted at the option of a Committee or as requested by the Board or the President. Summaries of the reports shall be published in the CALL Bulletin.

Section 8.5 No Committee shall incur expenses on behalf of the Association except as authorized by the Board nor shall any Committee commit the Association by any declaration of policy.

Section 8.6 The President shall be an ex officio member of all Committees except the Nominating Committee and the Elections Committee. The President may appoint individual members of the Board to act as liaison to the committees. *(section revised 2004)*

ARTICLE IX
NOMINATIONS AND ELECTIONS

Section 9.1 The Board of Directors shall appoint a Nominating Committee consisting of five members of the Association, no one of whom shall be a member of the Board and no one 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, and the chairperson of the committee shall be designated by the Board.

Section 9.2 The Nominating Committee shall, each year, place in nomination the name of at least one candidate each for the offices of Vice President/President-Elect and Director. The Committee shall, in alternating years, place in nomination the name of at least one candidate for the office of Secretary or the name of at least one candidate for the office of Treasurer. These officers will serve staggered two year terms. The Committee shall present the names of candidates together with their written acceptances to the Board not later than October 1st. *(section revised 2000)*

Section 9.3 Additional nominations may be entered by written petition of at least ten members of the Association. These nominations, accompanied by written acceptances of the candidates, shall be filed with the Secretary of the Association not later than January 1st.

Section 9.4 Voting shall be by secret ballot. The Secretary shall prepare the official ballot comprised of the slate of nominees presented by the Nominations Committee and those nominated by petition. The professional position of each nominee shall appear on the ballot. *(section revised 2004)*

Section 9.5 The President shall appoint an Elections Committee consisting of members of the Association, no one of whom shall be a member of the Board and no one of whom shall be a candidate for office at the succeeding election.

Section 9.6 Method of Voting. Prior to February 21, a copy of the ballot shall be distributed to each voting member of the Association. A member shall be deemed to have responded and the member's ballot shall be counted if it is received by the Chair of the Elections Committee by March 15. The Committee shall count the returned ballots; the candidate who receives the largest number of votes for an office shall be elected. In the case of a tie vote, the winner shall be determined by lot conducted by the members of the Elections Committee. The chair of the Elections Committee shall report the results of the election, first to the candidates and then to the Board. The results of the election will then be reported to the membership as soon as possible, via e-mail, in the CALL Bulletin, and at the Annual Business Meeting. *(section revised 2004)*

ARTICLE X
VACANCIES, SPECIAL ELECTIONS, AND REMOVAL FROM OFFICE

Section 10.1 In the event that a vacancy occurs in the office of the President, the Vice President/President Elect shall automatically assume the office of the President for the remainder of the term plus one year.

Section 10.2 In the event that a vacancy occurs in the office of the Vice President/President-Elect, a special election will be held to elect a new Vice President/President-Elect to fill the vacancy for the remainder of the term. The Vice President/President-Elect shall duly succeed to the office of President.

Section 10.3 Special elections shall be held within 60 days of the occurrence of a vacancy, and shall observe the procedures established for general elections

Section 10.4 In the event that a vacancy occurs in the membership of the Board of Directors, except in the office of President or Vice President/President-Elect, the board shall appoint a member to fill that office for the remainder of the term.

Section 10.5 Any officer or director may be removed from office, without any necessity for showing cause, by two-thirds affirmative vote of those members responding to a ballot. A ballot shall be sent to every voting member at the address for such member shown on the records of the Association. The ballots shall be sent no later than ten days after passage of a resolution by the Board or receipt by the Board of a petition for that purpose, described below. Members shall be given at least three weeks from the date of sending the ballot to respond, and the deadline for response shall be set forth in the ballot. A member shall be deemed to have responded and the member's ballot shall be counted if it is received by a designated officer or director, described below, on or before the stated deadline. A vote for the removal of an officer or director may only be taken upon (i) the passing of a resolution by the Board or (ii) the presentation of a petition for that purpose to the Board signed by ten percent of the voting membership. An officer or director whose removal is not being sought shall be designated to prepare, send, collect, and count the ballots. (*section revised 2004*)

ARTICLE XI
INDEMNIFICATION

At the discretion of the Board of Directors, the directors, officers, and members may be indemnified by the Association under the relevant provisions of the Illinois General Not For Profit Corporation Act, 805 ILCS 105/108.75. (*section revised 2004*)

ARTICLE XII
PARLIAMENTARY AUTHORITY

The rules governing the conduct of the meetings shall be the parliamentary rules followed by the American Association of Law Libraries (AALL) where they are not inconsistent with the Bylaws and any special rules of order this Association may adopt. (*section revised 2008*)

ARTICLE XIII
AMENDMENT OF BYLAWS

(article renumbered 2008)

Section 13.1 Amendments may be proposed by the Board of Directors or by at least ten members of the Association. Proposals originating in the Board shall be approved by a two-thirds vote of the Board before submission to the members. Proposals originating by petition shall be submitted in writing to the Board and shall be presented to the members no later than the second business meeting after receipt of the petition with an accompanying statement of the Board's recommended action.

Section 13.2 Before presenting the proposed Bylaws amendments to the membership, the President shall submit the proposed Bylaws amendments to the American Association of Law Libraries (AALL) Bylaws Committee. (section revised 2004 and 2008, formerly section 13.4)

Section 13.3 Notice setting forth the text and the purpose of the proposed amendment shall be sent to each member at least 30 days before the meeting at which it is to be discussed. If approved by a majority of the voting members present at the meeting, the amendment shall be promptly submitted to the entire membership for final decision by ballot. (section revised 2004, formerly section 13.2)

Section 13.4 These Bylaws may be amended by a two-thirds vote of the returned ballots sent to the voting membership provided that at least 30 percent shall have voted. (section revised 2000 and 2004, formerly section 13.3)

Bylaws received from CALL Bylaws Committee, June 15, 2008

STRATEGIC DIRECTIONS: CALL's 2011-16 Strategic Plan

In 2009, the Chicago Association of Law Libraries adopted its first Mission Statement: *The Chicago Association of Law Libraries (CALL) connects a vibrant and diverse network of members by supporting the development of professional expertise; encouraging leadership, collaboration, and advocacy in the legal information community; and promoting and enhancing the field of law librarianship.* The CALL Board appointed a Special Committee for Strategic Planning and charged it to build on this new Mission Statement by developing a strategic plan for CALL.

Chaired by 2009-10 CALL President Gretchen Van Dam, this blue ribbon committee of former CALL presidents and active, newer CALL members (Pam Cipkowski, Frank Drank, Sheri Lewis, and Vanessa Nelson), developed and presented the draft Plan to the CALL Board, which approved it in 2011. The Committee used the main points of the Mission Statement as the foundation for the Strategic Plan and its four Strategic Directions:

- Strengthen the Infrastructure and Organization of CALL
- Strengthen and Support the Membership of CALL
- Promote and Enhance the Profession of Law Librarianship
- Advocate for Greater Accessibility to Legal Information

The Committee then set goals and strategies for achieving those goals under each Strategic Direction. The 2010-11 CALL Board approved the 2011-2016 Strategic Plan and set initial dates for many of the goals and strategies. The Board determined that it would be appropriate to charge the incoming 2011-12 CALL committees with setting dates for each of the strategies assigned to the committee.

The adoption and implementation of the 2011-16 Strategic Plan for the Chicago Association of Law Libraries continues CALL's tradition of being an active and vibrant professional association for its members and a leading chapter of the American Association of Law Libraries.

**CHICAGO ASSOCIATION OF LAW LIBRARIES
STRATEGIC PLAN
[2011 – 2016]**

STRATEGIC DIRECTION #1

Strengthen the Infrastructure and Organization of CALL

Goal A: Assess CALL’s committee structure

	Strategy	Responsibility	Year
1	Appoint special committee to study CALL’s committee structure.	CALL Board	2011
2	Review the committee structures of other professional associations	Committee on Committees	2011+
3	Examine CALL’s internal documents (e.g. committee annual reports, Board minutes, policy log, handbook), from recent years to review and assess committee activities.	Committee on Committees	2011+
4	Recommend appropriate action to the CALL Board.	Committee on Committees	2011+

Goal B: Review the format of CALL’s business meetings

	Strategy	Responsibility	Year
1	Periodically survey members’ satisfaction level with the current meeting structure and solicit suggestions for improvements and/or changes.	Meetings Committee	TBDBC 2011-12
2	Review attendance at CALL business meetings and networking events for the current and past three years to assess trends.	Meetings Committee	TBDBC 2011-12
3	Evaluate the speaker selection process.	Meetings Committee Vice President	TBDBC 2011-12

***TBDBC = Dates to be determined by the incoming 2011-12 Committees

Goal C: Examine CALL's financial structure and budgeting process

	Strategy	Responsibility	Year
1	Consider how funds are allocated and recommend a structure for annual budgets.	Finance Committee	TBDBC 2011-12
2	Review budget allocations annually.	Finance Committee	TBDBC 2011-12
3	Institute long-range budget planning.	Finance Committee	TBDBC 2011-12

Goal D: Review CALL's methods of communication to both internal and external audiences

	Strategy	Responsibility	Year
1	Survey membership as to the utility and effectiveness of CALL's methods of communication (e.g. website, <i>CALL Bulletin</i> , discussion forum).	Internet Committee Bulletin Committee	TBDBC 2011-12
2	Continue to develop website improvements.	Internet Committee	TBDBC 2011-12

Goal E: Regularly review the progress under the Strategic Plan

	Strategy	Responsibility	Year
1	Each committee reports its progress under the strategic plan in its annual report.	Committee chairs	2011-2016
2	Set goals under the strategic plan for the upcoming year at annual leadership workshop.	CALL President Committee chairs	2011-2016
3	Review progress on the strategic plan at April and May CALL Board meetings and communicate progress to the membership in the Board minutes.	CALL Board	2011-2016

STRATEGIC DIRECTION #2

Strengthen and Support the Membership of CALL

Goal A: Expand opportunities for communication and collaboration among CALL members

	Strategy	Responsibility	Year
1	Develop additional opportunities outside of business meetings for members to network and socialize.	Public Relations Committee	2011+
2	Institute social networking presence for CALL (e.g., Facebook, LinkedIn).	Internet Committee Public Relations Committee	2011+
3	Explore use of emerging technologies to facilitate communication and collaboration among CALL members.	Internet Committee	2011+
4	Consider creating a special committee on networking.	Committee on Committees	TBDBC

Goal B: Sustain and expand the CALL membership base

	Strategy	Responsibility	Year
1	Review CALL's membership categories and dues structure.	Finance Committee CALL Board Bylaws Committee	TBDBC 2011-12
2	Contact non-renewing members to ascertain reasons for non-renewal.	Membership Committee	TBDBC 2011-12
3	Recruit student members at local library and information schools and law schools.	Public Relations Committee Placement & Recruitment Committee	TBDBC 2011-12
4	Identify non-member law librarians and invite them to meetups and business meetings.	Public Relations Committee Meetings Committee Membership Committee	TBDBC 2011-12
5	Reach out to librarians in business, government documents, and other related fields.	Public Relations Committee Membership Committee	TBDBC 2011-12

Goal C: Expand the availability of CALL member educational offerings

	Strategy	Responsibility	Year
1	Create a forum to post non-CALL educational programming.	Continuing Education Committee Internet Committee	TBDBC 2011-12

2	Consider offering reciprocal member registration rates to other library associations' members for CALL educational programs.	Continuing Education Committee	TBDBC 2011-12
3	Reach out to bar associations to increase availability of their educational programming to CALL members.	Continuing Education Committee	TBDBC 2011-12
4	Explore the possibility of discounted tuition rates for college and university courses, both online and resident, for CALL members	Continuing Education Committee	TBDBC 2011-12
5	Develop targeted programming for all types of law librarians.	Continuing Education Committee	TBDBC 2011-12
6	Consider creating a committee on emerging technologies.	Committee on Committees	TBDBC

Goal D: Encourage and support skills development of CALL members by creating opportunities for leadership, publication, and presentations

	Strategy	Responsibility	Year
1	Promote the personal and professional benefits of service in CALL leadership via meetings, publications, and programming.	Public Relations Committee Bulletin Committee Meetings Committee	TBDBC 2011-12
2	Develop programming to promote presentation and writing skills.	Continuing Education Committee	TBDBC 2011-12
3	Create programming in which members may share their experience in publishing, presenting, and teaching.	Continuing Education Committee	TBDBC 2011-12
4	Identify publishing opportunities for CALL members.	Public Relations Committee	TBDBC 2011-12
5	Develop annual leadership training opportunities for CALL Board members and committee chairs.	CALL Board	2012-13

STRATEGIC DIRECTION #3

Promote and Enhance the Profession of Law Librarianship

Goal A: Create and encourage opportunities for CALL members to contribute their expertise to the greater legal community and expand CALL participation

	Strategy	Responsibility	Year
1	Explore the potential of offering CALL educational programs to outside organizations (e.g., Legal Tech, bar associations).	Continuing Education Committee	TBDBC 2011-12
2	Create a speakers bureau of CALL members and coordinate with AALL speakers bureau.	Public Relations Committee	TBDBC 2011-12

Goal B: Champion the value of CALL and of library services within the legal community, particularly to employers

	Strategy	Responsibility	Year
1	Present certificates of completion for CALL continuing education programs.	Continuing Education Committee	TBDBC 2011-12
2	Present leadership certificates for CALL committee chairs & Presidential letters of participation for committee members.	CALL Board Committee chairs	TBDBC 2011-12
3	Support and encourage promotion of CALL libraries during National Library Week and Law Day.	Public Relations Committee	TBDBC 2011-12
4	Represent CALL in public service activities.	Community Service Committee	TBDBC 2011-12
5	Publicize grant and chapter award winners within the legal community, particularly to employers.	Grants & Chapter Awards Committee Public Relations Committee	TBDBC 2011-12
6	Write and promulgate a history of CALL.	Archives Committee Corporate Memory Committee	TBDBC 2011-12
7	Create new CALL logo.	Public Relations Committee	2011
8	Explore ways for CALL to be a presence in the legal community	Public Relations Committee Internet Committee	TBDBC 2011-12

Goal C: Promote the field of law librarianship to library and information science students

	Strategy	Responsibility	Year
1	Assign to a committee the responsibility to develop and maintain relations with library schools.	CALL Board	2011
2	Participate in local college and university career days.	Placement & Recruitment Committee	2012
3	Ensure CALL job postings are sent to colleges and universities.	Placement & Recruitment Committee	2012
4	Develop a CALL program on the profession of law librarianship for library science and other interested students.	Continuing Education Committee Placement & Recruitment Committee	TBDBC 2011-12
5	Create a module on law librarianship to be presented as part of library science courses.	Continuing Education Committee	TBDBC 2011-12

STRATEGIC DIRECTION #4
Advocate for Greater Accessibility to Legal Information

Goal A: Examine and strengthen CALL’s relationship with AALL’s Government Relations office

	Strategy	Responsibility	Year
1	Designate a liaison to the AALL government relations committee.	Government Relations Committee	TBDBC 2011-12
2	Send a CALL representative to advocacy training at the AALL Annual Meeting.	Government Relations Committee	TBDBC 2011-12

Goal B: Foster communication and cooperation between information vendors and CALL members in order to improve legal information services and products in a variety of formats

	Strategy	Responsibility	Year
1	Schedule roundtable events with vendors.	Relations With Information Vendors Committee	TBDBC 2011-12
2	Establish tours with local information vendors.	Relations With Information Vendors Committee	TBDBC 2011-12

Goal C: Advocate for permanent and no-fee access to government information

	Strategy	Responsibility	Year
1	Monitor and report developments in no-fee access to government information.	Government Relations Committee	TBDBC 2011-12
2	Develop educational programs on no-fee government information.	Government Relations Committee	TBDBC 2011-12