

**Bylaws
of the Southeastern Chapter of
the American Association of Law Libraries
[including amendments to December, 2008]**

Article I: MEMBERSHIP

Section 1. Membership Categories

a. Individual Members

Any person officially connected with a law library, or with a separately maintained law section in any library and currently or within the last seven years, employed at least 30% of full time may become an active individual member upon determination of eligibility by the Membership Committee and payment of annual dues. The Membership Committee's ruling may be appealed to the Executive Board. **[Amended here and all other appearances of Executive Committee to read Executive Board in February, 2007.]**

b. Student Members

Any person officially enrolled at least half-time in a degree program related to law librarianship shall become a student member upon payment of annual dues provided that membership in this category is limited to 5 consecutive years. The Executive Board is empowered to adopt procedures for verifying student status.

c. Institutional Members

Any law library may become an institutional member upon payment of annual dues. The Executive Board is empowered to determine whether the institution applying for membership is a law library. Such persons on the staff of an institutional member as are designated by the librarian and for whom the institutional member has paid its annual dues in accordance with bylaws Section 2,(b)2 shall be entitled to individual membership in the Chapter without the payment of additional dues.

d. Associate Members

Persons, companies and institutions not connected with law libraries , residing in or outside of the Southeastern region, or connected with law libraries but residing outside the region may be selected to associate membership by the Executive Board and shall pay annual dues.

e. Life Members

The Chapter may at any regular meeting by a vote of two thirds of those present elect to life membership those who have been members of the Chapter for at least 10 years, who have reached the age of fifty-five years, unless retirement was due to health reasons, have retired from full-time active library work, and have a record of substantial service to the chapter. **[revised July 1998]**

f. Honorary Members

The Chapter may at any regular meeting by a vote of two thirds of those present elect non-members as honorary members.

Section 2. Attributes of Membership

a. Rights and Privileges

1. All members have the right to vote.
2. The right to hold office shall be restricted to active members in the following membership categories: individual, institutional and life.
3. The right to receive the Chapter newsletter and the Chapter Membership Directory shall be shared by all members.

b. Dues

1. The annual dues for individual membership and associate members shall be \$20.00. The annual dues for student memberships shall be \$10.00. Life members and honorary members shall not be assessed dues.
2. The institutional membership dues shall be at the rate of \$20.00 per designated member, and no library shall be required to pay annual dues in excess of \$200.00.
3. All dues , individual, associate, and institutional shall be paid no later than three months after the due date appearing on the dues notice. The treasurer shall suspend the membership of any person who has not paid within the time allotted. A suspended membership shall be restored upon payment of dues for the current year.
4. The fiscal year of the Southeastern Chapter of the American Association of Law Libraries shall be April 1- March 31.

ARTICLE II. MEETINGS

Section 1. Annual

An annual meeting of the Chapter shall be held at such time and place as the Executive Board shall determine. A Chapter meeting shall be held at AALL National Conventions, when the Convention schedule permits, for the purpose of discussing future programs and projects and submitting progress reports on Chapter activities. The Executive Board shall be charged with the duty of scheduling and making arrangements for such meetings; and attendance at these meetings shall not be confined to the Executive Board, but extended to the entire membership.

Section 2. Other

The president shall call other meetings of the Chapter as deemed necessary or when requested to do so by the Executive Board. The president shall provide reasonable notice of such meetings to each member of the Chapter.

Section 3. Presiding Officer

In the event of the absence of the president and vice-president -- president elect from any Chapter meeting, one of the members shall be elected to preside.

Section 4. Quorum

A majority of members attending a meeting shall constitute a quorum.

Section 5. Rules of Procedure

Meetings of the Chapter and Executive Board shall be conducted in accordance with Sturgis' Standard Code of Parliamentary Procedure except as otherwise specified by the Chapter Articles or Bylaws.

Section 6. Electronic Communication by Board or Committee

Action required or permitted by law, the articles of incorporation, or these bylaws, to be taken at an executive board meeting or committee meeting may be taken without a meeting if all members of the board or committee are provided notice of the proposed action by written or electronic communication. Any proposed action will be effective when approved by the same number of members as is required at a vote conducted at a meeting. The votes of the members may be communicated electronically and in the case of action by the executive board, the secretary shall record the individual votes in the official records in a like manner to the recording of minutes of meetings.

ARTICLE III. NOMINATIONS AND ELECTIONS

Section 1. Nominations

a. Nominating Committee

The president shall appoint a nominating committee who shall submit to the members the names of the candidate or candidates for each of the following offices by December 1 in the year which the officer is elected: Vice-President/President Elect, Secretary, and Treasurer. **[revised July 2006 to change date and edit punctuation.] [Amended February 2007 to make explicit that the nominating committee reports to the membership.]**

The Nominating Committee shall not submit, for election to the office of vice-president/president elect, the name of any member who is not in good standing of the American Association of Law Libraries.

b. Additional Nominations

Additional nominations may be made by any member by communicating in writing such nomination to the president.

Section 2. Method of Election

The vice-president -- president elect shall be elected by electronic or mail ballot in February of each year. The secretary and a member-at-large shall be elected by electronic or mail ballot in February of each even numbered year. The treasurer and a member-at-large shall be elected by electronic or mail ballot in February of each odd-numbered year. The candidates receiving the largest number of votes shall be declared elected. The membership is to be notified by the secretary of the outcome of the election by electronic means, mail or at a meeting of the Chapter. In the case of a tie vote, the winner shall be determined by lot conducted by one or more tellers, appointed by the president. **[July 1998 - member-**

at-large requirements added] [revised July 2006 to add electronic.] [Amended April, 2007 to provide for deciding election by casting of lot in the event of a tie vote.]

Section 3. Special Elections

a. Rationale

In the event that the office of the vice-president/president elect becomes vacant, a special election shall be held to fill that office for the remainder of the unexpired term.

b. Nominations for Special Elections

Candidates for this special election will be selected by the Executive Board.

c. Method of Election

At the discretion of the Executive Board, the special election may be held by electronic vote, by mail vote, or by voice vote at a Chapter meeting. The candidates receiving the largest number of votes shall be declared elected. **[revised July 2006 to add electronic vote.]**

ARTICLE IV. AMENDMENTS TO BYLAWS

Section 1. Filing and Notice

Any proposed amendments to the Articles or the Bylaws shall be filed with the secretary. Notice shall be given to members in one of the following ways:

- a. notice shall be published in the Chapter [electronic] Newsletter at least 30 days prior to balloting, or **[revised July 2006 to add electronic]**
- b. notice shall be sent by the secretary to all members by electronic means or mail at least 30 days prior to balloting. **[revised July 2006 to add electronic means.]**

Section 2. Balloting

a. Ballots

Electronic or mail ballots may be conducted for the purpose of changing the Articles or Bylaws provided that ballots shall be made available by the secretary to the membership immediately following a meeting where the amendments were discussed or 30 days after notice of the proposed amendments has been distributed to the membership. The Executive Board must specify the time for closing the balloting, but in no case shall it be less than 30 days after the providing of the ballots. **[revised July 2006 to add modifications for electronic ballots.]**

b. Voice Ballots

Voice ballots may be conducted for the purpose of changing the Articles or Bylaws at any regular scheduled meeting of the Chapter, provided that the proposed amendments and a summary of the changes has been:

- i. Provided by the secretary to the membership at least 30 days prior to the meeting, or **[revised July 2006 to modify mailed.]**
- ii. printed in the Chapter newsletter at least 30 days prior to the meeting.

Section 3. Successful Election

If two-thirds of the members present and voting at a meeting or two-thirds of the members casting valid electronic or mail ballots are in favor of such amendment, it shall stand adopted. **[Amended February 2007 by adding "electronic" to make this consistent with other election provisions.]**

Section 4. Approval of Amendments

Amendments of these Bylaws shall be submitted to the American Association of Law Libraries committee on constitutions and bylaws by the president upon adoption by the membership of the Chapter.