

Chapter Calendar 2003-2004

March/April

- Annual chapter meeting and educational institute held.
- Executive Committee meets prior to business meeting.
- Service to SEAALL award presented during business meeting.
- Full year financial report prepared by Treasurer.
- Vice-President/President-Elect becomes President at end of business meeting.
- Other new officers assume positions at end of meeting.
- New committee chairs assume positions at end of business meeting.
- Chapter Handbook distributed to new officers and committee chairs prior to annual chapter meeting

April

- *Southeastern Law Librarian* copy deadline [April 30] (Issue 2, Spring 2003).
- Chapter fiscal year begins.
- Chapter annual report due to AALL.
- Registered Agent files chapter annual report with Florida Secretary of State.
- Dues notices mailed by April 1; payable by August 1.

April/May

- All appropriate records are conveyed to new officers and committee chairs within one month of leaving office but no later than May 15.

May

- *Southeastern Law Librarian* delivered (Issue 2, Spring 2003)
- Life membership nominations due by May 15.

July

- *Southeastern Law Librarian* deadline [July 31] (Issue 3, Summer 2003).
- Chapter membership year begins
- Annual chapter business meeting held during AALL annual convention.
- Executive Committee meets prior to Chapter Business Meeting.
- Quarterly financial report prepared by Treasurer.
- Lucille Elliott Scholarships funding established by Executive Committee by July 31.

August

- *Southeastern Law Librarian* delivered (Issue 3, Summer 2003).
- Members who have not paid dues removed from membership roster.

September

- Budget for annual chapter meeting and educational institute prepared by Local Arrangements Committee and Program Committee.

October

- *Southeastern Law Librarian* deadline [Oct. 30] (Issue 4, Fall 2003)
- Candidate suggestions due to Nominating Committee by October 15.
- Quarterly financial report prepared by Treasurer.

November

- *Southeastern Law Librarian* delivered (Issue 4, Fall 2003)
- Nominating Committee presents slate of candidates to President by November 1.
- Nominating Committee sends candidate biographies to Secretary for preparation of ballots.
- Slate of candidates announced by December 1.

January

- *Southeastern Law Librarian* deadline [Jan 30] (Issue 1, Winter 2004 - new volume).
- Secretary mails ballots by January 15.
- Chapter Mid-year report due to AALL.
- Annual meeting program registration packet distributed.
- Handbook modifications due two months prior to annual chapter meeting. [revised 4/99]

February

- *Southeastern Law Librarian* delivered (Issue 1, Winter 2004).
- Ballots returned to Secretary by February 15.
- Candidates notified of election results by President.
- Quarterly financial report prepared by Treasurer.

February/March

- Final committee reports due one month prior to annual chapter meeting or as requested by President.
- Expense/revenue reports due to the President one month prior to the annual chapter meeting.