

General Chapter Information

A. Chapter Year

1. The Chapter membership year is July 1 - June 30. **[revised executive committee meeting - 4/17/97]**

B. Corporate Information

1. The Southeastern Chapter of the American Association of Law Libraries is a section 501(c)(6) non-profit trade association under federal income tax laws.
2. The Chapter is incorporated in the state of Florida.
3. A chapter member who is resident in the state of Florida serves as Registered Agent for the chapter. [Registered agent responsibilities are found in that section of this Handbook.]
4. The Chapter's Employer Identification Number is: 58-1592266.
5. The Chapter's accounting period (fiscal year) ends March 31.
6. The Chapter's official address is SEAALL; University of Kentucky Law Library; 620 South Limestone; Lexington, KY 40506-0048. Sue Burch has responsibility for mail flow from the official address to chapter entities. **[added 3/98]**

C. Corporate Reports

1. A report is required annually by the Florida Secretary of State.
2. The report is prepared by the Chapter's Registered Agent and sent to the Treasurer.
3. The Treasurer pays the corporation filing fee as required by the state of Florida and mails the report, providing a copy of the signed report to the Registered Agent.

D. Income Tax Reports

1. The Chapter is incorporated as a non-profit corporation and is not required to file a federal or state income tax return unless gross receipts exceed \$25,000 per year.
2. Further information is available in a directive from the Internal Revenue Service dated November 30, 1990 found in the Policies section of this manual.

E. Chapter Web Page **[added 3/98]**

1. Chapter web page is hosted on AALLNET
2. <http://www.aallnet.org/chapter/seaall>

F. Chapter Electronic Discussion Lists **[added 3/98, revised 2005]**

1. SEAALL-L
 - a. Serves as a general announcement and discussion list.
 - b. Subscription to seaall-l@aallnet.org
2. SEAALL- P
 - a. Serves as job announcement only list
 - b. Subscription to maiser@uofrlaw.richmond.edu