

## Vice-President/President-Elect

### a. Charge

- i. The Vice-President/President-Elect serves as Program Chair for the annual chapter meeting, assists the President in conducting the affairs of the Chapter and prepares for his/her term of office as President.

### b. Articles/Bylaws Statements

- i. The officers of the corporation shall consist of a President, Vice-President - President Elect, Secretary, Treasurer, Immediate Past President and two Members-at-large. The vice-president - president elect shall serve as vice-president and shall automatically become the president after one year and shall so serve during the second year following his or her election. ... The officers shall serve without compensation. (*Articles, Art. VI, Sec. 1*) **[revised annual meeting - 7/12/98]**
- ii. In the event that the president resigns prior to the completion of a regular term, or is otherwise unable to perform the duties of the office in the judgment of the Executive Committee, the vice-president - president elect shall automatically assume the presidency and shall serve therein until his original presidential term would have expired, or for no more than two years, whichever is shorter. A special election would be held for the office of vice-president - president elect upon the assumption of the office of president for the remainder of the unexpired term. (*Articles, Art. VI, Sec. 1*)
- iii. In the event that the office of vice-president - president elect becomes vacant for any other reason than specified herein, a special election will be held to fill that office for the remainder of the unexpired term. (*Articles, Art. VI, Sec. 1*)
- iv. No officer shall hold more than one office in this Chapter at one time, ... (*Articles, Art. VI, Sec. 1*)
- v. All officers shall be installed at the conclusion of the Chapter meeting following their election or appointment and serve until their successors are elected or appointed, and qualified. (*Articles, Art. VI, Sec. 1*)
- vi. The officers shall together act as the Board of Trustees and the immediate past president shall serve on the Board of Trustees. The Board of Trustees shall be the Executive Committee of this corporation and shall have general supervision, management and control of the business, affairs and activities of the corporation, subject, however, to other articles of these Articles of incorporation and the bylaws and in accordance with the policies agreed upon by its members. (*Articles, Art. VII, Sec. 1*)
- vii. 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. (*Bylaws, Art. III, Sec. 1*)
- viii. The vice-president -- president elect shall be elected by mail ballot in February of each year. (*Bylaws, Art. III, Sec. 2*)
- ix. In the event that the office of vice-president/president elect becomes vacant, a special election will be held to fill that office for the remainder of the unexpired term. Candidates for this special election will be selected by the Executive Committee. At the discretion of the Executive Committee, the special election may be held by mail or by a voice vote at a Chapter meeting. (*Bylaws, Art. III, Sec. 3*)  
**[added annual meeting - 4/18/97]**

### c. Responsibilities

- i. Programming
  - (1) Serves as Chair of the Program Committee and, as such, plans and implements the educational program for the annual meeting following his/her election. [See the Handbook section on Program Committee for specific responsibilities.]
- ii. Meetings
  - (1) Assists the President with the conduct of Chapter and Executive Committee affairs and assumes

such duties or undertakes such projects as the President directs.

- (2) Attends all meetings of the Chapter and the Executive Committee, and conducts any meeting in the absence of the President. The VP/PE should be familiar with the AALL *Constitution*, the Chapter's *Articles and Bylaws*, this *Handbook and Procedures Manual* and the edition of *Sturgis' Standard Code of Parliamentary Procedure* as specified by the Articles. **[revised annual meeting - 4/18/97]**
- (3) The Executive Committee, in conjunction with the President, reviews and approves applications for hosting the annual chapter meeting as received by the Secretary. Sites should be chosen at least two years in advance of the meeting if possible. **[revised executive committee meeting - 4/17/97]**

iii. Appointments **[revised 4/99]**

- (1) Although the Bylaws indicate the President fills committee memberships, in practice, this process begins during the final months of the VP/PE term.
- (2) Appointments are made to all standing and special committees from volunteers who are solicited in the winter of each year. A Committee Volunteer Form is printed in the Spring issue of the *Southeastern Law Librarian*, is posted on the SEAALL web site, is distributed via seaall-l and may be distributed during the annual chapter meeting.
- (3) Special Committees. The President may form special committees as authorized by the Articles of Incorporation for a specified purpose for a specific or indefinite period of time.
- (4) Appointment Guidelines. The President attempts to balance committee membership by the type of library represented, length of service on a particular committee and geographical representation of the members. Committee chairs, when possible, should have served on the committee the previous year. For most committees, the appointment term will be for two years.
- (5) Specific Committee Requirements
  - (a) Committee sizes are to be treated as guidelines only. Actual committee size each year will depend upon the number of volunteers and planned committee activities for the coming year.
    - (i) Articles and Bylaws -- The President, Vice-President/President-Elect and the Immediate Past President comprise the membership of this committee. The Immediate Past President serves as chair.
    - (ii) Government Relations -- Maximum size of six.
    - (iii) Membership -- Requires one member from each state and Puerto Rico. Only half the membership should turn over annually.
    - (iv) Newsletter/Public Relations -- The chair serves a minimum of two years.
    - (v) Nominating -- Maximum size is five. Must have an odd number of members to avoid tie votes. Diversity of library type particularly important. Members should not be appointed for two year terms. **[revised 4/99]**
    - (vi) Placement -- Maximum size is five.
    - (vii) Program -- Maximum size is ten. Members are not generally appointed for two years.
    - (viii) Service to SEAALL -- Previous two award winners and Immediate Past President serve as committee. The award winner serving in the second year of his/her term serves as chair.

iv. Chapter Administration

- (1) Assumes all duties and obligations of the President in the event of the absence or withdrawal of the President.
- (2) In recent years, the VP/PE has presented the outgoing President with a gift of appreciation during the chapter business meeting at the annual chapter meeting.

- v. Chapter Finances **[revised executive committee meeting - 4/17/97]**
  - (1) President will contact each officer and committee chair prior to the annual chapter meeting for information on expenses and revenue during the past year.
  - (2) President will prepare preliminary budget for Vice-President/President-Elect.
  - (3) After assuming office, new President will contact officers and committee chairs regarding additional expenses required for upcoming year.
  - (4) President will present final budget to Executive Committee during the annual chapter business meeting.

**d. Relationship with Other SEAALL Officers, Administrative Positions and Committees**

- i. President
  - (1) Receives copies of correspondence, including email, related to the activities and business of the Chapter. **[added 3/00]**
- ii. Executive Committee
  - (1) Consults regarding the investment of chapter funds. **[added 3/00]**
  - (2) Assists with chapter governance as directed by the President.
  - (3) See also relationships defined in Program committee section.
- iii. Archives
  - (1) Convey chapter records as defined in section F below.
- iv. Handbook Editor
  - (1) Provide list of committee members and committee chairs.
  - (2) Assist the President in providing oversight and counsel to the Handbook editor for proposed handbook revisions. **[added 3/98]**
- v. Articles and Bylaws Committee
  - (1) Serve as a member, along with President and Immediate Past President.
- vi. Local Arrangements Committee
  - (1) See relationship defined in Program Committee section.
- vii. Newsletter/Public Relations Committee
  - (1) Provide list of committee chairs and members for publication in summer issue of the *Southeastern Law Librarian*.
  - (2) Consult the most recent issue of the *Southeastern Law Librarian* for copy deadlines.
- viii. Nominating Committee
  - (1) In conjunction with the other members of Executive Committee, approve slate of candidates by December 1. **[revised 3/00]**
- ix. Program Committee
  - (1) Serve as chair of committee.
  - (2) In conjunction with other members of Executive Committee, approve budgets for the annual educational program and the annual institute.
  - (3) In conjunction with other members of Executive Committee, approve unanticipated expenses in the execution of the annual chapter meetings and institute.
- x. Scholarship Committee

- (1) In conjunction with other members of the Executive Committee, set the amount of funds available for scholarship awards by July 31.
- (2) Receive from committee chair names of scholarship recipients choosing committee membership as requirement for service award by January 31. **[Added 3/98]**

**e. Reimbursement of Expenses**

- i. Ordinary expenses incurred in the performance of the duties of the Vice-President will not be reimbursed by the Chapter.
- ii. Requests for reimbursement of expenses incurred for budgeted expenses must be submitted to the Treasurer with appropriate documentation, including a cover memo and receipts. **[added 4/99]**

**f. Chapter Records**

- i. Receive from predecessor
  - (1) Minutes of Executive Committee meetings for previous three years
  - (2) Budgets of Chapter for previous three years
  - (3) Reports of all Committees for previous three years
- ii. Collect during term
  - (1) Current copies of above items
- iii. Convey to successor
  - (1) At conclusion of term, VP/PE reviews files collected during year, discards obsolete or unnecessary files and conveys the collection to the incoming VP/PE.

**g. Calendar of Responsibilities**

*Editor's Note: The Vice-President/President-Elect must also look to the Program Committee Calendar.*

**March** Following election, begin selection of Program committee members and solicitation of program ideas.

**March/** Schedule meeting of Program Committee during annual chapter meeting.

**April** Assume office at end of business meeting during annual chapter meeting.

**April** Chapter fiscal year begins

*Southeastern Law Librarian* copy due April 30. **[added 3/00]**

Solicit additional program ideas from general membership by posting program suggestions form on the SEAALL list again. [added 3/05]

**April/** Receive appropriate files from President within one month of taking office, but no later than  
**May** May 15.

**June** Schedule meeting of Program Committee during AALL meeting.

Deadline for additional program ideas, June 15. [added 3/05]

**July** Chapter membership year begins

Attend annual meeting of AALL

Attend the Council of Chapter Presidents meetings and participate in training activities.

Attend Executive Committee meeting and annual chapter business meeting.

*Southeastern Law Librarian* copy due July 30. **[added 3/00]**

**October** *Southeastern Law Librarian* copy due October 30. **[added 3/00]**

Send in forms for the room(s) for SEAALL business meeting and reception at the AALL annual meeting. (Forms should be forwarded to Vice-President from the SEAALL President once the President receives them.) [added 3/05]

**November** Approve slate of candidates by December 1. **[added 3/00]**

**January** Receive names of scholarship recipients who have chosen committee membership as service requirement. **[added 3/98]**

*Southeastern Law Librarian* copy due January 30. **[added 3/00]**

Send committee volunteer form to newsletter editor [added 3/05]

**January/  
February** Handbook modifications due to editor two months prior to annual chapter meeting **[revised 4/99]**

**February/  
March** Post committee volunteer form on SEAALL website. Post a notice that it is available to seaall-l.

After the preliminary program for the annual meeting has been mailed, post the program suggestions form on the SEAALL list and in the newsletter as well in order to gather suggestions to hand off to the new Vice-President/President Elect. [added 3/05]

**March/  
April** Receive preliminary budget information for upcoming year from President.

Present gift from Executive Committee to outgoing President, should the committee vote to do so.

**h. Relevant Chapter Forms [Revised 3/98]** *Editor's Note: See Program Committee section for other relevant forms*

- i. Committee volunteer form
- ii. Reimbursement memo
- iii. Budget report