

Secretary

a. Charge

- i. The Secretary prepares minutes for all Executive Committee and Chapter business meetings, supervises the elections process, supervises the *Articles of Incorporation* and *Bylaws* amendment process and maintains a current copy of the *Articles of Incorporation* and *Bylaws*.

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 secretary and treasurer shall each serve for two years. The officers shall serve without compensation. (*Articles, Art. VI, Sec. 1*) **[revised annual meeting 7/12/98]**
- ii. If the office of either secretary, treasurer or member-at-large becomes vacant for any reason, the president will be empowered to appoint a successor to fill that office for the remainder of the unexpired term. (*Articles, Art. VI, Sec. 1*) **[revised annual meeting - 4/18/97; revised annual meeting - 7/12/98]**
- iii. No officer shall hold more than one office in this Chapter at one time, nor shall the president hold office for more than two consecutive terms. (*Articles, Art. VI, Sec. 1*)
- iv. 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*)
- v. 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*)
- vi. The secretary and a member-at-large shall be elected by mail ballot in February of each even numbered year. (*Bylaws, Art. III, Sec. 2*) **[revised annual meeting - 7/12/98]**
- vii. The membership is to be notified by the secretary of the outcome of the election by mail or at a meeting of the Chapter. (*Bylaws, Art. III, Sec. 2*)
- viii. 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]
- ix. 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:
 - (1) notice shall be published in the Chapter newsletter *Southeastern Law Librarian* or its successor, at least 30 days prior to balloting, or **[revised annual meeting - 4/18/97]**
 - (2) notice shall be sent by the secretary to all members through the mail at least 30 days prior to balloting. (*Bylaws, Art. IV, Sec.1*)

[Note: although not specifically directed in the Bylaws, the secretary is responsible for providing a copy to the Chapter newsletter as directed in item 9a above.]

- x. Mail ballots may be conducted for the purpose of changing the Articles or Bylaws provided that ballots shall be mailed by the secretary to the membership immediately following a meeting where the amendments were discussed or 30 days after notice of the proposed amendments have been

mailed to the membership. (*Bylaws, Art. IV, Sec. 2*)

c. Responsibilities

i. Minutes

- (1) Attends all Chapter business and Executive Committee meetings and prepares the official minutes of all business conducted.
- (2) Within two weeks after the date of the meeting distributes written Chapter meeting minutes to:
 - (a) All Executive Committee members for their approval. Upon receiving said approval to:
 - (i) The Registered Agent of the chapter as identified in this Handbook
 - (ii) The Chapter Handbook editor
 - (iii) The Editor of *Southeastern Law Librarian* for publication in the next issue.
- (3) Within two weeks after the date of the meeting distributes written Executive Committee meeting minutes to:
 - (a) All Executive Committee members
 - (b) The Registered Agent of the chapter as identified in the *Articles of Incorporation*
 - (c) The Chapter Handbook editor
 - (d) Any Committee chair or Chapter member who attended the meeting or whose work might be significantly affected by an action of the Executive Committee taken at the meeting.

ii. Elections

- (1) Supervises the elections process in concert with the Nominating Committee and the President.
- (2) Receives the complete list of all candidates for all positions from the Nominating Committee after slate is accepted by President (by November 1). Receives from the President the names of any candidates submitted by written petition to the President in compliance with the Bylaws.
- (3) Receives biographies of all candidates from the Nominating Committee (by December 1).
- (4) Prepares the official ballot with a cover letter explaining the voting process. The official ballot designates all of the offices to be filled, and under each office lists the names of each of the nominees in alphabetical order by last name. The official ballot should be reproduced on colored paper. **[revised 4/99]**
- (5) The cover letter instructs voters to mark their ballots, seal them in the enclosed envelope addressed to the Secretary by the date specified in the cover letter. **[revised 4/99]**
- (6) Obtain mailing labels from the Membership Database Manager as identified in this Handbook.
- (7) This collection of material (cover letter, biographies, and ballot) is mailed to all members in compliance with the Bylaws (Art. 1, Sec. 2)
[Note: Ballots should be mailed by January 15 to be returned by February 15.]
- (8) The Secretary maintains a count of the ballots mailed and received and counts the vote.
- (9) The names of successful candidates are conveyed to the President immediately upon conclusion of counting. The President notifies all candidates of the election results. The President also notifies the remaining Executive Committee members.
- (10) The Secretary announces the election results to the membership at annual chapter meeting and through the *Southeastern Law Librarian* and via seaall-l. **[revised 3/98]**
- (11) At the Chapter Business meeting following the election, the Secretary requests permission of the membership to destroy the ballots.
- (12) Send announcement of new officers to AALL Spectrum Chapter News Column (see 5.a below). **[added 3/98]**

iii. Articles and Bylaws Amendments Process

- (1) The Secretary receives proposed amendments to the Articles or the Bylaws from the Articles and Bylaws Committee Chair. Following Executive Committee approval, the Secretary prepares the final proposed amendments text.
 - (2) Notice shall be given to members in one of the following ways:
 - (a) by publication in the *Southeastern Law Librarian* at least 30 days prior to balloting, **[revised annual meeting - 4/18/97]** or
 - (b) by mail to all members at least 30 days prior to balloting. (Bylaws, Art. IV, Sec.1)
 - (3) In the event of a mail ballot,
 - (a) the Secretary prepares the proposed amendments and ballot, including any explanatory material deemed necessary by the Executive Committee or the Articles and Bylaws Committee and issues the ballot following the procedures established for election balloting.
 - (b) The Secretary transmits the text of amendments which are approved by the membership to:
 - (i) The Executive Committee
 - (ii) The Registered Agent as identified in the Articles of Incorporation
 - (iii) The Handbook & Procedures Manual Editor
 - (4) In the event of a voice ballot during a Chapter meeting,
 - (a) the Secretary assists the President and the Chair of the Articles and Bylaws Committee in preparing for and conducting the vote.
 - (b) The Secretary transmits the text of amendments which are approved by the membership to:
 - (i) The Executive Committee
 - (ii) The Registered Agent as identified in the Articles of Incorporation
 - (iii) The Handbook & Procedures Manual Editor
 - (5) The Secretary is responsible for maintaining the official current set of *Articles of Incorporation* and *Bylaws*.
 - (6) Additional details on procedures for drafting amendments to the Articles and Bylaws can be found in the Handbook section devoted to the Articles and Bylaws Committee.
 - (7) The Secretary will maintain the Articles & Bylaws amendments time line.. **[added 4/99]**
- iv. Future Chapter Meeting Sites **[added executive committee meeting - 4/17/97]**
- (1) The Secretary is responsible for soliciting proposals from SEAALL members for future meeting sites. Meeting sites should be set two years in advance if possible.
 - (2) Announcements seeking proposals will be placed in the *Southeastern Law Librarian* and posted on appropriate Internet discussion lists.
 - (3) The Secretary will provide an application form to any interested parties.
 - (4) Proposals will be evaluated by the Executive Committee.
- v. Correspondence with AALL
- (1) The Secretary is responsible for notifying the AALL Spectrum or the appropriate newsletter columnist(s) of the election of officers, appointment of newsletter Editor and chapter events. The Local Arrangements Committee or the Program Committee will notify AALL publications of regular chapter meetings. **[revised 4/99]**

- vi. 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. Executive Committee
 - (1) Provides chapter governance as directed by the President.
 - (2) Consults regarding the investment of chapter funds. **[added 3/00]**
- ii. Archives
 - (1) Forward chapter records as identified in section F below
- iii. Handbook Editor
 - (1) Provide copies of Articles and Bylaws changes, election results, minutes of business and Executive Committee meetings.
- iv. Membership Database
 - (1) Coordinate provision of mailing labels for ballots and Articles and/or Bylaws amendments. **[revised 3/98]**
- v. Registered Agent
 - (1) Provide copies of minutes of business and Executive Committee meetings.
- vi. Articles and Bylaws Committee
 - (1) Oversee and execute the balloting process for any proposed amendments.
- vii. Newsletter/Public Relations Committee
 - (1) Prepares minutes of chapter business meeting for appropriate issues of the *Southeastern Law Librarian*.
 - (2) Submit proposed amendments to Articles and Bylaws for publication (if time permits).
 - (3) 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]**
 - (2) Receive biographical information on candidates from committee.
 - (3) Execute the balloting process.
- ix. Program Committee
 - (1) In conjunction with other members of Executive Committee, approve budgets for the annual educational program and the annual institute.
 - (2) In conjunction with other members of Executive Committee, review unanticipated expenses in the execution of the annual chapter meetings and institutes
- 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.

e. Reimbursement of Expenses

- i. The Chapter will reimburse the Secretary for
 - (1) the production and mailing costs for the annual election and
 - (2) the production and mailing costs for articles or bylaws amendments which require a special mailing
- ii. Ordinary expenses incurred in the performance of the duties of the Secretary will not be reimbursed by the Chapter.
- iii. 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) Official Chapter Correspondence for at least the previous three years
 - (2) Minutes of Executive Committee meetings and Chapter meetings for the previous three years and significant handouts at Executive Committee meetings
 - (3) Official copy of the Articles of Incorporation & Bylaws in print and electronic form.
- ii. Collect during term
 - (1) Current copies of the above items
- iii. Convey to successor/Archives
 - (1) Updated Correspondence and Minutes file
 - (2) All significant Chapter Correspondence deemed too old to be transmitted to the successor should be submitted to the Chapter's archives if it is deemed to have historical value.

g. Calendar of Responsibilities

- i. First year of term

March/ Attend Executive Committee meeting at annual chapter meeting prior to assuming office.
April

Assume office at business meeting during annual chapter meeting.

April Chapter fiscal year begins

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

April/ Distribute copies of Executive Committee meeting minutes (recorded by outgoing Secretary)
May to Executive Committee for approval. When approved, distribute to Registered Agent, Handbook Editor and any Committee Chair affected by Executive Committee action.

Distribute copies of business meeting minutes (recorded by outgoing Secretary) to Executive Committee for approval. Upon approval forward to Registered Agent, Handbook Editor and *Southeastern Law Librarian* Editor. **[revised 4/99]**

May Receive all appropriate records from the outgoing Secretary within one month of assuming office, but no later than May 15.

- July** Chapter membership year begins
- Attend AALL annual meeting and record minutes of Executive Committee meeting and chapter business meeting. Request vote of membership to destroy ballots.
- Southeastern Law Librarian* copy due July 30. **[added 3/00]**
- August** Distribute copies of Executive Committee meeting minutes to Executive Committee for approval. When approved, forward to Registered Agent, Handbook Editor and any Committee Chair affected by Executive Committee action.
- Distribute copies of Business Meeting minutes to Executive Committee for approval. Upon approval forward to Registered Agent, Handbook Editor and *Southeastern Law Librarian* Editor. **[revised 4/99]**
- October** *Southeastern Law Librarian* copy due October 30. **[added 3/00]**
- November** Approve slate of candidates by December 1. **[added 3/00]**
- December** Receive candidate biographical information from Nominating Committee by December 15.
- January** Mail ballots by January 15.
- Southeastern Law Librarian* copy due January 30. **[added 3/00]**
- January/February** Handbook modifications due to editor two months prior to annual chapter meeting **[revised 4/99]**
- February** Ballots returned by February 15.
- March** Notify President, *Southeastern Law Librarian* Editor of election results

ii. Second year of term

- March/
April** Attend annual Chapter meeting and record minutes of Executive Committee meeting and chapter business meeting.
- Request vote of membership to destroy ballots.
- April -
February** See previous year calendar
- March/
April** Attend annual Chapter meeting and record minutes of Executive Committee meeting and chapter business meeting.
- Request vote of membership to destroy ballots.
- April** Transmit minutes of Executive Committee meeting and chapter business meeting to incoming secretary for distribution.
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April/ Convey all appropriate files to incoming Secretary within one month of annual chapter
May meeting, but no later than May 15.

h. Relevant Chapter Forms [revised 3/98]

- i. Ballots
- ii. Ballot cover letter
- iii. Explanation of proposed Articles/Bylaws amendments -- (*Editor's Note: pending*)
- iv. Candidate biographical information
- v. Minutes - Business meeting, Executive committee meeting
- vi. Reimbursement memo
- vii. Annual meeting site nomination and newsletter article
- viii. Budget report