

Immediate Past President

a. Charge

- i. The Immediate Past President advises the current President and Executive Committee, serves as chair of the Articles and Bylaws Committee and participates as a member of the Service to SEAALL Committee.

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 officers shall serve without compensation. **[revised annual meeting - 7/12/98]**
- ii. 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. VI, Sec. 1*)
- iii. 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. General
 - (1) Serves as a voting member of the Executive Committee and attends all Executive Committee meetings.
- ii. 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.
- iii. Future Chapter Meetings **[revised executive committee meeting - 4/17/97]**
 - (1) The Executive Committee 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.

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

- i. Executive Committee
 - (1) Provide advice and support to the President **[added 4/99]**
 - (2) Consult regarding the investment of chapter funds. **[added 3/00]**
 - (3) See also relationships described in Articles and Bylaw Committee and Service to SEAALL Committee sections.
- ii. Articles and Bylaws Committee

- (1) Serve as chair of committee
- iii. Nominating
 - (1) In conjunction with the other members of Executive Committee, approve slate of candidates by December 1. **[added 3/00]**
- iv. 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, approve unanticipated expenses in the execution of the annual chapter meetings and institutes
- v. Scholarship Committee
 - (1) In conjunction with other members of the Executive Committee, set the amount of funds available for scholarship awards by July 31.
- vi. Service to SEAALL Committee
 - (1) Serve as a member of the committee.
- vii. Archives
 - (1) Forward chapter records as identified in section F below.
- viii. Handbook Editor
 - (1) Notify of modifications in chapter procedures to be documented in Handbook.
- e. Reimbursement of Expenses**
 - i. Ordinary expenses incurred in the performance of the duties of the Immediate Past 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 Chapter and Executive Committee meetings for the previous two years
 - (2) Copies of handouts at Executive Committee meetings for previous two years
 - ii. Collect during term
 - (1) Items listed above
 - iii. Convey to successor
 - (1) Minutes of Chapter and Executive Committee meetings for the previous two years
 - (2) Copies of handouts at Executive Committee meetings for previous two years.
- g. Calendar of Responsibilities** *Editor's Note: The Immediate Past President must also look to the Articles and Bylaws Committee Calendar*

March/ Assume office at the end of the business meeting during annual chapter meeting.
April

April Chapter fiscal year begins

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

**April/
May** Convey files to new President and receive files from predecessor within one month of leaving office, but no later than May 15.

July Chapter membership year begins

Attend annual meeting of AALL.

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]**

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

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

**January/
February** Handbook modifications due to editor two months prior to annual chapter meeting.

h. Relevant Chapter Forms [revised 3/98]

- i. Budget report
- ii. Reimbursement memo

