

## Scholarship Committee

### a. Committee Charge

- i. The Scholarship Committee publicizes, manages, and awards the annual Lucile Elliott Scholarships, Annual Meeting Grant, CONELL Grant, Student Scholarship, and other scholarships as established by the SEAALL Executive Committee. [revised 2005, 2006]

### b. Articles/Bylaws Statements

- i. There shall be the following standing committees: ... (5) Scholarship ... (*Articles, Art. VIII*)
- ii. The president shall appoint all members of the standing committees. (*Articles, Art. VIII*)

### c. Composition of committee

- i. Prior to the annual business meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
- ii. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
- iii. The incoming President may also solicit other individuals for committee membership, if necessary.
- iv. Committee members will be appointed to two year terms to provide continuity for the committee.
- v. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

### d. Responsibilities

- i. Lucile Elliott Scholarship program (Spring)
  - (1) Guidelines -- adopted 1994, revised 1998, revised 2004
    - (a) The Lucile Elliott Scholarship fund was established to provide financial aid for any purpose reasonably designed to improve one's career in law librarianship. Part of the purpose of these awards is to encourage recipients to remain in the profession.
    - (b) Applicants must be a paid member of the Southeastern Chapter of AALL at the time the application is completed. Associate members are not eligible for SEAALL scholarships. [revised 4/99]
    - (c) Scholarship Committee members are ineligible to receive scholarships during their tenure on the Committee.
    - (d) Applicants who have received a Lucile Elliott Scholarship within the previous three years are ineligible to receive a scholarship.
    - (e) Five points will be deducted for each SEAALL scholarship received by an applicant.
    - (f) In selecting scholarship recipients, the Committee will consider the following factors:
      - (i) Length of membership in SEAALL:
        - 1) The Chapter wishes to encourage the participation of its newer members (3 years or less). Therefore, when the applicant pool permits, scholarships will be awarded on a 70:30 newer members to continuing members ratio.
      - (ii) Participation and service to the law library profession:
        - 1) This is demonstrated by participation in committees, sections, programs, projects, etc. of professional associations.
      - (iii) Intended use of scholarship:
        - 1) Scholarships may be used to provide financial aid for any purpose reasonably designed to improve one's career in law librarianship. Preference shall be given for attending any activity sponsored by the Southeastern Chapter.
      - (iv) Lack of financial assistance from employer.

- (g) Scholarship recipients will be required to write an article for the *Southeastern Law Librarian* related to the scholarship activity or to volunteer for and serve on a SEAALL committee during the upcoming year. [revised 3/98]
- (2) Procedures
  - (a) The committee will verify the amount of funding available with the President by July 31.
  - (b) The Chair or a committee member will prepare an article or advertisement outlining the award guidelines and submit the application form for the summer issue of the *Southeastern Law Librarian*. The article should include information on the service to the chapter which is required of successful applicants. [revised 3/98, 4/06]
  - (c) The availability of the scholarships will be publicized via other media as appropriate.
  - (d) Completed applications must be postmarked within 7 days of the SEAALL Annual Meeting Program becoming available to members. The Chair of the Scholarship Committee should consult with the members of the Local Arrangements Committee to coordinate dates. [revised 3/98, 7/03, 4/06]
  - (e) After chair verifies that all applicants are chapter members in good standing, copies of the completed applications and uncompleted ranking forms are mailed or emailed to the Scholarship Committee within a week of the application deadline. [revised 3/98, 7/03, 4/06]
  - (f) Committee members return ranking sheets to Chair within 2 weeks. [revised 3/98, 7/03, 4/06]
  - (g) Chair resolves any conflicts or ties among selections.
  - (h) Chair notifies President of list of recipients.
  - (i) Chair notifies recipients by letter or email, inquiring as to when recipient requires the money and verifies with recipient the service to SEAALL requirement, and asks the recipient to choose her/his preferred service activity (see section D.1.a.7 above). Decision on service activity to be made by scholarship recipient within 2 weeks of receiving the award. [revised 3/98, 7/03, 4/06]
    - (i) Recipients choosing to volunteer for a SEAALL committee should submit a ranked list of three committees to the Chair of the Scholarship Committee. [added 3/98, revised 4/06]
    - (ii) The Chair will notify the Vice-President/President-Elect of those recipients choosing committee service by March 5 to insure that committee appointments are forthcoming. [added 3/98, revised 7/03]
    - (iii) The Chair will notify the Editor of *The Southeastern Librarian* of those recipients choosing to write articles as their service option. Recipients writing about the same event should be encouraged to write about different sessions of the event, if at all feasible. [added 3/98, revised 4/06]
  - (j) Recipients accept or reject the award in writing.
  - (k) Chair notifies Treasurer of scholarship recipients, addresses, amounts and date when funds are required by February 15. [revised 7/03]
  - (l)
- ii. Student Scholarship Program (Fall) [added 4/05, amended 4/06]
  - (1) Guidelines
    - (a) The SEAALL Scholarship for Library School Students is intended to promote interest in the profession of law librarianship among library school students. It will be awarded to a student whom the Scholarship Committee determines has indicated a genuine interest in the profession of law librarianship and is likely to pursue a career in law librarianship.
    - (b) The recipient will also be given a one-year membership in SEAALL
    - (c) To qualify for a library school scholarship an applicant must:
      - (i) Be a student registered at an ALA-accredited library school who resides within the

geographic area covered by SEAALL, and who will continue as a student for another semester or quarter. The geographic area covered by SEAALL includes Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, US Virgin Islands, Virginia, District of Columbia, and West Virginia.

- (ii) Submit a completed application for the student scholarship, postmarked by October 1,
  - (iii) Submit 2 letters of recommendation from teachers and/or employers with the application,
  - (iv) Submit a personal statement that indicates a genuine interest in the profession of law librarianship with the application.
- (d) In selecting scholarship recipients, the Committee will consider the following factors:
- (i) Genuine interest in the profession of law librarianship as a career, evidenced by:
    - 1) the personal statement,
    - 2) letters of recommendation,
    - 3) relevant work or internship experience,
    - 4) relevant course work,
    - 5) relevant professional activity;
  - (ii) Any previous scholarships or grants to an applicant; however, such previous awards will not render the applicant ineligible for the library school scholarship.
- (e) The award recipient will be required to write an article for the *Southeastern Law Librarian* about a topic the student learned about in library school or in an internship, preferable a topic that relates to law librarianship.

iii. Annual Meeting Grant (Spring) [added 4/06]

(1) Guidelines

- (f) The Annual Meeting Grant was established to provide the cost of full registration at AALL to a SEAALL member.
- (g) Applicants must be a paid member of the Southeastern Chapter of AALL at the time the application is completed. Associate members are not eligible for SEAALL scholarships.
- (h) Scholarship Committee members are ineligible to receive scholarships during their tenure on the Committee.
- (i) Applicants who have received a SEAALL scholarship within the previous three years are ineligible to receive a scholarship.
- (j) Scholarship recipients will be required to write an article for the *Southeastern Law Librarian* related to the scholarship activity or to volunteer for and serve on a SEAALL committee during the upcoming year.

(2) Procedures

- (a) The committee will verify the amount of funding available with the President by July 31.
- (b) The Chair or a committee member will prepare an article or advertisement outlining the award guidelines and submit the application form for the summer issue of the *Southeastern Law Librarian*. It should include information on the service to the chapter which is required of successful applicants.
- (c) The availability of the scholarships will be publicized via other media as appropriate.
- (d) Completed applications are due at the same time the Lucile Elliott applications are due.
- (e) After chair verifies that all applicants are chapter members in good standing, copies of the completed applications and uncompleted ranking forms are mailed or e-mailed to the Scholarship Committee within a week of the application deadline.
- (f) Chair resolves any conflicts or ties among selections.

- (g) Chair notifies President of list of recipients.
  - (h) Chair notifies recipients by letter or e-mail, inquiring as to when recipient requires the money and verifies with recipient the service to SEAALL requirement, and asks the recipient to choose her/his preferred service activity (see section D.1.a.7 above). Decision on service activity to be made by scholarship recipient within 2 weeks of receiving the award
  - (i) Recipients choosing to volunteer for a SEAALL committee should submit a ranked list of three committees to the Chair of the Scholarship Committee to assure appointment.
    - (i) The Chair will notify the Vice-President/President-Elect of those recipients choosing committee service by March 5 to insure that committee appointments are forthcoming.
    - (ii) The Chair will notify the Editor of *The Southeastern Librarian* of those recipients choosing to write articles as their service option. Recipients writing about the same event should be encouraged to write about different sessions of the event, if at all feasible.
  - (j) Recipients accept or reject the award in writing.
  - (k) Chair notifies Treasurer of scholarship recipients, addresses, amounts and date when funds are required by the end of February.
- iv. Conell Grant (Spring) [added 4/06]
- (1) Guidelines
    - (a) The Conell Grant was established to provide the cost of Conell registration and the cost of staying in a hotel for one night to a SEAALL member.
    - (b) Applicants must be a paid member of the Southeastern Chapter of AALL at the time the application is completed. Associate members are not eligible for SEAALL scholarships.
    - (c) Scholarship Committee members are ineligible to receive scholarships during their tenure on the Committee.
    - (d) Applicants who have received a SEAALL scholarship within the previous three years are ineligible to receive a scholarship.
    - (e) Scholarship recipients will be required to write an article for the *Southeastern Law Librarian* related to the scholarship activity or to volunteer for and serve on a SEAALL committee during the upcoming year.
  - (2) Procedures

The committee will verify the amount of funding available with the President by July 31.

    - (a) The Chair or a committee member will prepare an article or advertisement outlining the award guidelines and submit the application form for the summer issue of the *Southeastern Law Librarian*. It should include information on the service to the chapter which is required of successful applicants.
    - (b) The availability of the scholarships will be publicized via other media as appropriate.
    - (c) Completed applications are due at the same time the Lucile Elliott applications are due.
    - (d) After chair verifies that all applicants are chapter members in good standing, copies of the completed applications and uncompleted ranking forms are mailed or e-mailed to the Scholarship Committee within a week of the application deadline.
    - (e) Chair resolves any conflicts or ties among selections.
    - (f) Chair notifies President of list of recipients.
    - (g) Chair notifies recipients by letter or e-mail, inquiring as to when recipient requires the money and verifies with recipient the service to SEAALL requirement, and asks the recipient to choose her/his preferred service activity (see section D.1.a.7 above).

Decision on service activity to be made by scholarship recipient within 2 weeks of receiving the award.

- (h) Recipients choosing to volunteer for a SEAALL committee should submit a ranked list of three committees to the Chair of the Scholarship Committee to assure appointment.
  - (i) The Chair will notify the Vice-President/President-Elect of those recipients choosing committee service by March 5 to insure that committee appointments are forthcoming.
  - (ii) The Chair will notify the Editor of *The Southeastern Librarian* of those recipients choosing to write articles as their service option. Recipients writing about the same event should be encouraged to write about different sessions of the event, if at all feasible.
- (i) Recipients accept or reject the award in writing.
- (j) Chair notifies Treasurer of scholarship recipients, addresses, amounts and date when funds are required by the end of February.

ii. Chapter Finances [added executive committee meeting - 4/17/97, revised 4/06]

(1) Chair will monitor committee expenses/revenue during the year; chair will collaborate with committee by August 15 to prepare a budget outlining the amount of the budget that will be allocated to each scholarship category.

(2) Chair will notify outgoing President of totals prior to the annual chapter meeting.

iii. Handbook

(1) The committee will review the procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and, if necessary, to the Executive Committee.

iv. Reporting [revised 4/99]

(1) The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.

(2) The report will include both the names of scholarship recipients and the service activity chosen by each recipient. [added 3/98]

v. Meetings

(1) The committee is encouraged to meet during the annual chapter meeting, to conduct committee business via email and to hold conference calls as needed. [revised 4/99]

(2) Minutes will be recorded for each conference call and meeting.

(3) If significant committee business occurs via email, copies of significant messages should be maintained in print for committee files. [revised 4/99]

(4) The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.

(5) The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

**b. Relationship to SEAALL Officers or Other Committees**

i. President

(1) Confirm funds available for scholarship awards by July 31.

(2) Coordinate announcement of scholarship winners at annual chapter meeting.

ii. Vice-President/President-Elect

(1) Chair conveys names of scholarship recipients choosing committee service prior to upcoming annual chapter meeting by February 5. [added 3/98]

iii. Handbook Editor

(1) The committee will provide proposed additions and revisions to the procedures included in this Handbook.

iv. Education/Publications

(1) The committee will provide the Education/Publications Committee with any committee work deemed appropriate for the SEAALL web site. [added 3/98]

v. Newsletter/Public Relations Committee

(1) Submit article and application form, and announcement of winners for appropriate issues of *Southeastern Law Librarian*.

(2) Coordinate submission of articles written by scholarship winners.

(3) Consult the most recent issue of the *Southeastern Law Librarian* for copy deadlines.

**c. Reimbursement of Committee Expenses**

i. Ordinary expenses such as phone calls, postage and photocopy costs incurred in the performance of committee activities will not be reimbursed by the Chapter. [revised 4/99]

ii. Budgeted Expenses

(1) Reimbursement memos for budgeted items should be submitted to the Treasurer with a cover memo explaining the reimbursement sought and including any receipts or supporting documentation. [revised 4/99]

iii. Expenses Not Previously Budgeted

(1) Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.

(2) Requests for reimbursement should be submitted to the President and/or Executive Committee on with a cover memo explaining the reason for the request and any supporting documentation. [revised 4/99]

(3) Upon approval, President will forward the Reimbursement memo to the Treasurer for payment.

**d. Chapter Records**

i. Receive from immediate past chair

(1) Committee files for the previous three years.

(2) Copies of any project files for the previous three years.

ii. Collect during term

(1) Items enumerated above.

iii. Convey to successor/Archives

(1) Items enumerated above.

(2) Older files and materials are to be sent to SEAALL archives.

### e. Calendar of Responsibilities

**March/  
April** Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)

Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)

Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.

Incoming Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor

**April** Chapter fiscal year begins

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

**April/  
May** Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.

Chair receives final list of committee members and any special assignments from the President.

Chair solicits ideas for special projects from committee members.

**June** Chair prepares preliminary committee report. Report is due to the President one month prior to the chapter business meeting at AALL.

**July** Chapter membership year begins

Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)

Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)

Chair confirms with President, by July 31, amount of funds available for scholarships.

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

**August** Notify Deans of Library Schools about Student Scholarship (ALA Directory is online.) [added 4/05]

**October** Reminders of scholarship application deadlines posted on law-lib; seaall-1 and other relevant lists

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

**January** Scholarship application deadline is January 15.

Committee reviews applications and determines award recipients.  
*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** Chair notifies scholarship recipients of award. [revised 7/03]

Recipients acknowledge acceptance of award and date funds are needed. [revised 7/03]

Chair notifies Treasurer of award recipient names and amounts awarded. [revised 3/98, 7/03]

Recipients choose preferred service activity by February 28. [added 3/98, revised 7/03]

Treasurer sends checks to scholarship recipients unless recipient requests a different date.

**Feb./Mar.** Chair prepares committee report. Report is due to President one month prior to annual chapter meeting.

**March** Chair notifies Vice-President/President-Elect of scholarship recipients who choose committee membership as service requirement. [added 3/98, revised 7/03]

Expense/revenue reports due to the President one month prior to the annual chapter meeting.

Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

Outgoing Chair prepares and delivers files to incoming Committee Chair and/or SEAALL Archives by May 15.

- f. Relevant Chapter Forms [Revised 3/98]
- i. Annual Committee Report
- ii. Reimbursement memo
- iii. Scholarship rating sheet
- iv. Budget report