

Introduction

The impetus for the revision of this Handbook grew out of the perception on the part of a number of SEAALL Executive Committees that much of SEAALL's institutional memory was not being preserved. As AALL's oldest chapter, SEAALL has a long history of accomplishments. Beginning in 1994, it was perceived that the transition between officers and committee chairs was not occurring as smoothly as was desirable. Thus began the project to revise, enlarge and update the admirable work of the Ed Edmonds on the first Handbook.

It is hoped that having chapter activities and procedures streamlined and documented will encourage those chapter members who have resisted committee or executive board involvement in the past to take the plunge. Now that it is no longer necessary to re-invent the wheel with each change of committee chair or officer, it should prove to be much easier to accomplish the activities of the chapter.

Thanks go to all SEAALL officers and committee chairs since 1994 who have responded graciously and promptly to my requests for written documentation on committee and executive board procedures, for information on chapter history and for suggestions on how the chapter could do better.

Thanks also go to the Law Librarians' Society of the District of Columbia, the Minnesota Association of Law Libraries and the Association of Law Libraries of Upstate New York for blazing the chapter handbook trail and allowing other chapters to borrow their ideas.

A final thank you must go to my husband, Tim Coggins for his unfailing support and valuable suggestions.

This document will always be a work in progress and will require the care and maintenance of all future SEAALL members. Suggestions are always welcome.

Hazel Johnson
Richmond, Virginia
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Introduction to 1992 Edition

A. Purpose of Handbook

This Handbook is intended to provide SEALL officers, committee chairs, and members an overview of the Chapter's operations. The Handbook should assist members assuming leadership positions to commence their work with information regarding the functions, duties, and responsibilities of each position as well as the practices of prior officers and committee chairs. The Handbook will also help to clarify instances of overlapping and intersecting responsibility, and to provide an idea of how the work one does may effect or be affected by the work of others.

The intention is not to provide every detail of past operations, or to replace personal contact among members. It is assumed, for example, that out-going officers and committee chairs will thoroughly discuss with their successor the work of that office or committee, and provide more extensive documentation and records than can feasibly be included in this Handbook.

The Handbook is not intended to create unbending rules of procedure or to stifle creativity. Hopefully, the Handbook will provide an outline of past practices to serve as a starting point. The vitality of any organization requires initiative and imagination.

B. Relationship to Other Documents

This Handbook supplements the Chapter's Articles and Bylaws, but it does not have the same formal status as those core documents. While the latter are prescriptive, the Handbook is intended to be suggestive. In cases of conflict between the Handbook and the Articles and Bylaws, the latter prevail. While the Handbook attempts to provide interpretations of some of the general provisions of the core documents, the interpretations are not to be treated as definitive. Members should feel free to exercise judgment within their areas of responsibility and to deviate from the guidelines presented here when appropriate.

C. Updating

The Editor will update the Handbook on a regular basis as determined by the Executive Board. It is produced in looseleaf format to allow easy updating of individual sections.

Suggestions for revisions should be forwarded to the Editor of the Handbook and the Chair of the Publications Committee. All users of the Handbook are encouraged to note statements that appear to conflict with actual or preferred practice and to suggest appropriate changes.

D. Distribution

The Handbook is distributed to all SEALL officers and committee chairs. Notice of its availability is published in the Newsletter, and other members wishing to receive a copy can request one from the Editor. Distribution to SEALL members is made free of charge.

A copy of the Handbook is also sent free of charge to the President of each AALL Chapter, to the Coordinator of the Council of Chapter Presidents, and to the Executive Director of AALL.

Copies requested by individuals or groups not mentioned above may be provided at the discretion of the Chair of the Publications Committee. If the volume of such requests results in major additional expense, the Chair may request authorization from the Executive Board to charge such individuals or groups an amount equal to the actual cost of copying and distributing the additional copies.