



Handbook of Standard Operations and Procedures

2016 Edition

A chapter of the American Association of Law Libraries



Purpose

The purpose of this Handbook is to provide officers and committee chairs of the Atlanta Law Libraries Association (ALLA) an outline of duties and timelines associated with the ALLA's annual programs and operations.

The goal of this Handbook is to inform new and returning leaders of prior practices, important dates, and typical procedures used in performing the duties of any given leadership position.

Users of this Handbook should note that prior practices do not bar innovation and should not prevent officers and committee chairs from amending this Handbooks, as needed, to maintain its utility and relevance.

This Handbook should be reviewed and updated annually.

Acknowledgments

Special thanks to the ALLA Handbook Ad Hoc Committee for its effort in developing the *ALLA Handbook of Standard Operations and Procedures*. The committee is grateful for the feedback from executive board members and committee chairs.

ALLA Handbook Ad Hoc Committee

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General Information

Membership

- Annual ALLA dues become due and payable on June 1 of each year.
- Dues must be paid on or before August 31 of said year.

ALLA Records

- The incoming Secretary shall invite new officers to ALLA's shared Dropbox folder containing past annual reports, meeting minutes, and other Association-related documents.
- Outgoing board members and committee chairs shall submit all relevant documents to the Secretary to be uploaded to ALLA's Dropbox folder, such as committee reports and any communications with committee members describing committee goals, related research, outcomes and the process used to accomplish tasks.

Website

- ALLA's direct URL is: <http://atlantalawlibraries.org/>.
- The website includes ALLA news, a job board, listserv and discussion forum rules, meeting announcements, RSVP feature, chapter documents, and membership directory.
- Listserv and discussion forum rules are available at <http://atlantalawlibraries.org/alla-listserv-discussion-forum-rules/>.

ALLA Listserv

- The listserv is hosted on AALLNET, and accessible via the ALLA website.
- ALLA members shall subscribe to the listserv to receive meeting and event announcements, job postings, and share Association or professional news. The listserv is also available for posting law firm ILL requests.
- Listserv communications shall be sent to alla@aallnet.org.
- To subscribe to the listserv, members may go to the ALLA website and select "Join ALLA Listserv" under the Connect sub-header on our homepage.

ALLA Discussion Forum

- ALLA has six (6) discussion boards under the "Members" tab on the ALLA website.
- The forums are as follows: 1) Library Association Forum, 2) ALLA Discussion; 3) AALL Discussion Board; 4) Library General Discussion; 5) Law Review Office; and 6) Book Club.

ALLA Membership Directory

- This online membership directory is maintained on the ALLA website.
- The directory is only accessible to current members. Members must first register on the ALLA website and obtain the password from the ALLA webmaster.

ALLA President

Charge

- Coordinates all business and projects of the Association.
- Presides at all meetings.
- Responsible for the overall enforcement of Association bylaws, procedures and practices.
- Serves as liaison to the American Association of Law Libraries (AALL).

ALLA Executive Board Meetings

- Prepares the meeting agenda.
- Sets the date and coordinates the conference calls or meeting space for all board meetings. Board meetings occur monthly, usually the Thursday preceding the monthly membership meeting.
- Schedules the initial Executive Board meeting for the new term in July or August to begin planning education programs and activities for the term.

ALLA Monthly Membership Meetings

- Coordinates monthly education programs (September – April) and other activities with the Executive Board. Monthly meetings are held the second Tuesday of each month.
- Works with the Executive Board to secure speakers for monthly meetings.
- Coordinates catering, as needed, for monthly membership meetings.
- Secures the venue for monthly membership meetings.
- Advertises monthly meetings via the Chapter listserv and website two (2) weeks prior to meeting date.
- Monitors meeting RSVPs for catering head count and to compile a list of attendees to submit to security or the receptionist at meeting venues, as needed.

ALLA Annual Meeting and Luncheon

- Coordinates the annual AALL Chapter Visit by an AALL Executive Board member who serves as the guest speaker at the ALLA Annual Meeting and Luncheon which is held the second Tuesday in May.
- Communicates with the ALLA Executive Board and AALL guest speaker to determine the luncheon topic.
- Coordinates itinerary for AALL guest speaker's visit.
- Coordinates dinner for the AALL guest speaker to meet ALLA Executive Board members. If the speaker is available, the dinner takes place the evening preceding the ALLA Annual Meeting and Luncheon.
- Prepares the meeting agenda for Executive Board approval.
- Works with the Treasurer to reserve the luncheon venue.
- Advertises the ALLA Annual Meeting & Luncheon thirty (30) days prior to the date of the event. When possible, notice shall advise members if business is to be transacted.
- See the *Appendix* for the annual luncheon planning guide.

Committees

- Appoints chairs to the committees of the Association.
- Helps committee chairs appoint committee members, as needed.
- Communicates with newly appointed committee chairs to create goals for the year.
- Communicates on a regular basis with committee chairs or board liaisons regarding each committee's progress.
- Communicates regularly with the Vice-President/President-Elect for updates on the Holiday Party, ALLA Annual Meeting and Luncheon, and other duties, as assigned.
- Serves as Ex-Officio member of committees.
- Sets deadlines for annual reports from committee chairs and officers.

Other Duties and Responsibilities

- Prepares reports and correspondence to AALL.
- Provides names of newly elected officers and newly appointed committee chairs to the webmaster and AALL chapter liaison (currently Kimberly Rundle, krundle@aall.org).
- Submits the ALLA Annual Report to AALL in accordance with AALL's deadline.
- Submits important ALLA documents at the end of the term to the ALLA Dropbox folder.

Important Dates for President

June

- Sends welcome letter to board.

July/August

- Schedules initial Executive Board meeting in the summer to begin planning education programs and activities for the term.

August/September

- Appoints committee chairs and recruits committee members.
- Recruits committee members at the first association meeting.
- Forwards committee member rosters to committee chairs.
- Communicates with committee chairs to set goals for the term.

September - November

- Coordinates monthly Executive Board meetings.
- Coordinates monthly Membership meetings.

November

- Applies for AALL Chapter Visit for ALLA Annual Meeting and Luncheon.

December

- Coordinates monthly Executive Board meeting.
- Annual Holiday Party

January – April

- Coordinates monthly Executive Board meeting.
- Coordinates monthly Membership meeting.

January/February

- Checks in with AALL Executive Board guest speaker.

March/April

- Works with Treasurer to secure venue for the ALLA Annual Meeting and Luncheon.
- Communicates annual meeting agenda to guest speaker.
- Sets and communicates deadlines for Treasurer’s annual report and committee reports.

April

- Reminds Treasurer and committee chairs about deadlines for committee reports.
- Coordinates itinerary for guest speaker’s visit.
- Coordinates dinner with ALLA Executive Board and guest speaker.

May

- Presides over ALLA Annual Meeting and Luncheon
- Reminds Treasurer and committee chairs about deadlines for committee reports.

June

- Meets with incoming ALLA President to transition Chapter leadership.

July

- Prepares Chapter’s Annual Report to submit to AALL, usually due in early August.

Vice-President/President-Elect

Charge

- Assists the President and Executive Board in conducting Association business and projects.
- Prepares for and presides at all meetings in the President's absence.
- Coordinates the Annual Holiday Party.
- Prepares for term of office as ALLA President.

Board Liaison

- Serves as board liaison for select committees.
- Committees may be selected based on skill sets, abilities, and interests.
- Committees may be selected based on prior service to that committee.
- Communicates any themes or goals selected by the ALLA President or Executive Board to committees, as assigned.

Annual Holiday Party

- Coordinates ALLA's Annual Holiday Party.
- Collaborates with the Special Libraries Association of Georgia (SLA-GA) to host a shared party, per approval of the Executive Board.
- Proposes several venues and associated menus to the Executive Board for approval.
- Plans games, décor, and door prizes.
- Coordinates with the ALLA Community Service Committee Chair to determine whether a giving opportunity or community service project will be planned in conjunction with the party.
- Works with ALLA Executive Board and SLA-GA to identify prospective sponsors.
- Advertises the Annual Holiday Party at least three (3) weeks prior to the date of event.

ALLA Annual Meeting and Luncheon

- Communicates with Members-at-Large to establish a timeline for planning, preparing, and distributing certificates of recognition (or appreciation) and other awards for officers and committee members, as determined by the President and the Executive Board.
- Serves as the liaison between the President and the Members-at-Large. Communicates any new awards or instructions from the President to the Members-at-Large.
- Assists President with logistics and planning, as assigned.

Other Duties and Responsibilities

- Solicits and develops program ideas.
- Performs duties delegated by the President.
- Assists in coordinating monthly education programs (September – April) or other activities, as assigned by the President and/or Executive Board.
- Performs duties of the ALLA President in the President's absence at executive board, monthly meetings, and the Annual Meeting and Luncheon.

- Writes Vice-President’s annual report (summarizing the annual holiday party) and submits by the deadline set by the President.

Important Dates for Vice-President/President-Elect

August

- Contacts Executive Board for approval on planning a joint Holiday Party in collaboration with SLA-GA.
- Contacts SLA-GA to establish timelines and assign tasks.
- Contacts chairs of committees for which Vice-President/President-Elect serves as the board liaison.

September - November

- Coordinates at least one monthly membership meeting.

September/October

- Contact potential sponsors with date of the Annual Holiday Party and sponsorship invitation.
- Contacts the ALLA Community Service Committee Chair to determine whether a giving opportunity or community service project will be planned in conjunction with the party.

October

- Finalizes venue, menu, and plans games and door prizes for the Annual Holiday Party.

November

- Advertises the Annual Holiday Party at least three (3) weeks prior to the event.
- Finalizes Annual Holiday Party plans.

December

- Hosts Annual Holiday Party.

January - April

- Coordinates at least one monthly membership meeting.

February

- Contacts Members-at-Large to coordinate annual awards for officers and committees and establish timelines.

February – April

- Assists President with logistics and planning of the Annual Meeting and Luncheon, as assigned.

May

- Submits Vice-President’s Annual Holiday Party report.
- Thanks guests for attending the Annual Meeting and Luncheon and adjourns meeting.

Secretary

Charge

- Maintains all written records of the Association.
- Coordinates ALLA Elections.
- Keeps current copy of Bylaws and other official Association documents.

Minutes

- Records and reports minutes for all ALLA Executive Board and monthly membership meetings.
- Attends all ALLA Executive Board and monthly membership meetings in order to prepare the official minutes.
- Notifies the ALLA President in advance if unable to attend a meeting and arranges for another officer or member to take minutes.
- Submits a copy of the ALLA Executive Board meeting minutes and monthly membership meeting minutes to the appropriate Dropbox folder.

Elections

- Works with the Nominations Committee to prepare the official election ballot (if more than one candidate for any position) and candidate biographies for general and special elections. The candidate biographies should include the candidate's name, title, institution and a statement explaining their interest in running for office. Statements of interest are vetted by the Secretary. Statements in need of any changes should be returned to the candidates for editing.
- Reviews the ALLA Bylaws sections governing nominations, elections, ballots, tabulation of votes, election results, and other details about ALLA's elections process.
- Distributes ballots, tabulates all votes cast, and coordinates run-offs between candidates.
- Sends tabulated votes and election results to the ALLA President for verification.
- Notifies Executive Board of election results.
- Notifies all candidates of election results prior to announcing new officers to the membership.

Special Elections

- A special election is required in the event a vacancy occurs in the office of the Vice-President, and must be held within 60 days of the vacancy.
- Works with the ALLA President and Nominating Committee to coordinate a timeline for nominations and the election.
- The Executive Board will presents the nominations to the membership at least 10 days prior to the election. At that time, additional names of nominees may be submitted by petition to the Secretary. Those additional nominees must accept their nominations 7 days prior to the election to be added to the ballot.
- A vacancy in the office of the President is automatically filled by the sitting Vice-President/President-Elect, who will serve the remainder of the term plus one year.

- The Executive Board will appoint eligible ALLA members to fill vacancies occurring among offices other than the President or Vice-President for the remainder of the term.
- Reviews the ALLA Bylaws section governing vacancies (Article VIII, Section 3) for additional information on timelines, ballots, and runoffs in a special election.

Other Duties and Responsibilities

- Maintains a copy of ALLA’s official records.
- Assists in coordinating monthly education programs (September – April) or other activities, as assigned by the President and/or Executive Board.
- Audits financial records every two years (audit coincides with Treasurer’s term).
- Receives and compiles all grant and scholarship applications and distributes to the Executive Board for review. Contacts award recipients and those applicant not chosen for an award.
- Serves as board liaison for select committees.

Important Dates for Secretary

July - May

- Records minutes of the monthly membership meetings and ALLA’s Annual Meeting and Luncheon.
- Uploads minutes to Dropbox folder.

September – November

- Coordinates at least one monthly membership meeting.

January – April

- Coordinates at least one monthly membership meeting.

March

- Prepares and distributes slate of candidates, ballots (if more than one candidate for any office), and candidate biographies. See Bylaws for specific time frames.

April

- Prepares election results (if more than one candidate for any office). See Bylaws for specific time frames.
- Notifies candidates, President, and Executive Board of election results.
- Announces election results to ALLA members.
- Coordinates run-off election, if required.
- Prepares run-off election ballot, if required.

May

- Prepares slate of candidates for voice vote at Annual May Meeting and Luncheon if only one candidate for each office. See Bylaws for additional details.
- Audits financial records every two years (audit coincides with Treasurer’s term).

Treasurer

Charge

- Maintains all financial records of the Association.
- Manages the budget.
- Maintains the membership rolls.

Membership

- Annual ALLA dues become due and payable on June 1 of each year.
- Dues must be paid on or before August 31 of said year.
- Receives and processes requests for membership and membership renewals.
- Sends copies of membership form to new and renewing members.
- Sends written notification from the Association of the consequences for failure to pay dues, prior to the deadlines for dues.
- Sends current membership rolls to Webmaster to update the online membership directory as changes to membership occur.
- Sends current membership rolls to Listserv Coordinator to update ALLA's listserv.

Finances

- Manages the budget.
- Receives requests for reimbursements for approved expenses incurred on behalf of the Association.
- Provides all financial records and receipts to the Secretary for the Association's biennial audit which coincides with the end of the Treasurer's term.
- Coordinates the addition of the Vice-President/President-Elect's name on bank accounts (updated every three years).
- Receives payments from members attending the Annual Holiday Party and Annual Meeting and Luncheon.

ALLA Annual Meeting and Luncheon

- Works with ALLA President to coordinate Annual Meeting and Luncheon.
- Proposes several venues and associated menus to the Executive Board for approval.
- Serves as liaison between the Association and selected venue to coordinate time frames for submitting the contract securing the meeting space, menus (general and special dietary selections), final head count, and A/V equipment.
- Collects payment from attendees and provides receipts.
- Submits final payment to the venue.
- Manages budget requests for officers' awards and other expenses for the Annual Meeting and Luncheon.

Other Duties and Responsibilities

- Files our annual Secretary of State Registration renewal application.
- Assists in coordinating monthly education programs (September – April) or other activities, as assigned by the President and/or Executive Board.

- Disburses funds to ALLA's grant and scholarship award recipients.
- Serves as board liaison for select committees.
- Manages expenses and reimbursements for monthly membership meetings.

Important Dates for Treasurer

June/July

- Send membership renewal notices to members.

July - May

- Manages Association budget and expenses.

September/October

- Submits current membership rolls to the Webmaster to update the online directory and Listserv Coordinator to update listserv subscribers.

September – November

- Coordinates at least one monthly membership meeting.

December

- Submits payment to venue for ALLA Annual Holiday Party and/or works with SLA-Georgia's Treasurer to pay ALLA's portion of the expenses.

January – April

- Coordinates at least one monthly membership meeting.

February/March

- Researches prospective venues for ALLA Annual Meeting and Luncheon.
- Submits proposed venues to Executive Board for selection and approval.
- Reserves venue for ALLA Annual Meeting and Luncheon.

March/April

- Submits proposed menu for ALLA Annual Meeting and Luncheon to Executive Board for approval.
- Requests special meals and A/V equipment for ALLA Annual Meeting and Luncheon.

April

- Submits final head count to ALLA Annual Meeting and Luncheon venue.
- Writes annual Treasurer's report to be submitted at Annual Meeting and Luncheon.
- Contacts the ALLA Secretary to schedule the financial audit to take place within one week after the Annual May Meeting and Luncheon every two years (which coincides with the end of the Treasurer's two-year term).

May

- Collects payment from attendees at the Annual Meeting and Luncheon.

- Provides members with written Treasurer's Report at the Annual Meeting and Luncheon.
- Provides Secretary with access to financial documents and receipts for the Association's biennial audit.

Members-at-Large

Charge

- Works with other officers of the Executive Board to conduct the business and projects of the Association.

ALLA Annual May Meeting and Luncheon

- Communicates with Vice-President/President-Elect to establish a timeline for planning, preparing, and distributing certificates of recognition (or appreciation) and other awards for officers and committee members, as determined by the President and the Executive Board.
- Orders, prepares and distributes certificates of recognition (or appreciation) and other awards for officers and committee members.

Other Duties and Responsibilities

- Assists in coordinating monthly education programs (September – April) or other activities, as assigned by the President and/or Executive Board.
- Serves as board liaison for select committees.

Important Dates for Members-at-Large

September – November

- Coordinates at least one monthly membership meeting.

January – April

- Coordinates at least one monthly membership meeting

February

- Communicates with Vice-President/President-Elect to coordinate annual awards for officers and committee members and establishes timelines.

February – April

- Orders and prepares annual awards for officers and committee members.
- Provides regular progress reports to the Vice-President/President-Elect on the status of luncheon awards.

May

- Distributes awards to officers and committee members at the ALLA Annual Meeting and Luncheon.

Immediate Past President

Charge

- Serves on the ALLA Executive Board.
- Serves as chair of the Chapter Knowledge Committee.
- Advises ALLA President and Executive Board of Association practices, procedures, and general chapter knowledge.

Duties and Responsibilities

- Advises the ALLA President on issues of compliance with ALLA's Bylaws.
- Advises the ALLA President and Executive Board on consistency in Association practices, procedures, and decisions, when necessary.
- Writes and submits the Chapter Knowledge Committee's annual report by the deadline set by the President.
- Writes and submits the ALLA Annual Report to AALL by announced deadline.
- The ALLA Annual Report compiles and summarizes ALLA's accomplishments and activities during the Immediate Past President's term of office as the ALLA President.

Important Dates for Immediate Past President

July/August

- Submits the ALLA Annual Report to AALL after the ALLA Annual Meeting & Conference (deadline may vary).

September – April

- Coordinates one monthly membership meeting, if needed.

April/May

- Submits Chapter Knowledge Committee report by deadline set by the President.

Chapter Knowledge Committee

Charge

- Preserves the history of ALLA, including significant decisions and events.
- Works in conjunction with the Website Committee and Executive Board.

Duties and Responsibilities

- Compiles and organizes a list of ALLA's past education programs, speakers, venues, activities and other Association accomplishments.
- Documents Association history, practices, procedures, and decisions, when necessary.
- Writes and submits the Chapter Knowledge Committee annual report by the deadline set by the President.
- Presents verbal report at ALLA Annual Meeting & Luncheon, if requested by President.
- Updates the ALLA Handbook annually.

Important Dates for Chapter Knowledge Committee

August/September

- Meets with committee members to determine goals for the term.
- Collaborates with ALLA President to establish goals and timelines.

September – April

- Works to achieve goals set for the term.
- Reports progress at monthly Executive Board meetings.

April/May

- Submits Chapter Knowledge Committee report by deadline set by the President.

May

- Presents verbal report at ALLA Annual Meeting & Luncheon, if requested by President.

Community Service Committee

Charge

- Coordinates ALLA's participation in community events and outreach projects.
- Identifies and promotes opportunities for ALLA members to donate or volunteer services.

Duties and Responsibilities

- Researches Atlanta non-profit organizations and compiles a list of potential volunteer opportunities.
- Communicates with potential community service partners to determine volunteer opportunities.
- Sends the proposed list of volunteer opportunities to the committee's Board Liaison to be presented to the ALLA Executive Board for approval.
- Communicates and advertises the community outreach projects to ALLA members.
- Provides ALLA Webmaster with details about the community service projects to add to the website.
- Reports on community service projects at the ALLA Annual Meeting and Luncheon.
- Writes committee annual report and submits by deadline set by the President.

Important Dates for Community Service Committee

August/September

- Contacts Community Service Committee members to welcome them to the committee.
- Submits proposed list of community partners and volunteer opportunities to the ALLA Board Liaison to the Executive Board for approval.

September/October

- Communicates with Vice-President/President-Elect to determine whether a giving opportunity or community service will be planned in conjunction with the Annual Holiday Party.

November

- Advertises the Annual Holiday Party community service project.

January – May

- Coordinates and announces Spring community service projects.
- Provides monthly progress reports to the Board Liaison to share with the Executive Board.

April/May

- Submits Community Service Committee report by deadline set by the President.

May

- Presents verbal report at ALLA Annual Meeting & Luncheon, if requested by President

Government Relations Committee

Charge

- Monitors and acts upon policy issues affecting ALLA and its member institutions.

Duties and Responsibilities

- Works in conjunction with the Executive Board and other regional and national government relations groups, as needed.
- Communicates with Board Liaison or ALLA President to report legal or policy issues which may arise.
- Executes any actions prescribed by the Executive Board to address policy issues, as needed.
- Reports on any actions, including letters written to government entities, at monthly meetings and the ALLA Annual Meeting and Luncheon.
- Writes committee annual report and submits by deadline set by the President, if applicable.

Important Dates for Government Relations Committee

August/September

- Contacts committee members to welcome them.
- Establishes goals for the term, in conjunction with the ALLA President and/or Executive Board.

September-April

- Monitors AALL, SEAALL and other sources for policy and government issues.
- Provides monthly progress reports to the Board Liaison to share with the Executive Board.
- Executes any actions prescribed by the Executive Board to address policy issues, as needed.

April/May

- Submits Government Relations Committee report by deadline set by the President.

May

- Presents verbal report at ALLA Annual Meeting & Luncheon, if requested by President

Nominating Committee

Charge

- Selects a slate of candidates among ALLA members for the offices of Vice-President/President-Elect, Secretary, Treasurer, and two Members-at-Large.

Committee Composition

- The Nominating Committee shall consist of three members.
- The Chair is appointed by the President. The other two members are appointed by the Chair of the Nominating Committee.
- No member of the Committee should be a member of the board or a candidate for office.

Duties and Responsibilities

- Solicits nominations for eligible ALLA members as candidates for Executive Board positions.
- Writes committee annual report and submits by deadline set by the President, if applicable.

General Elections

- Selects candidates for the following positions during each election year, at the indicated intervals:
 1. Vice-President/President-Elect (annually)
 2. Secretary and Treasurer (biannually): elected once every two years in alternate years.
 3. One Member-at-Large (annually, staggered terms): there are two Member-at-Large positions, each elected in alternate years. They each serve two-year terms.
- Presents to the ALLA President and Secretary names of at least one candidate for each open position at least 60 days prior to the Annual Meeting and Luncheon.
- Presents name of candidates to membership at a meeting prior to the Annual Meeting and Luncheon, or via e-mail to members at least 30 days before the Annual Meeting and Luncheon.

Special Elections

- A special election is required in the event a vacancy occurs in the office of the Vice-President, and must be held within 60 days of the vacancy.
- Works with the ALLA President and Secretary to coordinate a timeline to solicit nominations to present to the Executive Board.
- Solicits nominations for eligible ALLA members to fill the office of Vice-President/President-Elect should a vacancy occur during the term.
- Presents to the ALLA President and Secretary names of at least one candidate. The Executive Board will then present the nominations to the membership at least 10 days prior to the election. At that time, additional names of nominees may be submitted by petition to the Secretary (rather than the Nominating Committee). Those additional

nominees must accept their nominations 7 days prior to the election in order to be added to the ballot.

- A vacancy in the office of the President is automatically filled by the sitting Vice-President/President-Elect, who will serve the remainder of the term plus one year.
- The Executive Board will appoint eligible ALLA members to fill vacancies occurring among offices other than the President or Vice-President for the remainder of the term.

Important Dates for Nominating Committee

January

- Call for nominations via ALLA Listserv.

February

- Seeks acceptances from nominees.
- Notifies ALLA President and Secretary of candidates and acceptance of nominations at least 60 days prior to the Annual Meeting and Luncheon.

April/May

- Submits Nominating Committee report by deadline set by the President.

May

- Presents verbal report at ALLA Annual Meeting & Luncheon, if requested by President.

***Additional Dates**

It is important for members of the Nominating Committee to note the following dates from the Secretary's timeline:

March

- For the general election, the Secretary notifies membership of candidates at a monthly meeting or via e-mail at least 30 days prior to the Annual Meeting and Luncheon.

April

- Secretary notifies Board of election results.

Website Committee

Charge

- Updates and maintains the ALLA website.
- Ensures information to ALLA members is transmitted through the website and listserv successfully.

Committee Composition

- Website Committee Chair is the Webmaster.
- Listserv Coordinator works with the Webmaster and Treasurer to access membership rolls and update listserv subscriptions.
- Job Posting Coordinator works with the Webmaster to update job announcements.

Duties and Responsibilities

- Implements changes or updates to substantive web content within a reasonable time frame.
- Works with the ALLA Treasurer to implement any changes to the online membership directory, as necessary.
- Listserv Coordinator works with the ALLA Treasurer and/or Webmaster to update membership rolls and listserv subscriptions.
- Job Postings Coordinator posts job announcements to the website and listserv, as needed.
- Webmaster periodically checks links on webpage to reduce link rot.
- Webmaster works in conjunction with the Chapter Knowledge Committee, the Executive Board, and other affected ALLA representatives.

Important Dates for Webmaster and Website Committee

August

- Updates ALLA website with the names, photographs, and contact information of current officers and board members.
- Provides website training to members, as needed.

August – May

- Troubleshoots ALLA website, as needed.
- Updates and maintains content on ALLA website, in conjunction with the President.

April/May

- Submits Website Committee report by the deadline set by the President.

May

- Presents verbal report at ALLA Annual Meeting & Luncheon, if requested by President

Appendices

<u>Bylaws of the Atlanta Law Libraries Association</u>	Error! Bookmark not defined.
<u>Sample In-Person Committee Sign-Ups for ALLA</u>	Error! Bookmark not defined.
<u>Sample Online Committee Sign-Ups for ALLA</u>	Error! Bookmark not defined.
<u>Meeting and Event Planning Guide</u>	Error! Bookmark not defined.

BYLAWS OF THE ATLANTA LAW LIBRARIES ASSOCIATION

ARTICLE I. NAME

The name of this Association shall be THE ATLANTA LAW LIBRARIES ASSOCIATION (the "Association"), a chapter of the AMERICAN ASSOCIATION OF LAW LIBRARIES.

ARTICLE II. OBJECT

The Association is organized for the purpose of promoting the profession of law librarianship and, more particularly, to enhance the role of law librarians in the legal and library professions, to provide for the further professional education of law libraries, to establish a continuing relationship between law librarians and legal entities in the State of Georgia, and to foster a spirit of cooperation among the members of the profession.

ARTICLE III. MEMBERSHIP

Section 1. Classification of Membership.

The membership of the Association shall consist of the following members: individual, institutional, associate, student, and retired.

Section 2. Individual Members.

a. **Requirements.** Any person officially connected with a law library, a state library, or a general library having a separately maintained law section, or who has had such connection within the past seven years, or any person who holds a graduate degree from a library or information program from an accredited ALA library school, or an individual providing law library services, may become an individual member upon payment of annual dues. The Executive Board is empowered to determine whether or not the individual applying for membership qualifies. Such membership cannot be transferred or assigned.

b. **Rights and Privileges.** Individual members shall have the right to hold office, to vote, to serve on committees, and to subscribe to the ALLA listserv.

Section 3. Institutional Members.

a. **Requirements.** Any law library, state library, or institution having a separately maintained law library may become an institutional member upon payment of annual dues. The Executive Board is empowered to determine whether or not the institution applying for membership qualifies. Such membership cannot be transferred or assigned.

b. **Rights and Privileges.** Institutional members shall have the right to pay for and own the membership of designated fulltime professional staff members. Designated institutional members shall have all of the rights and privileges of individual members. The library director or library administrator shall designate the staff members as designated institutional members. At any time,

the librarian may transfer the designated institutional membership to other fulltime professional staff members.

Section 4. Student Members.

a. Requirements. Any student enrolled at least halftime in a degree program related to librarianship may become a student member upon payment of annual dues, provided that membership in this category is limited to five consecutive years. The Executive Board is empowered to adopt procedures for verifying student status.

b. Rights and Privileges. Student members shall have the right to vote, to serve on committees, and to subscribe to the ALLA listserv.

Section 5. Associate Members.

a. Requirements. Any individual or institution not eligible under any other category may become an associate member upon payment of annual dues. Such membership cannot be transferred or assigned.

b. Rights and Privileges. Associate members shall have the right to hold office, to vote, to serve on committees, and to subscribe to the ALLA listserv.

Section 6. Retired Members.

a. Requirements. Any person who meets each of the following requirements: (1) has retired from work and (2) was an individual or designated institutional member for a total of more than ten consecutive years in the Association, may become a retired member upon payment of annual dues. Such membership cannot be transferred or assigned.

b. Rights and Privileges. Retired members shall have the right to hold office, to vote, to serve on committees, and to subscribe to the ALLA listserv.

Section 7. Application for Membership.

Requests for membership shall be made to the Treasurer of the Association, who will send the prospective member a copy of the membership information form. This form will be returned to the Treasurer. Provided that the application meets the requirements for membership, as set forth in Article III, Sections 2 through 6, of these Bylaws, (s)he will be admitted as a member of the Association. Denial of membership status may be appealed to the Executive Board.

Section 8. Dues.

Dues for each class of membership shall be determined by the Executive Board, subject to approval by the majority of the members present and voting at any regular meeting; provided that a written notice and an explanation of the proposed dues change shall have been sent to the members at least ten days in advance of the meeting. These dues shall be nonrefundable. Student

members and retired members shall pay dues at one-half the cost of the individual membership dues. New members shall be requested to pay their initial dues within ten days from the date of receipt of written notification of acceptance into the Association; those failing to pay dues within one month after notification of acceptance shall have their membership suspended automatically. Those new members joining the Association after December 1 shall pay one-half the membership dues.

Thereafter, annual dues will become due and payable on June 1 of each year and must be paid on or before August 31 of said year. Failure to pay annual dues by August 31 will result in automatic termination of membership.

Prior to the above-stated deadlines, members shall receive written notification from the Association of the consequences for failure to pay said dues.

Section 9. Anti-Discrimination.

Neither membership nor participation in any activity of the Association shall be denied to any individual on account of race, color, religion, gender, age, national origin, disability, sexual orientation, or gender identity.

ARTICLE IV. OFFICERS

Section 1. Officers.

The officers of the Association are the President, the Vice President/President Elect, the Secretary, the Treasurer, and the two Members-at-Large. All officers of the Association must be members in good standing of the Association, and the President and the Vice President/President Elect must be members in good standing of the American Association of Law Libraries.

Section 2. Terms of Office.

a. President and Vice-President/President-Elect. The Vice-President/President-Elect shall serve a two year term, the first year as Vice-President/President-Elect, the second year as President.

b. Secretary and Treasurer. The terms of office of the Secretary and Treasurer shall be two years. The Secretary and Treasurer shall be elected in alternate years.

c. Member-at-Large. The term of office of the Member-at-Large shall be two years. The Members-at-Large shall be elected in alternate years.

d. Each officer's term shall begin at the close of the annual meeting following their election, unless otherwise provided by these Bylaws. No officer shall hold more than one office at a time. In the event that a successor has not been elected or qualified at the end of a term of office, the incumbent shall continue to serve until properly succeeded.

Section 3. Duties of Officers.

a. President. It shall be the duty of the President to coordinate all business and projects of the Association through the Executive Board of the Association; appoint chairs to the committees of the Association; with the Executive Board, assist committee chairs with appointment of committee members, as needed; and prepare required reports for and correspondence with the AALL Executive Director, as appropriate.

b. Vice-President/President-Elect. It shall be the duty of the Vice-President/President-Elect to work with the President and the Executive Board to conduct the business and projects of the Association; to, in the absence of the President, perform the duties of President; to solicit and develop program ideas; and any other duties delegated by the President.

c. Secretary. It shall be the duty of the Secretary to maintain all written records of the Association, including the taking and reporting of minutes of business meetings; distribute ballots for elections and tabulate the results; and prepare reports as required.

d. Treasurer. It shall be the duty of the Treasurer to maintain all financial records of the Association; manage the budget; maintain the membership rolls of the Association, including receiving and processing requests for membership; and prepare reports as required.

e. Members-at-Large. It shall be the duty of the Members-at-Large to work with the other officers of the Executive Board to conduct the business and projects of the Association.

f. The officers shall perform other duties assigned to them by the Executive Board and these Bylaws.

Section 4. Suspension and Removal.

Any officer elected or appointed by the voting members of the Association may be removed by the vote of a majority of the voting members of the Association, for cause. Any officer's authority to act as an officer may be suspended by the Executive Board, for cause.

Section 5. Indemnification.

The Association will, by resolution of the membership, provide for indemnification by the Association of any and all of its officers or former officers against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which they or any of them are parties or a party by reason of having been officers or an officer of the Association, except in relation to matters as to which such officer or former officer shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability.

ARTICLE V. EXECUTIVE BOARD

Section 1. Members.

The Executive Board shall be composed of the officers of the Association and the immediate past President.

Section 2. Terms of Office.

a. Officers. Executive Board members who are Association officers shall serve a term on the Executive Board corresponding to their terms of office.

b. Immediate Past President. The immediate past President shall serve a term of one year on the Executive Board.

Section 3. Duties.

The Executive Board shall have general supervision of the affairs of the Association between its business meetings, fix the time and place of business meetings, make recommendations to the Association, and perform other duties as specified by these Bylaws or the parliamentary authority. The Board shall act only within the scope of authority granted to it by the Association, and none of its acts shall conflict with action taken by the Association.

Section 4. Powers.

The Executive Board shall have sole power on behalf of the Association, or any of its committees or subunits, to incur indebtedness, solicit funding, make public statements, issue public writings, and establish and maintain relations with other organizations.

Section 5. Depositories.

All funds of the Association shall be deposited in the name of the Association in such bank, banks, or other financial institution as the officers may from time to time designate and shall be drawn out on checks, drafts, or other orders signed on behalf of the Association by such person or persons as the officers may from time to time designate.

Section 6. Quorum and Voting.

Five members of the Executive Board shall constitute a quorum. Resolutions of the Executive Board shall be supported by the vote of at least a majority of its members present.

Section 7. Meetings.

Meetings of the Executive Board shall be called and the time and place for them set at the discretion of the President; however, there shall be at least two meetings of the Executive Board called and convened between the annual meetings of the Association.

Section 8. Publication of Resolutions.

The text of these Bylaws and all major resolutions and policy decisions of the Association shall be provided to the membership through the Chapter's publications.

ARTICLE VI. MEETINGS

Section 1. Meetings.

Regular meetings and an annual meeting of the members of the Association shall be held at a time and place to be determined by the officers of the Association. The annual meeting shall be held in May.

Section 2. Notice.

Notice of regular meetings shall be given at least two weeks prior to the date of the meeting. Notice of the annual meeting shall be given at least thirty days prior to the date of the meeting. When possible, notice shall advise members if business is to be transacted.

Section 3. Special Meetings.

Special meetings of the members may be called by or at the request of the President or twenty percent of the members in good standing. The person or persons issuing the call of a special meeting shall fix the time and place of such meeting. The purpose of the meeting shall be stated in the call.

Section 4. Quorum and Vote Requirement.

Ten percent of the number of members of the Association shall constitute a quorum for any business session at any meeting of the members, but, if less than a quorum of members are present at any meeting, a majority of members present may adjourn the meeting to another time and place. Notice of any adjourned meeting shall be given to all members of the Association.

ARTICLE VII. COMMITTEES

Section 1. Committees.

There shall be such committees and other organizations as the Executive Board shall create or shall be created by a majority vote of those present and voting at any business meeting of the Association.

Section 2. Classification of Committees.

Committees shall be of two classes: standing committees and special committees.

a. **Standing Committees.** Standing committees shall be as follows: Government Relations Committee. The Executive Board may create additional standing committees as needed.

Standing committees shall be established by the Executive Board to address matters pertaining to a designated subject on an ongoing basis.

b. Special Committees. Special committees shall be as follows: Bylaws Committee, Continuing Education Committee, Nominating Committee, and Scholarship Committee. The Executive Board may create additional special committees as needed. Special committees shall be established by the Executive Board for a stated period to accomplish a specific purpose. At the end of that period, continuation of each special committee shall be decided upon by the Executive Board.

Section 3. Members of Committees.

a. Standing Committees. Chairs of standing committees shall be appointed by the President for a term of one year. Members of standing committees shall be appointed by the Chair of the committee, with assistance from the President and Executive Board, as needed, for a term of one year.

b. Special Committees. Chairs of special committees shall be appointed by the President for a stated period. Members of special committees shall be appointed by the Chair of the committee, with assistance from the President and Executive Board as needed, for a stated period.

Section 4. Annual Reports.

Each committee shall submit to the Executive Board a written annual report of its activities, which shall contain any recommendations considered necessary or advisable. Additional reports may be submitted at the option of a committee or as requested by the Executive Board or President. Summaries of the reports shall be published in the President's Annual Report to the American Association of Law Libraries.

Section 5. Expenses.

No committee shall incur expenses on behalf of the Association, except as authorized by the Executive Board, nor shall any committee commit the Association by any declaration of policy.

Section 6. Ex Officio Member.

The President shall be ex officio member of all committees, except the Nominating Committee.

ARTICLE VIII. NOMINATIONS AND ELECTIONS

Section 1. Nominations

a. The Nominating Committee. The Nominating Committee shall be comprised of three members of the Association. The Chair of the Nominating Committee shall be appointed by the President. The other two members of the Nominating Committee shall be appointed by the Chair of the Nominating Committee. No member of the Nominating Committee shall be a member of the

Board or be a candidate for office.

b. Nominations by the Nominating Committee. At least 60 days prior to the May business meeting of the Association, the Nominating Committee shall present to the President at least one candidate, who shall be a member in good standing, for each open officer position.

c. Presentation of Candidates to the Membership. The nominations will be read at the Association meeting prior to the May business meeting or e-mailed to the membership at least thirty days in advance of the May business meeting.

Section 2. Voting.

a. Majority Required. Elections shall be decided by the majority vote of the members voting in the election.

b. Voting – One Candidate for Each Office. If there is one candidate for each office, elections shall be by voice vote at the May business meeting. If the voice vote fails to produce a clear result, election shall be by secret ballot.

c. Voting – More than One Candidate for Any Office. If the slate includes more than one candidate for any office, election shall be by electronic ballot distributed at least twenty-one days before the May business meeting. Write-in votes may be submitted for any office. To be elected, a candidate must receive a majority of the votes cast. If no candidate receives a majority of the votes for any office, a runoff between the two leading candidate shall be held by a secret ballot at the May business meeting.

Section 3. Vacancies.

a. President. In the event that a vacancy occurs in the office of the President, the Vice-President/President-Elect shall automatically assume the office of the President for the remainder of the term plus one year. A special election shall be held to fill the office of Vice-President/President-Elect.

b. Vice-President/President-Elect. In the event that a vacancy occurs in the office of Vice-President/President-Elect, a special election shall be held within sixty days of a vacancy occurring. The Executive Board shall present nominations to the membership at least ten days before the election. Additional names may be placed in nomination by petition to the Secretary at that time, provided acceptance by the nominee is assured at least seven days before the election. If there is one candidate, election shall be by voice vote at a business meeting. If there is more than one candidate, election shall be by electronic ballot. If no candidate receives a majority of the votes, a runoff between the two leading candidates shall be held by secret ballot at a business meeting. The candidate elected shall fill the office for the remainder of the term, plus one year.

c. Special Appointments. In the event that any other vacancy occurs among the officers of the Association, the Executive Board shall appoint a member to fill the vacancy for the remainder of the term.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The rules contained in the current AIP Standard Code of Parliamentary Procedure shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

ARTICLE X. AMENDMENT OF THE BYLAWS

Section 1. Amendment.

These Bylaws can be amended at any regular meeting of the Association by a two-thirds vote of those present, provided that the amendment has been submitted in writing at the previous regular meeting or has been received at least ten days prior to the meeting at which the voting will take place.

Section 2. Submission.

Amendments to these Bylaws shall be submitted to the American Association of Law Libraries Committee on Bylaws and Resolutions by the President upon adoption by the membership of the Association.

SAMPLE IN-PERSON COMMITTEE SIGN-UPS FOR ALLA

_____ Committee

_____, Chair

2015-2016

NAME	EMAIL

****NOTE**

The incoming ALLA President may also create an online sign-up through *Sign-Up Genius* or a comparable company, free of charge. Managing the list of volunteers for various committees is much easier with an online recruitment form. A sample of *Sign-Up Genius*' web form is as follows:

SAMPLE ONLINE COMMITTEE SIGN-UPS FOR ALLA



Atlanta Law Libraries Association (ALLA)

2015-2016 ALLA Committees

Welcome, ALLA Members!

Thank you for visiting our committee sign-up site. A brief description of each committee is included below. Feel free to volunteer for multiple committees. We look forward to working with you this year!

Created by: Richelle Reid

Available Slot

Chapter Knowledge

The Chapter Knowledge Committee is tasked with preserving the history of ALLA, including significant decisions and events. It works in conjunction with the Website Committee and Executive Board.

Sign Up 

Community Service

The Community Service Committee is tasked with coordinating and planning ALLA's participation in community events. It works in conjunction with the Executive Board.

Sign Up 

Government Relations

The Government Relations Committee is tasked with monitoring and acting upon policy issues which affect ALLA and its member institutions. It works in conjunction with the Executive Board and other regional and national government relations groups.

Sign Up 

Website

The Website Committee is tasked with updating and maintaining the ALLA website. It works in conjunction with the Chapter Knowledge Committee, the Executive Board, and other affected ALLA representatives.

Sign Up 

Meeting and Event Planning Guide

A. Monthly Education Programs: Sample Calendar

**All meeting notices are sent to the listserv and posted on the website at least two weeks prior to the date of the meeting.

Month	Location	Topic	Food	Who is responsible?
Sat, Aug. 1	NCCHR	Field Trip: <ul style="list-style-type: none"> • Nat'l Center for Civil & Human Rights (NCCHR) 	ALLA (members may have to pay a portion of admission fees and/or food)	Planning & Lunch Reservations: Austin & Richelle
August	GSU	GIP Scanning		Planning: Community Service Committee (CSC)
September	King & Spalding	Conference Recap <ul style="list-style-type: none"> • AALL • SEAALL • SLA • CALI 	ALLA	Planning: Austin & Richelle Venue & Food: Richelle (K&S may not allow outside food)
October	Ogletree Deakins	Ideas: <ul style="list-style-type: none"> • Intellectual Property • Business Research (M&A) • Conducting transaction screenings • International & foreign legal research • Internet Portals • Geographic information Free websites for mapping	ALLA	Planning: Saira & Julia Venue & Food: Richelle will also reach out to Rebecca to reserve location.
November	GSU (Austin & Deborah will confirm the space)	Entertainment Law and the Atlanta Film Industry	ALLA	Planning: Deborah & Austin Richelle (Backup) Food: Deborah
December	Rí Rá Irish Pub	Holiday Party	Entrance fee + ALLA	Planning: Austin

B. Annual Holiday Party

Task	Who is responsible?
Secure Venue	<ul style="list-style-type: none"> • ALLA Vice-President – When planning a joint party with SLA-GA, the ALLA Vice-President will collaborate with the SLA-GA event coordinator to split the task of scouting potential venues. • ALLA Executive Board – Votes on possible location, if provided a list of venues, or otherwise approves proposed venue.
Select Menu	<ul style="list-style-type: none"> • ALLA Vice-President – When planning a joint party with SLA-GA, the ALLA Vice-President will collaborate with the SLA event coordinator to split the task of scouting potential venues. • ALLA Executive Board – Approves menu.
Plan Games, Trivia, or Door Prizes	<ul style="list-style-type: none"> • ALLA Vice-President – When planning a joint party with SLA-GA, the ALLA Vice-President will collaborate with the SLA-GA event coordinator to split the task planning the agenda. • ALLA Executive Board – Approves related expenditures.
Seek Sponsorship	<ul style="list-style-type: none"> • ALLA Vice-President – When planning a joint party with SLA-GA, the ALLA Vice-President will collaborate with the SLA-GA event coordinator to seek vendors interested in sponsoring the holiday party to help defray the cost of this event. The ALLA Vice-President notifies the Executive Board of any sponsors.
Community Service	<ul style="list-style-type: none"> • ALLA Community Service Committee (CSC) – The CSC Chair coordinates the community service project and works with the ALLA Vice-President and SLA-GA even coordinator to make sure any pertinent details are included in the party announcements and communicated to attendees. • ALLA Executive Board – Approves community service activity held in conjunction with the Holiday Party.
Listserv & Website Announcement	<ul style="list-style-type: none"> • Vice-President – Sends holiday party announcement to listserv at least three weeks prior to the date of the event. • President or Webmaster – Posts Holiday Party announcement on the ALLA website.

C. Annual May Meeting and Luncheon

Task	Who is responsible?
Confirm Speaker	<ul style="list-style-type: none"> • President – AALL sends annual communications to the President indicating the category and rotation schedule for chapter visits by AALL Executive Board members. • ALLA’s Executive Board – Discusses speaker options at one of the Fall board meetings.
Secure Venue	<ul style="list-style-type: none"> • Treasurer – The Treasurer has the credit card to pay the venue, and serves as the point of contact. • ALLA’s Executive Board – Approves the final venue, menu, fees, and contract.
Luncheon Agenda	<ul style="list-style-type: none"> • President – Plans the agenda for the luncheon. • ALLA’s Executive Board – Approves the agenda.
Awards	<ul style="list-style-type: none"> • Members-at-Large – Coordinates, orders and purchases (with the Treasurer’s help) the certificates, frames, gavel and other items for the board awards. The Members-at-Large report their progress at Executive Board meetings. • Vice-President – Serves as the liaison between the President and the Members-at-Large. Communicates the at-large members’ timelines and status of luncheon awards to the President. The Vice-President also communicates any new awards or instructions from the President to the Members-at-Large. The Vice President helps keep the Members-at-Large on schedule and updates the President of their progress.
Listserv & Website Announcement	<ul style="list-style-type: none"> • President – Sends the luncheon announcement to listserv and posts on the ALLA website 30 days prior to the date of the meeting.
Tributes, Special Recognition or Invited Guests	<ul style="list-style-type: none"> • President, Vice-President, or other officers or committee chairs work on tributes, special recognition, and invited guests, as assigned. • ALLA Executive Board – Approves tributes, special recognition, invited guests, and related expenditures.