# SIS HANDBOOK

## Table of Contents

### I. PROCEDURES AND POLICIES

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Internal Organization and Activities of SISs</td>
<td>5</td>
</tr>
<tr>
<td>1. Formation of SISs</td>
<td>5</td>
</tr>
<tr>
<td>2. SIS Name Changes</td>
<td>6</td>
</tr>
<tr>
<td>3. SIS Committees</td>
<td>6</td>
</tr>
<tr>
<td>4. Governance of SISs</td>
<td>7</td>
</tr>
<tr>
<td>BYLAWS</td>
<td>7</td>
</tr>
<tr>
<td>Voting/Elections</td>
<td>7</td>
</tr>
<tr>
<td>Officers</td>
<td>7</td>
</tr>
<tr>
<td>SIS Leadership Profile</td>
<td>7</td>
</tr>
<tr>
<td>Duties of SIS Officers</td>
<td>9</td>
</tr>
<tr>
<td>B. Communications</td>
<td>11</td>
</tr>
<tr>
<td>1. Resolutions and Expressions of Opinion</td>
<td>11</td>
</tr>
<tr>
<td>Resolutions</td>
<td>11</td>
</tr>
<tr>
<td>Expressions of Opinion</td>
<td>12</td>
</tr>
<tr>
<td>2. Stationery</td>
<td>12</td>
</tr>
<tr>
<td>C. SIS Membership</td>
<td>12</td>
</tr>
<tr>
<td>1. Membership Eligibility</td>
<td>12</td>
</tr>
<tr>
<td>2. Membership Lists</td>
<td>12</td>
</tr>
<tr>
<td>3. Rights of Members</td>
<td>12</td>
</tr>
<tr>
<td>D. Relationship of SISs to Other AALL Components</td>
<td>13</td>
</tr>
<tr>
<td>1. Chair of SIS Council/AALL Executive Board Meetings</td>
<td>13</td>
</tr>
<tr>
<td>2. AALL Executive Board Liaison</td>
<td>13</td>
</tr>
<tr>
<td>3. Proposals and Requests to AALL Executive Board</td>
<td>13</td>
</tr>
<tr>
<td>4. Training Sessions for SIS Chairs</td>
<td>13</td>
</tr>
<tr>
<td>5. SIS Resolutions</td>
<td>13</td>
</tr>
<tr>
<td>6. Information to be Submitted to Headquarters</td>
<td>14</td>
</tr>
<tr>
<td>7. AALLNET</td>
<td>14</td>
</tr>
<tr>
<td>8. SIS Council Listserv</td>
<td>17</td>
</tr>
<tr>
<td>9. Election Process Participation</td>
<td>17</td>
</tr>
<tr>
<td>11. Public Relations Program</td>
<td>18</td>
</tr>
<tr>
<td>12. AALL E-Newsletter</td>
<td>18</td>
</tr>
<tr>
<td>13. AALL Archives</td>
<td>18</td>
</tr>
<tr>
<td>14. SIS Handbook Revision</td>
<td>19</td>
</tr>
<tr>
<td>15. Liaisons to AALL Committees</td>
<td>19</td>
</tr>
<tr>
<td>E. SISs at the AALL Annual Meeting</td>
<td>19</td>
</tr>
<tr>
<td>1. Meeting Rooms and Food Functions</td>
<td>19</td>
</tr>
<tr>
<td>2. Audio-Visual Equipment for SIS Events</td>
<td>19</td>
</tr>
<tr>
<td>3. Educational Programs</td>
<td>20</td>
</tr>
<tr>
<td>4. Scheduling of SIS Meetings</td>
<td>21</td>
</tr>
<tr>
<td>5. SIS Exhibits</td>
<td>22</td>
</tr>
<tr>
<td>6. SIS VIP Program</td>
<td>23</td>
</tr>
<tr>
<td>F. SIS Finances</td>
<td>23</td>
</tr>
<tr>
<td>1. Bank Accounts</td>
<td>23</td>
</tr>
<tr>
<td>2. Dues</td>
<td>23</td>
</tr>
<tr>
<td>3. Financial Statements</td>
<td>24</td>
</tr>
<tr>
<td>4. Payment of SIS expenses at the Annual Meeting</td>
<td>24</td>
</tr>
</tbody>
</table>
5. DEPOSIT OF REVENUES.................................................................................................................. 24
6. REIMBURSEMENT OF EXPENSES.................................................................................................. 24
7. ROYALTIES FROM AALL PUBLICATIONS SERIES....................................................................... 25
8. SOLICITATION OF FUNDS BY SISs .............................................................................................. 25
9. SPONSORSHIP OF SIS EVENTS OR PROJECTS BY OUTSIDE ENTITIES .................................... 26
10. SPECIAL BUDGET REQUESTS ..................................................................................................... 26
11. CONTINUING PROFESSIONAL EDUCATION (CPE) GRANTS ..................................................... 26

G. SIS PUBLICATIONS ...................................................................................................................... 27
1. AALL PUBLICATION PROCEDURES ............................................................................................. 27
2. FLYERS ........................................................................................................................................... 26
3. NEWSLETTERS ............................................................................................................................. 27
   PUBLICATION ............................................................................................................................. 27
   DISTRIBUTION ............................................................................................................................ 28
   DISTRIBUTION BEYOND THE SIS ............................................................................................ 28
4. SIS WEBSITES AND COMMUNITIES ............................................................................................. 27
5. PROFITS (OTHER THAN ROYALTIES) FROM SALE OF SIS PUBLICATIONS ................................. 28
6. PUBLICATIONS (OTHER THAN NEWSLETTERS) ........................................................................ 28
   AALL PUBLICATIONS POLICY AND AALL PUBLICATIONS REVIEW COMMITTEES’ APPROVAL ................................................................................................................................. 28
   COMMERCIALLY-SPONSORED PUBLICATIONS ........................................................................... 29
   PUBLICATIONS SUBSIDIZED BY AALL .................................................................................... 29
7. ROYALTIES ................................................................................................................................... 29

H. RELATIONSHIPS OF SISs WITH OUTSIDE ORGANIZATIONS .................................................. 30
   AALL REPRESENTATIVES TO OUTSIDE ORGANIZATIONS .......................................................... 30

II. SIS COUNCIL ................................................................................................................................ 30
A. ORIGIN ........................................................................................................................................... 31
B. PURPOSE ......................................................................................................................................... 31
C. MEMBERS ....................................................................................................................................... 31
D. SIS COUNCIL CHAIR ..................................................................................................................... 31
   1. ELECTION ................................................................................................................................... 31
   2. DUTIES ........................................................................................................................................ 31
   3. PAST COUNCIL CHAIRS ........................................................................................................... 32
E. COMMITTEES .................................................................................................................................. 33
F. SIS COUNCIL MEETING .................................................................................................................. 33
G. VOTING .......................................................................................................................................... 33
H. SIS COUNCIL BYLAWS .................................................................................................................. 34
I. SIS MODEL BYLAWS ...................................................................................................................... 35-42
INTRODUCTION TO THE 2014 EDITION

Welcome to your new position as SIS Chair! You are a vital, motivating part of an essential AALL component. Since their creation in 1976, the AALL Special Interest Sections have become an integral part of the Association; it is through the SISs that many members network, hone their librarianship and leadership skills, and expand their horizons. Chairing an SIS allows you to help shape the future of the Section, its members, and the Association.

This SIS Handbook serves as a working manual for SIS officers and the Chair of SIS Council, as well as AALL officers and Headquarters staff working with the Special Interest Sections. The contents include information from AALL Executive Board minutes, AALL Committees, and Headquarters Staff. The first SIS Handbook was compiled in 1980 by Kathleen Price. Since that time, it has been revised on numerous occasions to meet the needs of the SIS leadership.

In October, 1999 an SIS Leadership Retreat was held in Chicago. The Retreat convened the Chairs of the Special Interest Sections; SIS Council Chairs, current and past; members of the Executive Board; and AALL senior staff members. Its major objectives included:

1. Define the overall purpose and expectations of an SIS;
2. Develop an agreed upon Vision for the SISs – statements of Impact and Purpose;
3. Create a Leadership Profile for SIS Chairs;
4. Agree upon a systematic tracking and monitoring model to ensure accountability, consistency and continuity;
5. Develop a next step action model.

The statements of Impact and Purpose and the Leadership Profile have been incorporated into the Handbook. (See pages 5 and 7 respectively.) It is hoped that these ideals will serve as valuable guides during your term as SIS Chair.

It is impossible for every question to be answered in this Handbook. Policies change, new ones are created, and each edition serves as a current document that represents policies in effect at a specific time. The biggest changes in recent years directly result from our increasing reliance on the Internet and AALLNET. Many of the policy documents and forms that have been included in this volume in the past are now available online, where they can be currently maintained with far less work than in paper. The SIS Council Chair welcomes suggestions for changes or editorial corrections. The current SIS Council Roster is available at: http://www.aallnet.org/main-menu/Member-Communities/atis/atis-resources/atis-council.html.
PART I:
PROCEDURES AND POLICIES
A. INTERNAL ORGANIZATION AND ACTIVITIES OF SISS

Prologue - A Vision for the Special Interest Sections

To appropriately meet the growth needs of the American Association of Law Libraries (AALL), a Leadership Retreat was held for the organization’s Special Interest Sections (SIS), on October 15 and 16, 1999. The specific objectives of the Retreat were to:

1. Identify the overall purpose, definition and expectations of an SIS;
2. Develop an agreed upon Vision for the SISs (Statement of Impact and Statement of Purpose);
3. Create a Leadership Profile for SIS Chairs;
4. Complete individual leadership assessments;
5. Agree upon a systematic tracking and monitoring model to ensure accountability, consistency and continuity; and
6. Develop a next step action plan.

The SIS Council reviewed the purpose, definition and contributions of the Special Interest Section and then created an overall vision that captures what an SIS is (in an impact statement that describes the difference the SIS makes for members) as well as, in a purpose statement, how an SIS makes that difference.

1) SIS Impact Statement

(1) Energized and committed members benefit from creating and participating in a strong, multi-faceted, vibrant community that is the core of their professional lives.

2) SIS: The Purpose Statement

(1) A self-selecting group of members with a common interest, which serves as a forum, contributes educational value, serves as a resource for expertise, advocates and provides leadership growth opportunities.

The group also created a Leadership Profile for SIS leaders, which will be found under “Officers,” in Section A. 4.

1. FORMATION OF SISS

Article 10, Section 3 of the AALL Bylaws states: "Special Interest Sections may be created by the Executive Board by approving the written petition of 50 members of the Association. The petition shall state the aims of the proposed Special Interest Section, and shall state that the group has functioned as an informal caucus for the three years immediately prior to the filing of the written petition. The aims of the proposed Special Interest Section may be modified before final Executive Board approval, by mutual agreement between the Board and the petitioners."
Before approving a new SIS the AALL Executive Board will seek the advice of the Chair of the SIS Council and Board Liaison to the Council, who shall be responsible for evaluating the viability of the group and reviewing the petition.

Members of informal groups have sometimes misinterpreted AALL policy on caucuses and other informal entities. There is no requirement that an informal group must ever petition for recognition as an SIS. Some informal groups have continued for years in their informal status. AALL encourages the formation of any informal groups that members might find useful. Informal groups are not entitled to AALL funding or the other benefits of SIS status, but neither are they subject to required formalities such as bylaws or annual reports.

2. SIS NAME CHANGES

Over time, an SIS may decide to change its name to reflect changes in focus as determined by SIS members. Examples are the Automation and Scientific Development SIS change to Computing Services SIS (1996) and the Contemporary Social Problems SIS change to Social Responsibilities SIS (1993). Such a vote must comply with existing SIS Bylaws on bylaws amendments, specifically the section dealing with “Amending the Bylaws.” The SIS chair should contact the AALL Bylaws Committee prior to the vote to be sure everything is in order.

Following the vote, the SIS bylaws must be amended to reflect the name change that was just voted on. The SIS Chair should refer the matter to an existing or newly appointed SIS Bylaws Committee. The name change and any other changes identified by the committee should be incorporated into proposed amendments, and the redlined bylaws referred to the AALL Bylaws Committee prior to a vote of the SIS, to be sure that everything is in order, and that no additional areas for amendment are identified.

The SIS then votes on the proposed Bylaws changes as spelled out in their current bylaws (may be a mail vote, or may have to be at the next meeting, depending on wording of current bylaws). This is a vote on the bylaws change, not the name change. Any change of a name or in the aims of a Special Interest Section shall be subject to Executive Board approval, in the same manner as SIS bylaws are provided for by Article X. Section 5., of the Association Bylaws. An SIS name change is considered to be in effect immediately following Executive Board approval, which will report any change immediately to the membership.

3. SIS COMMITTEES

SISs may designate both standing and special committees to carry out their activities. Some committees are common to nearly all SISs, such as program and bylaws, while others are unique to particular SISs, depending upon their area of focus.

In June 1989, the AALL Executive Board approved the recommendation of the Special Committee on Information Policy that each SIS consider establishing a "Government Relations Committee" to track issues related to their work and to keep the AALL Government Relations Committee informed about these issues.

During 1993/94, all SIS Chairs were encouraged to appoint an SIS Education committee to plan the programs for the SIS Annual Meeting. To facilitate the new program design, SIS Chairs are strongly encouraged by the Annual Meeting Program Committee to select one person as the contact for their Annual Meeting programs submissions process, to assure consistency.
4. GOVERNANCE OF SISs

BYLAWS

Each SIS drafts its own bylaws in accordance with its particular needs. (A set of model SIS bylaws appears on the SIS Council website.)

SIS bylaws must be approved by the AALL Bylaws Committee to assure that no conflict with the Association's documents exists. It is therefore necessary for any new or amended bylaws to be submitted to that committee before being taken before the SIS membership for a vote.

VOTING/ELECTIONS

Each SIS may determine and state in its bylaws which categories of members shall have the right to vote.

At its April 12, 1991 meeting the AALL Executive Board approved a motion charging all SIS chairs with "taking action, including the amendment of SIS bylaws where necessary, to assure that beginning in 1992 the elections of all new SIS officers will be completed no later than two months prior to the Annual Meeting of AALL."

OFFICERS

Each SIS elects the officer positions that best serve the needs of the group, most commonly a chair, chair-elect, secretary, treasurer (sometimes combined), and board members.

The chair is automatically a member of the SIS Council.

The executive boards of most SISs meet at the AALL Annual Meeting and transact routine business for the SIS during the year.

The right to hold office may be extended to whichever categories of members an SISs bylaws specifies. For example, if an SIS so chooses, only individual active members and designated institutional members may hold office.
SIS LEADERSHIP PROFILE

What is a leader? The SIS Leadership Retreat sought to answer that question specifically for the SIS, by creating this Leadership Profile. They identified five key competencies for SIS leadership, along with specific actions for each competency area. These are summarized below.

**Leadership Competency: Pursue the Vision**
- Keeping an eye on the intended impact and setting the agenda from that vision.

**Leadership Competency: Administer the Programs**
- Managing complexity: coaching others, promoting self-management, communicating, developing strategy and planning
- Integrating frequent communication in a variety of ways; making communication regular and systematic on both large and small issues and through formal and informal channels
- Taking responsibility for getting the job done in a timely manner

**Leadership Competency: Lead by Example**
- Speak up, and be willing to step out on a limb by taking risks
- Motivate, inspire
- Continuously learn
- Demonstrate a level of credibility
- Admit failures and shortcomings

**Leadership Competency: Build Relationships**
- Be honest and be vulnerable and approachable
- Collaborate with others: seek partners, build relationships, involve people; use networks
- Find the best person for the job; stimulate volunteerism
- Complement your own skills with others
- Focus on humor and personal interests
- Make introductions

**Leadership Competency: Be a Motivator**
- Praise with sincerity
- Encourage feedback
- Show enthusiasm and interest
- Publicly reward individual contributions through example, etc.
DUTIES OF SIS OFFICERS

The bylaws of each SIS outline the required duties of its officers. Based on custom within AALL, representative duties of SIS officers include the following:

I. SIS Chair

1. Duties

1. Presides at SIS meetings
2. Represents the SIS on the SIS Council
3. Administers the SIS with the advice of the SIS’s Executive Board
4. Serves as official spokesperson in any matter affecting the formal affairs of the SIS
5. Prepares proposals, requests, or informational items to be submitted to the AALL Executive Board for consideration or action at board meetings
6. With the treasurer, establishes the annual budget; approves any extraordinary expenses incurred by committees
7. Appoints committees and their chairs in compliance with SIS bylaws
8. Receives and reviews annual reports of the SISs committees; solicits committee plans for year
9. Prepares annual report for inclusion on AALLNET in accordance with guidelines established by Headquarters
10. Requests additional funds from AALL in extraordinary circumstances using established funding request procedure
11. Reports to SIS membership in the AALL and/or SIS newsletter
12. Keeps the SIS’s Executive Board, especially the chair-elect, informed of all SIS activities and business, as well as SIS Council activities
13. Provides copies of the SIS Handbook (which includes these “Duties of SIS Officers”) to appropriate officers within the SIS
14. Reports SIS’s activities to SIS Council Chair and AALL Board liaison to the Council
15. Appoints a Nominating Committee to select a slate of candidates for SIS offices
16. Oversees the amending of the bylaws and forwards the amended bylaws to Headquarters
17. Oversees the content appearing in the SIS’s section on AALLNET

2. **The SIS Chair may not**
   1. Express SIS opinions as being those of AALL unless so directed by the Executive Board
   2. Bind AALL or its treasury without express authority from the AALL Executive Board
   3. Solicit funds from publishers or outside groups for SIS activities without prior permission from the AALL Executive Director

3. **When term as Chair ends**
   1. Forwards current files to incoming Chair
   2. Forwards completed files to AALL archives at the University of Illinois Law Library
   3. Sends letters of appreciation to institutions whose employees served as members of SIS executive committee members or committee chairs at the end of their terms

II. **Vice-Chair/Chair-Elect**

**Duties**

A. Surveys SIS members for SIS committee appointment preferences

B. Appoints committees and chairs to serve during his/her term

C. Serves ex-officio on SIS committees

D. Plans SIS Annual Meeting participation during his/her term, which would include coordinating program planning of the various SIS components with the AALL Annual Meeting Program Committee (AMPC) and the AALL Continuing Professional Education Committee

E. Participates in preparing the SIS budget

III. **Secretary**

1. **Duties**
   1. Sends letters of welcome to new SIS members
   2. With Chair, prepares Annual Meeting agenda; takes and transcribes minutes; distributes those minutes to board and corrects any reported errors; and conducts online balloting; indexes minutes
3. At business meeting, accepts written motions from floor; makes motions on behalf of the Board; and acts as parliamentarian, if none appointed

4. Brings past minutes to Annual Meeting for quick reference

5. Following the meeting, sends memos to SIS Board and committee chairs reminding them of requested action

6. Notifies those elected after receiving election results from AALL online voting system

7. Notifies SIS Council Chair, in writing, of election results immediately after election is completed

IV. Treasurer

1. Duties

   1. Monitors SIS funds. (Headquarters notifies SIS of amount available for its operation.)

   2. Pays SIS obligations, i.e. prepares "Expense Forms" for Headquarters with receipts, original invoices, etc.

   3. Prepares budget with Chair and SIS Executive Committee. Income is derived from dues and profits returned to SIS by AALL or granted to the SIS for a specific project. All officers and chairs should estimate expenses by September 1

   4. Prepares a SIS financial report for distribution and discussion at the Annual Meeting

2. Treasurer may not

   1. Open a separate SIS bank account. All SIS funds must be channeled through AALL to preserve tax-exempt status.

   2. Spend more than the SIS’s income.

B. COMMUNICATIONS

1. RESOLUTIONS AND EXPRESSIONS OF OPINION

   Resolutions

   Any AALL entity or member may submit a resolution concerning substantive matter for consideration by the membership.
The Executive Board has adopted a Resolution Submission Policy. The policy may be found on AALLNET at: http://www.aallnet.org/main-menu/Leadership-Governance/policies/AssociationPolicies/resolution-guidelines.html

**Expressions of Opinion**

The official and customary spokespersons for the Association are the President and the Executive Director. Any questions from the press or other such parties received by Executive Board members, officers of Special Interest Sections, or other members should be directed to either the President or Executive Director. On occasion the President may delegate authority to speak on behalf of the Association to a person with particular expertise in the area of inquiry or interest, or the Executive Director may delegate authority to a staff member. The Director of the Government Relations Office has authority to speak on matters of information policy that are covered by the Association's Government Relations Policy.

AALL also has a policy on “Speaking for AALL”.

2. **STATIONERY**

SISs may not design their own stationery.

SIS Stationery should consist of AALL stationery, available from Headquarters, with a line for the SIS name.

SIS accounts will be charged for AALL stationery ordered.

E-mail stationery should include SIS information and should not appear to represent AALL.

C. **SIS MEMBERSHIP**

1. **MEMBERSHIP ELIGIBILITY**

According to the AALL Bylaws, any individual active member, designated institutional member, individual associate member, institutional associate member, retired member, or student member may join as many SISs as she chooses.

Information on joining SISs is included with the general AALL membership dues invoice. AALL members may join any SIS at any other time of year by mailing the SIS dues to Headquarters.

2. **MEMBERSHIP LISTS**

Individual SIS membership lists can be requested by the SIS Chair, Vice Chair or Secretary by contacting Paula Davidson at Headquarters.

3. **RIGHTS OF MEMBERS**

The rights of various categories of members to vote, hold office, etc., may vary depending upon the SIS’s bylaws.
D.  RELATIONSHIP OF SISs TO OTHER AALL COMPONENTS

1.  CHAIR OF SIS COUNCIL/AALL EXECUTIVE BOARD MEETINGS

The Chair of the SIS Council attends all meetings of the AALL Executive Board in an advisory, non-voting capacity to facilitate communication between the SISs and the Board.

In cooperation with the AALL Board Liaison to the Council, the Chair provides information related to SIS proposals, activities and concerns.

Headquarters pays for the travel, hotel, and meal expenses of the Council Chair, as directed by AALL reimbursement policy, upon submission of the standard reimbursement form.

2.  AALL EXECUTIVE BOARD LIAISON

The AALL Vice-President appoints a Board member to serve as liaison to the SIS Council. The Executive Board Liaison works closely with the Chair of the SIS Council to carry SIS concerns and proposals to the Executive Board and to report Board actions and policies back to the SISs. See: http://www.aallnet.org/main-menu/Leadership-Governance/executiveboard/boardpolicies/policy-board-liaison for more information about liaison responsibilities.

3.  PROPOSALS AND REQUESTS TO AALL EXECUTIVE BOARD

Any SIS issue to be considered by the AALL Executive Board at its meetings must be submitted by the AALL Board Liaison to the Council and not individual SIS members.

Agenda items, including requests for funding of special projects, must be submitted by the stated deadline on official AALL Board agenda forms available from the Executive Director or the AALLNET website at http://www.aallnet.org/main-menu/Leadership-Governance/executiveboard/meetings/agenda-form.html.

Copies of the agenda item must also be sent to the SIS Council Chair and the AALL Executive Board liaison.

4.  TRAINING SESSIONS FOR SIS CHAIRS

AALL conducts SIS leadership training for all vice-chairs/chairs-elect, both at the Annual Meeting as well as virtually through webinars after the Annual Meeting. The half-day workshop at the Annual Meeting (traditionally held on the Saturday) has recently focused on fiduciary responsibilities, leadership development, and strategic planning. The webinars are designed to familiarize the chairs with AALL policies and procedures affecting the SISs. Newly elected vice-chairs/chairs-elect are also invited and encouraged to attend all training sessions. The sessions also provide the chairs with valuable opportunities to ask questions, voice concerns, suggest improvements, and generally share ideas.

The leadership training materials for the previous year are available on the SIS Resources Page of AALLNET.

5.  SIS RESOLUTIONS
See "RESOLUTIONS AND EXPRESSIONS OF OPINION" in Part I, B.1 of this handbook. Also, see “Speaking for AALL” on AALLNET.

6. INFORMATION TO BE SUBMITTED TO HEADQUARTERS

During the course of the Association year (which runs from July to July), each SIS chair will be notified of particular information items that must be submitted to the Chair of the SIS Council and to specified offices at AALL Headquarters. These include the following:

1. A list of new officers (to SIS Council Chair and to the Executive Assistant to the Executive Director);
2. An annual end-of-the year update of the SIS history for the SIS website on AALLNET (to the Executive Assistant to the Executive Director);
3. While SISs are no longer required to submit SIS bylaw revisions to Headquarters, SISs must maintain updated bylaws on their website;
4. An annual report complying with the guidelines specified by Headquarters. The annual reports will be published on AALLNET. Customarily they should include a summary of SIS accomplishments during the year, as well as continuing projects and programs. Procedural and administrative problems encountered by the SIS should be noted, and suggestions for the next year are encouraged. The reports are to be submitted to the AALLNET coordinator via e-mail and should be copied to the Executive Assistant to the Executive Director and to the Council Chair. Annual reports are due in late August.

7. AALLNET

AALLNET (http://www.aallnet.org) is AALL’s official website. It is an important tool for conducting Association business, a resource for AALL members, and a marketing tool for promoting law librarianship. It should contain up-to-date information that will be useful to members, as well as historical and archival information. SIS chairs should check AALLNET frequently for new or revised policies, procedures, forms, and other information.

A wealth of SIS-related information and resources is available within the Resources for SIS Leadership in the SIS section of AALLNET (http://www.aallnet.org/main-menu/Member-Communities/sis/sis-resources). The SIS Council Chair, who serves as content provider, provides the information appearing here.

Individual SIS web pages and profiles can be found at http://www.aallnet.org/main-menu/Member-Communities/sis/sis-websites. Each SIS is responsible for maintaining up-to-date information and links. Each SIS chair should appoint an SIS Webmaster who will work with the AALL Director of Information Technology to create an account or manage an existing account on the AALL web server. SISs are encouraged to host their web sites on the AALLNET server. The AALL Director of Information Technology provides technical support to the SIS Webmasters.

A website is available for SIS leaders that offers information such as the SIS Model Bylaws, and the Roster of Current Members.
Policies, Resolutions & Guidelines

AALL policies and materials are increasingly available on AALLNET, where they can be updated quickly. From the home page (http://www.aallnet.org) click on the tab “Leadership and Governance” at the top of the page. There you will find AALL a link to AALL Policies and Resolutions.

AALL Association Policies (http://www.aallnet.org/main-menu/Leadership-Governance/policies/AssociationPolicies)

- AALLNET Mission, Policies and Guidelines
- AALLNET Copyright Policy
- AALLNET Linking Policy
- AALL Spectrum Editorial Policy
- Annual Meeting Site Selection Policy
- Archives Policy
- Caucus Guidelines
- Conduct of Election Policy
- Conflict of Interest Policy
- Continuing Professional Education Policy
- Endowment Fund Investment Policy
- Executive Director Compensation Policy
- Expense Reimbursement Policy (with access to the expense reimbursement policy and form)
- Financial Policies
- Gift Acceptance Policy
- Law Library Journal Copyright Policy
- Non-Discrimination Policy
- Permanent Investment Fund Policy
- Personnel Policies
- Policy on Collaborative Activities and Joint Agreements
- Policy on the Use of the American Association of Law Libraries’ Name
- Publications Policy (Publications Policy and How to Propose New AALL Publications)
- Record Retention Policy
- Resolution Submission Procedures
- Social Media Policy
- Speaking for AALL
- Sponsorship Policy
- Submission of Briefs Policy
- Vendor Relations Policy
- Whistleblower Protection Policy
• Resolution Submission Form

**AALL Public Policies**

• **AALL Ethical Principles**
• **AALL Government Relations Policy**
• **AALL Preservation Policy**
• **AALL Research Agenda 2013-2016**
• **Appellate Court Libraries and State Law Libraries Standards**
• **Competencies of Law Librarianship**
• **County Public Law Library Standards**
• **Library Bill of Rights**
• **Policy Statement on Job Security, Remuneration, and Employment Practices**
• **Principles and Standards for Legal Research Competency**
• **Statement on the Value Added to Organizations by Law Librarians**

**AALL Resolutions** (also available online under the Leadership & Governance tab)

• **Resolution on the Uniform Electronic Legal Material Act** (2013)
• Resolution on the 103rd Annual Meeting and Conference (2010)
• Resolution Celebrating the 75th Anniversary of the Federal Register Act (2010)
• Resolution on the 102nd Annual Meeting and Conference (2009)
• Resolution of the FCIL Schaffer Grant (2009)
• Resolution on OCLC's Policy for Use and Transfer of World Cat Records (2009)
• Resolution In Memoriam of Robert Louis Oakley (2007)
• Resolution on No-Fee FDLP Access To PACER (2006)
• Resolution on the 99th Annual Meeting and Conference (2006)
• Resolution Opposing GPO's Plan To Eliminate Important Titles in Print Prior to Establishing a Reliable Electronic System (2005)
• Resolution on the 100th Anniversary of AALL (2006)
• Resolution on Constitutional Amendments Defining Marriage (2004)
• Resolution on the USA PATRIOT Act and Related Measures That Infringe on the Rights of Library Users (2004)
• Resolution on U.S. Supreme Court Slip Opinions (2003)
• Resolution on the Creation of a National Law Library (2001)
• Resolution on FY 1998 Appropriations for the Federal Depository Library Program (1997)
- Resolution on the SUI Generis Protection of Databases (1996)
- Resolution on the U.S. Congressional Serial Set and the Bound Congressional Record (1996)
- Resolution on Telecommunications and the National Information Infrastructure (1995)

AALL Recommended Guidelines (also available under the Advocacy tab on the AALL home page)

- Guidelines on the Fair Use of Copyrighted Works by Law Libraries
- Model Law Firm Copyright Policy
- Principles and Core Values Concerning Public Information on Government Websites
- Principles and Standards for Legal Research Competency
- Procurement Toolkit and Code of Best Practices for Licensing Electronic Resources

8. SIS COUNCIL ONLINE COMMUNITY & LISTSERV

In 2011, a Member Community was created to provide a convenient, efficient, and rapid way for members of the SIS Council to communicate and share/archive documents. It is used by the SIS Council Chair to issue updates and reminders, and is also a means for SIS Chairs to interact with each other on programmatic, strategic, administrative, or policy issues. It is a closed list with membership limited to the current and past SIS Chairs and Chairs-Elect, SIS Council Chair, AALL Executive Board Liaison, and AALL Executive Director. The SIS Council Chair will work with the AALL Director of Information Technology to verify the members of the SIS Council Listserv shortly after the Annual Meeting. The address for sending posts is http://community.aallnet.org/Discussions/PostaMessage/. If you do not know your password, contact AALL Headquarters.

9. ELECTION PROCESS PARTICIPATION

At its November 14, 1998 meeting, the Executive Board approved the “AALL Conduct of Election Policy” stating that candidates “should do all they can to ensure that Association entities, SISs and Chapters, treat fairly and equitably themselves and other candidates for the same position on the Executive Board.” See, AALL Conduct of Election Policy: http://www.aallnet.org/main-menu/Leadership-Governance/policies/AssociationPolicies/policy-conduct-of-election.html

10. NOMINATIONS PROCESS FOR AALL NATIONAL OFFICES

The AALL Nominations Committee contacts all SIS chairs to solicit suggestions for nominees for AALL national offices.
11. PUBLIC RELATIONS PROGRAM

Each SIS should actively pursue a public relations program. This could include flyers, an SIS newsletter or alternative current awareness medium (such as a blog), and promotion of SIS activities. Flyers should be professionally designed through HQ, a service available to SISs every three years at no fee. See section G of this handbook for details and deadlines.

The AALL Public Relations Committee can offer assistance in implementing public relations projects.

The AALL Public Relations Committee should be notified of SIS projects and activities.

12. AALL E-NEWSLETTER

Each SIS is encouraged to contribute information to the AALL E-newsletter. This is an excellent public relations tool.

The AALL E-newsletter is a monthly electronic publication that includes brief news items and important reminders about upcoming events and deadlines that concern law librarians. It is sent the third Thursday of the month to the entire membership. To submit a news item for the e-newsletter, please contact the AALL Marketing and Communications Manager.

If an SIS intends to contribute an article to AALL Spectrum, AALL’s monthly magazine, please refer to the article approval deadlines: http://www.aallnet.org/main-menu/Publications/spectrum/pub-spectrum-deadlines.html. Spectrum content is planned months in advance, and issues fill up quickly. It’s best to start planning early and to contact the Spectrum Editorial Director for more information and guidance.

13. AALL ARCHIVES

At the end of each SIS chair’s term, (s)he is responsible for weeding and transferring files of the preceding chair to the archives at the end of the SIS year. The chair shall pass the complete files created during his/her tenure, as well as any older files still needed for on-going projects, to the succeeding chair at or immediately following the Annual Meeting.

Transferred documents shall be sent with a cover letter from the chair indicating the name of the SIS, the name of the chair submitting the documents, his/her term of office, and a brief description of the documents being submitted which includes the name and term of the previous chair. Documents shall be sent to: Mr. Bill Maher, University Archives, 19 Library, 1408 W. Gregory, Urbana, IL 61801.

Documents to be transferred to the archives include:

- **Official records**: constitutions and bylaws, minutes and proceedings, transcripts, lists of officers and members, interim and annual reports

- **Historical files**: documenting policies, decisions, committee and task force reports, and questionnaires
Office files: correspondence and memoranda (incoming and outgoing), subject files concerning projects, activities and functions

Publications: one record copy of all programs, journals, monographs, newsletters, brochures, posters, and announcements issued by the SIS

Audio-visuals: photographs and sound recordings

Documents that may be discarded include:

Specific financial and membership transactions

Requests for publications or information after the requests have been filled

Blank forms and unused printed or duplicated materials

Replies to questionnaires if the results are recorded and preserved either in the archives or in a published form


Immediately following the Annual Meeting in July, the new SIS Council Chair will send a current SIS Council membership list to Mr. Maher, the AALL Archivist.

14. SIS HANDBOOK REVISION

The Executive Board SIS Liaison and the Chair of the SIS Council shall be responsible for the regular updating and revisions of the SIS Handbook.

15. LIAISONS TO AALL COMMITTEES

An SIS may designate one of its members who is also a member of an AALL Committee to act as liaison between the SIS and the Committee.

E. SISs AT THE AALL ANNUAL MEETING

1. MEETING ROOMS AND FOOD FUNCTIONS

Headquarters will contact each SIS chair about SIS requirements for meetings and/or food functions. Meeting scheduling forms are e-mailed out in the fall and due back by early December.

An SIS may choose to provide food and/or beverages at any of their meetings; forms are sent in February and are due back by mid-May. The cost of the service will be charged against the SIS’s account.

SIS contacts (as noted on the scheduling form) are sent copies of hotel menus for planning food events. Each SIS is expected to pay all charges for food/beverage service within 30 days after the Annual Meeting. Payment is usually made by a charge against the Section’s account or by
turning in funds collected from members for any large food function. Each SIS is responsible for maintaining historical records of these events to assist with ordering in future years.

Those SISs wishing to hold meal functions for which members are to register and pay (in addition to their registration for the AALL Annual Meeting and Conference), should select the appropriate box on the scheduling form and will be contacted by the Director of Meetings at AALL Headquarters in mid December.

The Annual Meeting Program Committee (AMPC) is charged with scheduling an Annual Meeting. There are certain no-conflict times that SISs must observe. SISs are limited to only ten meetings at the Annual Meeting. There is no charge for the use of meeting rooms.

Information should be compiled at the end of the Annual Meeting, after event costs have been charged to the SIS’s account. This information should be added to that which was compiled from previous years to give an ongoing record of the SIS’s event history. SISs are urged to keep this information on AALLNET in the My Communities section for easy access. Information should include:

- Name of the Event
- Person planning the event
- Number of people ordered for (food & beverage guarantee)
- Menu selected
- Audio/visual selected
- Amount of sponsorship money received (include name of vendor sponsor)
- Final cost of event (available from SIS treasurer or through Director of Meetings)
- Comments: (an opportunity to share what was successful and what wasn’t and make recommendations for the next year’s planner)

2. AUDIO-VISUAL EQUIPMENT FOR SIS EVENTS

Prior to the Annual Meeting, each SIS chair is sent forms for ordering audio-visual equipment to be used during their business and SIS-sponsored programs.

The SIS pays for any equipment used. (This does not include AALL Annual Meeting Program Committee-approved programs held during the conference.)

Payment is usually made by a charge against the SIS’s account.

3. EDUCATIONAL PROGRAMS

General information for Educational Programs at the Annual Meeting is available as part of the SIS Resources on AALLNET.

A. Annual Meeting Program Committee-Selected Programs

Program proposal information for the subsequent year is available on AALLNET mid-summer.

SISs are encouraged to submit sponsored program and workshop proposals to the Annual Meeting Program Committee (AMPC) by its deadline, which is typically in October. Proposals must be submitted online.
SIS Education Committees should review the Program Proposer’s materials on AALLNET in late spring each year, for complete information on planning programs and workshops for the following year’s Annual Meeting.

The AMPC reviews program proposals based on the strength and content of the proposals. If a program or workshop is selected for presentation, the AMPC liaison notifies the proposer, as well as the SIS chair (and the SIS’s education committee chair, when applicable).

These programs are funded by AALL as part of the Annual Meeting’s expenses.

All program and workshop coordinators will be subscribed to a listserv where pertinent planning information, reminders of deadlines, etc. will be posted. Coordinators must operate within the budget agreed upon with the Annual Meeting Program Committee.

When the AMPC approves an SIS-sponsored workshop for presentation at the AALL Annual Meeting, the Education and Programs Manager prepares the budget in accordance with AALL Financial Policies and the Budget Guidelines for the fiscal year in which the workshop is held. AALL assumes all financial risk for potential losses from Institutes and Workshops. It retains net revenues generated from Institutes and Workshops.

B. Independently-Produced SIS Educational Programs

Some SISs present their own educational programs at the Annual Meeting. These must be scheduled in the fall by submitting completed scheduling forms to AALL as instructed by the Directors of Meetings. Prior to that time, the SIS Meeting Matrix is made available on AALLNET, allowing SIS planners to see when AMPC-selected programs have been scheduled. It is updated regularly throughout the month of December as SISs provide preliminary information about their scheduled events. This affords SISs the opportunity to identify potential conflicts and make adjustments as needed.

Coordinators of these independently-produced programs must provide the following to AALL as instructed:

- Title of program (should appear with specific program designation (e.g., TS-SIS Program: Mapping our Future)
- Date
- Time
- Description of the program (brief - 125 words or less)
- Target Audience (not necessarily limited to members of the SIS)
- Level of program (Introductory, Intermediate or Advanced)
- Program Track (Library Management; Reference, Research and Client Services; Information Technology; Collection Development and Cataloging; Teaching; or General or Core Programs)
- Two to three learning Outcomes (should be specific and measurable)
- Speaker names, roles (coordinator, moderator, speaker), and affiliations (employer)

The SISs, using either money from their treasuries or fees charged to attending members, must fund these programs. Registration for these programs must be made available to all AALL members. An SIS is entitled to one education session at the Annual Meeting and is
responsible for covering all costs associated in putting on the program (besides the room in which the session is held).

An SIS-sponsored program may elect to be part of the overall evaluation process and may check the box on the scheduling form to request a Program Evaluation Request Form. SISs may also request that their programs be audio recorded by selecting the box on the scheduling form to request the Audio Recording Request Form. Evaluation and Audio Recording request forms will be sent out in February. SISs are required to use AALL contracted providers and are responsible for any charges incurred.

SISs are responsible for securing Speaking Commitment and Copyright Releases from all presenters on independently-produced SIS programs. SISs may request a complimentary one-day registration for non-AALL member speakers so that they may participate; such requests must be made to AALL in advance of the conference so that registration materials can be provided. (All AALL members attending or participating in any conference events must register.)

All scheduling will be based on room availability, and AALL will provide no additional funds for these opportunities.

4. SCHEDULING OF SIS MEETINGS

Each SIS typically conducts at least one business meeting at the AALL Annual Meeting, with business meetings of the three 'type of library' SISs (Private Law Libraries, Academic, and State/Court/County) meeting on Sunday morning. SISs may schedule additional meetings during designated meeting times. The SIS Meeting Matrix will be made available to SIS chairs, along with detailed instructions for scheduling meetings and submitting forms. Every effort shall be made to accommodate special needs. All scheduling will be based on room availability, and AALL will provide no additional funds for these opportunities.

A Few Important Considerations for Sponsored and Ticketed Events

SIS Chairs need to carefully plan their meetings, independently-produced programs, meals, receptions, and other social events to be held at the Annual Meeting. Preliminary Scheduling Forms will be distributed to SIS Chairs and, in coordination with the SIS Council Chair, all meetings, programs, and events are to be submitted to AALL to display for viewing on the SIS Meeting Matrix on AALLNET.

All Preliminary Scheduling Forms are due to be submitted to Headquarters once the SIS Meeting Matrix is complete. A list of scheduled events will be available for viewing on AALLNET to check for accuracy and conflicts.

Text and registration information for promoting the Annual Meeting is completed prior to opening registration. All SIS meals and social events that are ticketed require registration prices be provided at that time.

In early May, the text for the Annual Meeting Conference Program and the Awards and Acknowledgements Brochure (distributed to all registrants) goes into production and it includes an acknowledgement of all sponsorships.

The Director of Meetings will provide deadline dates to the SIS Chairs for the completion of these activities.
5. SIS EXHIBITS

The exhibit area at the AALL Annual Meeting includes an "Activities Area" for displaying materials illustrative of the work of the Association's SISs, Chapters, Committees and Caucuses. AALL Headquarters sends a form to each SIS Chair regarding their participation. If not returned, no table will be reserved for the SIS.

All SISs are encouraged to submit items such as brochures, section publications, reports of projects, and posters, etc., for the exhibit. Materials can usually be mailed to the exhibit hall in advance of the conference, or materials can be brought to the hall before the exhibit hall opens. Mailing instructions are sent to SIS contacts identified on the table reservation form. All materials that are not removed at the close of the exhibit hall (3:00pm on Tuesday) will be discarded. The SISs are responsible for staffing their display during the conference.

6. SIS VIP PROGRAM: www.aallnet.org/main-menu/Member-Communities/sis/sis-resources/vip-sis.html

The AALL SIS VIP Program presents an opportunity for your SIS to invite special guests from your area’s legal, governmental, or information communities to receive a complimentary full registration to AALL’s Annual Meeting. In order to emphasize and publicize AALL’s preeminent role in legal information management to the community at large, individuals selected to participated in the Annual Meeting’s educational and networking experiences shall not be AALL members.

The timetable for inviting SIS VIPs is as follows:

January - Identify VIP Candidates
February - Extend invitations to VIP candidates (earlier if possible)
March - Confirm acceptance with candidates
April - Follow up phone call
May - Schedule escorts
June - Schedule Events/activities with VIP
[June 1st: Deadline for SIS VIP Registration Forms]

Forms and additional information are available on AALLNET.

Note that the SIS VIP program is different from existing SIS grant programs that might fund a member’s attendance at the Annual Meeting. The VIP program is designed for non-AALL members to be introduced to the Association’s work.

F. SIS FINANCES
http://www.aallnet.org/main-menu/Member-Communities/sis/sis-resources/finances.html

1. BANK ACCOUNTS

SISs may not maintain separate bank accounts. They must voucher all expenses through their AALL accounts maintained at Headquarters.

2. DUES
Any AALL individual active member, designated institutional member, individual associate member, institutional associate member, retired member or student member may join an SIS by paying $20.00 to AALL at any point during the year.

50% of the dues paid for SIS memberships is allocated to the SIS. On September 30 of each year, the SISs will be credited with the dues income available to them for the succeeding twelve-month period. By October 1 of each year, SISs will be notified of the amount allocated to them from this source. (Financial Long-Range Plan 1995-1998).

Annually on May 31st, the AALL Membership Coordinator will compile a listing by SIS of all members whose join date in their membership record is between October 1st of the previous year through that May 31st. The AALL Director of Finance will use the report to calculate a dues credit of $10 for each of the listed members and will credit that amount to the respective SISs. This credit will appear on the accounts of the SISs on May 31st annually. This means that each SIS, in addition to receiving its usual September 30th credit, will also receive a May 31st credit for these interim joiners.

3. FINANCIAL STATEMENTS

Headquarters sends each SIS a quarterly financial statement listing all income from dues, etc., and showing all expenses charged to the SIS. Copies of SIS financial statements are included in AALL’s quarterly financial reports and available for viewing by members in the Executive Board Books posted On AALLNET.

These reports will be sent to the SIS treasurer or other designated officer. The Chair of SIS Council should be advised if statements are not regularly received.

4. PAYMENT OF SIS EXPENSES AT THE ANNUAL MEETING

Part I, E, of this handbook on the "Annual Meeting" details the requirements for payment of expenses for SIS meals, equipment, etc.

Recipients of travel or registration grants from SISs should submit reimbursement requests to the SIS treasurer. The treasurer then prepares and submits the reimbursement forms to Director of Finance and Administration. This allows the SIS treasurer to evaluate, approve, and keep track of expenditures of SIS funds.

5. DEPOSIT OF REVENUES

All revenues received by an SIS from outside sources such as contributions, publication sales, or other activities must be deposited by AALL and credited to the specific SIS account. All checks, drafts, or other form of remittance are to be forwarded to the attention of the AALL Director of Finance and Administration. A "Deposit of Revenues" form must be included with the checks. A downloadable copy of the form is available here: (http://www.aallnet.org/main-menu/Member-Communities/sis/sis-resources/revenues.pdf)

6. REIMBURSEMENT OF GENERAL, NON-ANNUAL MEETING EXPENSES

AALL requires that a special "Request Form" be completed when a request for reimbursement of expenses related to official business is made. See AALLNET: (http://www.aallnet.org/main-menu/Member-Communities/sis/sis-resources/reimbursement.pdf) or contact Headquarters for the current form.
The form should be used when requesting reimbursement for expenses such as postage, printing, telephone calls, duplication costs, etc. associated with SIS business.

The form should also be used when a member is requesting reimbursement to his/her firm or institution for expenses related to the work of his/her SIS.

Appropriate documentation is to be attached to each request form submitted to Headquarters.

SIS members, including non-Annual Meeting grant recipients, should submit reimbursement requests to the SIS treasurer. The treasurer then prepares and submits the reimbursement forms to Director of Finance and Administration. This allows the SIS treasurer to evaluate, approve, and keep track of expenditures of SIS funds.

7. ROYALTIES FROM AALL PUBLICATIONS SERIES

Each SIS may retain or designate the 50 percent that AALL shares with authors in the AALL publication series.

8. SOLICITATION OF FUNDS BY SISs

All potential revenue-producing activities, including the sale of advertising by any component of AALL, must be approved in advance by the Executive Director.

In September 2000, the Executive Board and Executive Director of AALL distributed the following statement governing **SIS Fundraising and Donor Support of Annual Meeting Events**:

While recognizing that SIS chairs have a genuine interest in raising funds for their activities, particularly social events at the Annual Meeting, and while also recognizing that many SIS chairs have unique and beneficial relationships with potential donors, it is important to coordinate fund raising on behalf of AALL and its entities like SISs and committees. In an effort to address the importance of this process, the Executive Board approved the following policy governing fund-raising activities by AALL entities:

*Annual fund-raising activity (Financial Policy: Section VIII. Development)*

(http://www.aallnet.org/main-menu/Member-Communities/sis/sis-resources/fundraising.html)

Because AALL recognizes the need for a coordinated fund-raising effort, the Executive Board has delegated the following responsibilities to the Executive Director.

1. All solicitations for funds for all purposes must be coordinated by the Executive Director before potential donors are contacted.

2. The Executive Director will take into account in coordinating such activities the potential for a major donation from the vendor that might be compromised by a solicitation for a less significant amount.

When an SIS chair wants to approach or is approached by a potential donor or sponsor (publisher, law firm, individual) please inform the Executive Director as soon as possible before
making a contact or a commitment. Many sponsors support the same event annually and this notification simply keeps all parties well informed.

The Executive Director can ensure that all entities interested in soliciting funds are informed about the current status of sponsor contacts and pledges. The Executive Director must also ensure that all invoices are issued promptly for all pledges, that all contributions are properly recorded, and that all donors are recognized in Annual Meeting signage and publications. This latter point is particularly important to donors.

At its April 2008 meeting, the Executive Board approved an AALL Sponsorship Policy. The policy defines a sponsorship as a mutually beneficial exchange whereby the sponsor receives value in return for cash or goods-or services-in-kind provided to the Association. The policy also provides for a right to refuse sponsorships by business entities that do not contribute information to the AALL Price Index or abide by the Fair Business Practices Guide. The Executive Director or designate is responsible for determining whether a sponsorship will be solicited and/or accepted based on an assessment of the best interests of the Association and the wishes of its members. The acceptance of sponsorships shall be consistent with the Association’s Strategic Directions and Financial Policies.

The AALL Director of Meetings serves as a primary contact and resource person at Headquarters, assisting SIS Chairs to plan all aspects of their activities, receptions, and meal events, including menu selection and setting registration ticket prices. SISs are responsible for funding all their social events, breakfasts, lunches and receptions, either through their own funds, through ticket sales, or through sponsorships. When revenues exceed the direct costs of the social event, the SIS account is credited. When expenses exceed revenues, the SIS account is debited by the amount of the deficit. AALL does not charge overhead on these social events.

9. SPONSORSHIP OF SIS EVENTS OR PROJECTS BY OUTSIDE ENTITIES

The same rules stated in the above section on "Solicitation of Funds" apply to requests for sponsorship of events, publications, etc. However, such sponsorship sometimes involves no exchange of money, but rather the provision of services such as the printing of an SIS newsletter by a publisher. In such an instance, the SIS should still seek approval for the event or service.

10. SPECIAL BUDGET REQUESTS

SISs may request funding from AALL for projects through the Association's regular budgeting process. Information about this process appears in Section III of the Financial Policies of the Association (http://www.aallnet.org/main-menu/Leadership-Governance/policies/AssociationPolicies/policy-financial.html)

11. CONTINUING PROFESSIONAL EDUCATION (CPE) GRANTS

The Continuing Professional Education (CPE) Committee provides grants to fund educational opportunities outside of the Annual Meeting. SISs are encouraged to apply for these funds to develop and present in-person or online classes or other resources for members. CPE will also ask SIS leaders to nominate Annual Meeting programs to be recorded and made available online to members who cannot attend the Annual Meeting.
G. SIS PUBLICATIONS

1. AALL PUBLICATION PROCEDURES

At its June 15, 1990, meeting the AALL Executive Board unanimously adopted the recommendations in the report of the Special Committee on AALL’s Publication Program. Any AALL entity, including SISs, or any individual interested in proposing an Association publication must follow the steps outlined in the AALL Publications Procedures [http://www.aallnet.org/main-menu/Member-Communities/sis/sis-resources/publications.html]

2. FLYERS & BROCHURES

Each SIS is encouraged to produce a double-sided flyer or brochure describing its activities, purpose, and goals.

In order to assure consistency in design and to promote a unified public relations endeavor, all SISs must have their flyers produced by AALL Headquarters. The AALL Marketing and Communications Manager will provide assistance for the graphic design of an SIS’s flyer every three years.

Any SIS wishing to alter the design, i.e. content, of its flyer more frequently than every three years must pay for the graphic designer fees from its SIS funds.

Headquarters will print 300 color copies of the new flyer on regular copier paper once every three years. The SIS is responsible for any additional printing or for printing on special paper.

SIS chairs must contact the Marketing and Communications Manager prior to work on a new flyer. The Marketing and Communications Manager will provide the chair with guidelines.

The following deadlines must be followed in the design of a new flyer:

- At Annual Meeting: Determine your SISs need for a new or revised flyer; inform the Marketing and Communications Manager of your decision
- December 1: Draft to SIS Council Chair
- January 15: Draft to Public Relations Coordinator
- March 1: Final copy to Marketing and Communications Manager

3. NEWSLETTERS

All SISs publish a newsletter or provide some other current awareness service, such as a blog. The Online Bibliographic Services and Technical Services SISs produce theirs jointly.

Each SIS selects its own newsletter editor, and the individual styles of the publications vary considerably.

All newsletters must carry the AALL logo.
SISs are responsible for publishing their own newsletters.

SISs may sell advertising for their newsletters. If an SIS solicits and sells advertising for its newsletter, the SIS treasurer should contact the AALL Director of Finance and Administration to coordinate income management. All checks for newsletter advertising need to be sent to the AALL Director of Finance and Administration at Headquarters. All checks must be made payable to AALL with a notation that the funds are for newsletter advertising.

**DISTRIBUTION**

Each SISs newsletter is distributed free to its members.

**DISTRIBUTION BEYOND THE SIS**

Copies of each SISs newsletter must be provided to the following:

- Chairs of all other SISs
- AALL President
- AALL President-elect
- Annual Meeting Program Committee Chair
- Liaison to the SIS Council
- **AALL Spectrum** editor
- SIS Council Chair
- Headquarters
- AALL Archives

SIS newsletter mailing labels include labels to fulfill this distribution. Be sure to specify newsletter labels and not SIS membership labels.

If the SIS newsletter is published online only then the editor should notify the above individuals of each publication and provide a link to the online newsletter.

4. **SIS POLICY PUBLICATIONS**

SISs should submit to the Executive Board for comment and approval any reports or policy documents that are outward- or public-facing, and are ones that would be useful for the Association as a whole. When in doubt, policies should be forwarded to the Board through the SIS Council Executive Board liaison.

Further all SIS publications, including independently produced reports or policy documents, should include bibliographic information. This is particularly helpful also for archiving purposes (per the AALL archiving requirements as discussed in Section I.D.13 of the Handbook).

Illustrative, but not exhaustive, bibliographic information includes:

- A complete title
- Author or responsible authority
- Publication date
- Time period covered, e.g. fiscal year or calendar year
- Document version (e.g., draft, second, or final version)
- Page numbers
5. SIS WEBSITES AND COMMUNITIES

Each SIS has a website and a community for its members. A community is where SIS members can start discussions and share resources. The AALL Director of Information Technology provides support for SIS webmasters and communities. Training is held for SIS webmasters, either in person at the Annual Meeting or via webinar.

6. PROFITS (OTHER THAN ROYALTIES) FROM SALE OF SIS PUBLICATIONS

Profits from projects (including publications) which have not required AALL financial support may be retained entirely by the SIS.

7. PUBLICATIONS (OTHER THAN NEWSLETTERS)

AALL Publications Policy and AALL Publications Committee’s Approval

The AALL Publications Committee serves to provide member oversight of the publications program and to recommend policy to the AALL Executive Board. Committee members review proposals and manuscripts, and the Committee as a whole makes a recommendation on whether a proposal or manuscript should be accepted for publication.

An SIS must first seek the approval of the Chair of the Publications Committee for any proposed publication (other than a newsletter). Other specific publications procedures are outlined in the AALL Publications Procedures at http://www.aallnet.org/main-menu/Leadership-Governance/policies/AssociationPolicies/publications-procedure. All publications must be copyrighted to AALL.

Commercially-sponsored Publications

Commercial publishers produce two series of AALL publications, and additional individual works have obtained commercial sponsorship. Such publications and contractual arrangements pertaining to them must receive the approval of the AALL Publications Committee and the Executive Board.

After publication, the AALL Publications Committee monitors the sales and general well being of the publications and makes necessary recommendations.

Any SIS literature under consideration by commercial publishers must undergo this process as well.

Publications Subsidized by AALL

AALL currently subsidizes the publication and mailing of several works for prisoners issued by the Law Library Services to Institutional Residents Committee of the Social Responsibilities SIS.

The Association also provided funding for the reproduction of offprints from Law Library Journal for the standards for appellate court and county law libraries produced by the State, Court and County Law Libraries SIS. The standards were mailed at Association expense to all courts in the United States.
8. ROYALTIES

If a contract for a commercially published SIS publication specifies that royalties will be paid, the SIS may use the portion necessary to cover production expenses. Any excess royalties will be split 50-50 with AALL.

When an SIS makes a proposal to the Publications Committee, it should designate whether the SIS, an individual author, or another source is to receive its share of royalties.

H. RELATIONSHIPS OF SISs WITH OUTSIDE ORGANIZATIONS

AALL REPRESENTATIVES TO OUTSIDE ORGANIZATIONS

The AALL Executive Board reviewed the Association’s representatives in the 2006-2007 year and considered the input of the SIS leadership. Please be aware that the Association’s policy on or procedures for representatives to other organizations may be changing in the near future.

AALL policy regarding representatives to outside organizations was revised in February 1997. All representative positions will be reviewed periodically to assess their strategic importance to the Association. A more effective and concrete process for investigating and proposing representatives and for evaluating them on a periodic basis will be developed, with the involvement of appropriate SISs. All AALL representatives to other groups will be fully funded, effective October 1997 for Fiscal Year 1998.

Individual SISs are called upon to advise the AALL Vice-President/President-Elect in the appointment of AALL representatives to working groups concerned with specific spheres of knowledge and activity in other organizations.

The appointed representative is expected to report regularly on the activities of the outside group to his/her SIS. The representative shall submit an annual report to the Executive Board.

The representative must submit a budget request at the time of the annual budget preparation to cover anticipated expenses. Representatives have the authority to spend up to the approved budgeted amount.

A list of current representatives to related organizations and the AALL Representative Handbook can be found at http://www.aallnet.org/main-menu/Leadership-Governance/representatives.

SISs may want to independently support a representative to another organization. This could occur when AALL is unable or unwilling to fund a particular representation, or as an initial effort prior to requesting AALL funding and support. Such independent monitoring of other organizations is still an option for an SIS.

See also “Speaking for AALL” on AALLNET.
PART II:
SIS COUNCIL
A. ORIGIN  http://www.aallnet.org/main-menu/Member-Communities/sis/sis-resources/sis-council.html

The SIS Steering Committee, created by the AALL Executive Board on June 30th, 1979, was the predecessor of the SIS Council. Members of the Steering Committee included: an Executive Board member as chair; the AALL Annual Meeting Program Chair; the Education Committee Chair; SIS chairs; and AALL Treasurer, ex-officio.

The name was changed to the SIS Council in January 1984.

B. PURPOSE

The opportunity for SIS chairs to meet as a council facilitates a sharing of common concerns and provides an effective means of communicating with AALL leadership and Headquarters staff about SIS policies, procedures and activities.

With the Council Chair serving as coordinator, individual SISs are able to work together on projects of common interest, to express a consensus, and to recommend actions to the Executive Board.

C. MEMBERS

The SIS Council is made up of the current chairs of each SIS.

In the Spring of each term, the current SIS chairs elect one of the chairs as Council chair to serve for the following year. Thus, the Council is chaired by an immediate past SIS chair.

The Council holds its business meeting at the annual conference. The Executive Board Liaison to the Council attends the meeting and works closely with the Chair and Council.

Both outgoing and incoming SIS chairs attend the meeting. Incoming chairs-elect may also attend.

D. SIS COUNCIL CHAIR

1. Election

The AALL Bylaws (Article 9, Section 10) specify only that the Council Chair is to be elected from among that year’s SIS chairs in a manner chosen by the Council.

In recent years the outgoing chair has conducted an election by e-mail in the spring, first asking for volunteers and nominations from those eligible to run. Candidates for SIS Council Chair may not campaign for the position.

The SIS Council election results must be completed two months prior to the start of the AALL Annual Meeting.

2. Duties

The following list of duties for the Council Chair was drafted early in 1989 by a special committee of the Council as part of its report to the Special Committee on the Organizational
Structure of AALL. The list was endorsed by that committee and recommended to the 
Executive Board as part of its Final Report in June 1989, which the Executive Board approved:

a. It is the responsibility of the Chair of the SIS Council to facilitate communications among 
the leadership of the SISs and between the SISs and the Executive Board through the 
following activities:

i. To correspond regularly with all SIS chairs to inform them of association matters 
affecting their sections and to solicit their opinions or cooperation in carrying out 
association policy and programs.

ii. To represent the Council in the capacity of observer and information resource at 
meetings of the AALL Executive Board. The Council Chair shall cooperate with the 
Board Liaison in presenting proposals or requests from the Council or from individual 
SISs to the Board for action. Following Board response or action on such matters, 
the Council chair shall communicate this information back to the SISs.

iii. To answer questions concerning SIS and AALL policy and procedure posed by SIS 
members and officers.

b. It is the further responsibility of the Council Chair to coordinate, arrange for and carry out 
meetings of the Council as well as any other projects that the Board may ask it to 
undertake.

c. The Council Chair, with the Board Liaison to the Council, maintains and updates the SIS 
Handbook.

d. The Council Chair contacts and works with the appropriate parties to solve any problems 
that might arise in relation to SIS activities or the support of SIS functions by AALL 
Headquarters.

e. The Council Chair works with the Director of Meetings to schedule the training session 
for incoming SIS chairs.

f. The Council Chair with the Executive Board Liaison to the Council reviews petitions of 
groups wishing to form SISs and advises the Executive Board.

g. The Council Chair monitors the well being of all SISs and if necessary make 
recommendations to the Executive Board regarding any mergers or dissolutions.

h. The Council Chair conducts the nominating process and election for her/his successor, 
involving Council members in all decision-making.

i. The Council Chair prepares an annual report of activities for the AALL Executive Board.

j. The Council Chair passes on to his/her successor any records and information relating 
to the year's activities. After reviewing these records, the new chair forwards them to the 
AALL archives, retaining any documents that are still active. AALL archiving policies 
and contact information are provided in part I.D.13, supra.

k. During the Annual Meeting, the newly-elected SIS Council Chair will take the minutes of 
the SIS Council Business Meeting and report those minutes to the AALL Executive 
Board.
3. Past Council Chairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melody Lembke</td>
<td>1984/85</td>
</tr>
<tr>
<td>Shelley Dowling</td>
<td>1985/86</td>
</tr>
<tr>
<td>Sandra S. Coleman</td>
<td>1986/87</td>
</tr>
<tr>
<td>Scott Pagel</td>
<td>1987/88</td>
</tr>
<tr>
<td>Carol Billings</td>
<td>1988/89</td>
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<tr>
<td>Elizabeth Schneider</td>
<td>1989/90</td>
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<tr>
<td>Patricia G. Strougal</td>
<td>1990/91</td>
</tr>
<tr>
<td>Patricia Cervenka</td>
<td>1991/92</td>
</tr>
<tr>
<td>Merle J. Slyhoff</td>
<td>1992/93</td>
</tr>
<tr>
<td>Nancy P. Johnson</td>
<td>1993/94</td>
</tr>
<tr>
<td>Phyllis Post</td>
<td>1994/95</td>
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<tr>
<td>Bobbie Studwell</td>
<td>1995/96</td>
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<tr>
<td>Anne Myers</td>
<td>1996/97</td>
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<tr>
<td>James Milles</td>
<td>1997/98</td>
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<tr>
<td>Gail Warren</td>
<td>1998/99</td>
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<tr>
<td>Jack Bissett</td>
<td>1999/2000</td>
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<tr>
<td>Kristin Gerdy</td>
<td>2000/2001</td>
</tr>
<tr>
<td>Ruth Johnson Hill</td>
<td>2001/2002</td>
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<tr>
<td>Anita Anderson</td>
<td>2002/2003</td>
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<tr>
<td>D.R. Jones</td>
<td>2003/2004</td>
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<tr>
<td>Don Arndt</td>
<td>2004/2005</td>
</tr>
<tr>
<td>Scott Matheson</td>
<td>2006/2007</td>
</tr>
<tr>
<td>Catherine Lemann</td>
<td>2007/2008</td>
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<tr>
<td>Ronald E. Wheeler, Jr.</td>
<td>2008/2009</td>
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<tr>
<td>Dennis S. Sears</td>
<td>2009/2010</td>
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<tr>
<td>Anne Matthewman</td>
<td>2010/2011</td>
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<tr>
<td>Kathy Carlson</td>
<td>2011/2012</td>
</tr>
<tr>
<td>Margaret (Meg) Butler</td>
<td>2012/2013</td>
</tr>
<tr>
<td>Jason R. Sowards</td>
<td>2013/2014</td>
</tr>
<tr>
<td>Camilla Tubbs</td>
<td>2014/2015</td>
</tr>
</tbody>
</table>

E. COMMITTEES

The Chair may appoint any standing or special committees to carry on the work of the Council and to respond to requests from the AALL Executive Board.

F. SIS COUNCIL MEETING

The time of the annual SIS Council meeting is chosen to avoid conflict with other convention events. The meeting is presently scheduled for the Saturday afternoon preceding the start of the annual conference. The meeting follows the training session for incoming chairs.

The Council Chair presides over the meeting, sets the agenda and invites appropriate AALL officials to speak.

G. VOTING

Each SIS has one vote to cast on the Council. The Council Chair does not vote.
ARTICLE I: NAME

The name of this council of the American Association of Law Libraries (AALL) shall be the Special Interest Section Council (SIS Council).

ARTICLE II: OBJECT

The object of the SIS Council shall be to improve communication between and among special interest sections; promote discussion of problems common to all; provide a mechanism for the expression of SIS opinions and concerns to the national leadership of AALL.

ARTICLE III: MEMBERSHIP

The Council shall be composed of one voting member from each SIS. SIS chairpersons in office immediately prior to the beginning of the AALL annual meeting shall be designated as voting members of the Council. Incoming chairpersons are encouraged to attend SIS Council meetings in addition to the chairperson, and may vote for the SIS in the absence of the chairperson.

ARTICLE IV: MEETINGS

Section 1. Annual Meetings.

There shall be an annual meeting of the SIS Council held in conjunction with or during the annual meeting of AALL.

Section 2. Quorum.

Fifty percent of the members shall constitute a quorum for any meeting of the Council.

ARTICLE V: OFFICER

Section 1. Officer.

There is only one officer, the SIS Council Chairperson. The Chairperson shall be elected annually by the Council and serve a term of one year. The SIS Council Chairperson shall be elected from among the out-going SIS chairpersons.

Section 2. Duties.

The Chairperson is responsible for developing and maintaining communication channels among the SISs and the national leadership. The
Chairperson organizes and chairs the annual Council meeting. The Chairperson serves without compensation, but shall be reimbursed by AALL for expenditures (such as printing and postage) incurred in the discharge of his/her duties.

ARTICLE VI: AMENDMENTS

These bylaws may be amended at the annual meeting of the Council by a majority of the members present and voting. Notice of proposed amendments shall be provided to the Council's voting members 30 days in advance of the annual meeting. Any amendment shall take effect after it has been approved by the AALL Bylaws Committee.

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I. SIS MODEL BYLAWS

Special Interest Section MODEL BYLAWS

May 2006 revision
AALL Bylaws Committee

INTRODUCTION

These model bylaws are intended to be a guide to new special interest sections drafting a governing document or existing special interest sections amending an existing document and for the AALL Bylaws Committee when reviewing the governing documents of special interest sections. The first set of model special interest section bylaws was published in the March 1977 AALL Newsletter (v.8, no.3). The model bylaws were revised in 1982/83, and that version was printed in subsequent editions of the SIS Handbook. Changes in AALL policies or refinements to AALL constitutional interpretation necessitated the 1994 and 2006 revisions.

A special interest section may be formed upon approval by the AALL Executive Board of a petition signed by fifty (50) AALL voting members, provided that the group has functioned as an informal caucus for at least three years prior to making the request. The application should include the bylaws of the proposed special interest section. However, members considering the creation of a new special interest section should seriously consider whether one is truly necessary. One should be certain that, not only are there a good many people who share a particular interest and will actively participate in the special interest section's efforts, but also that no existing special interest section is willing, or able, to cover this interest. An extremely small, narrowly focused special interest section is not likely to be the most effective vehicle for pursuing its goals.

The special interest sections are governed at the most basic level by the article entitled "Special Interest Sections" in the AALL Bylaws. Members responsible for drafting special interest section bylaws should read AALL Bylaws carefully, noting in particular that 1) their own bylaws must not conflict with the AALL Bylaws, and, 2) newly created or amended bylaws must be transmitted to the AALL Bylaws Committee for review.

The model document recommends, rather than requires, specific language. However, in order to lessen the chance of conflict with the AALL Bylaws, the constitution and/or bylaws of the special interest section should be as similar in terminology to the AALL documents as is feasible. In other cases, use of language included in the model could help avoid conflict. The
sources for language used in the model special interest section bylaws include the AALL Bylaws, various existing special interest section documents, and Sturgis, The Standard Code of Parliamentary Procedure, 1988. The order in which the articles of the model bylaws are arranged follows the order of sample bylaws in Sturgis.

Because of the variation in practice from one special interest section to another, alternative provisions are often supplied. However, the model is meant to be a guideline rather than an exhaustive statement of permissible language. In addition to sample language for use in a special interest section’s documents, the committee has provided comments for many of the model bylaw provisions. The comments are intended to facilitate use of this model. Any questions about the comments or the text of the model, as well as any suggestions, should be addressed to the AALL Bylaws Committee.

MODEL BYLAWS

Article I: NAME

Section 1. The name of this special interest section of the American Association of Law Libraries (AALL) shall be the

Comments: The purpose of this article is to identify the group clearly. In light of the number of AALL chapters and their increasing use of acronyms, the AALL special interest sections are strongly urged to include the words "Special Interest Section," "Section" or "SIS" as part of their established name.

Article II: OBJECT

Section 1 (ALTERNATIVE 1). The object of the _______________ Section shall be:

To provide a forum for the exchange of ideas and information on _______________; and to represent its members' interests and concerns within the AALL.

Section 1 (ALTERNATIVE 2). The object of the _______________ Section shall be:

To disseminate information on _______________ to the AALL membership; to further the continuing education of law librarians in the area of _______________; to promote the effective and creative use of _______________ in law libraries; to work in cooperation with similar special interest groups in other associations or organizations.

Section 2.

The special interest section shall conduct its affairs in conformity with the Constitution and Bylaws of the American Association of Law Libraries.

Comments: Object clause statements which imply that the special interest section will officially represent the interests of its members to the outside world should not be included. The special interest sections are certainly natural sources of advice within the AALL, and their expertise should be made available to AALL representatives, but it is the latter who are authorized to speak for AALL members. As subdivisions of the AALL, special interest sections should not attempt to speak as an independent entity on an issue to some third party.
Article III: **MEMBERSHIP**

Membership shall be open to any AALL member requesting affiliation with the Section as provided in the AALL Bylaws. Membership shall be renewable each year.

**Comments:** Special interest section membership is defined by Article X, section 4 of the AALL Bylaws. It currently states that members may affiliate with one or more Special Interest Sections upon payment to the Association of an annual fee for each section. Incorporating the AALL provision by reference is advisable since such incorporation obviates the need for revision, should the specifics of that AALL provision change.

Article IV: **OFFICERS**

Section 1. **Officers.** (ALTERNATIVE 1)

The officers shall consist of a chair, vice chair/chair-elect, and a secretary/treasurer.

Section 1. **Officers.** (ALTERNATIVE 2).

The officers shall consist of a chair, a vice chair/chair-elect, a secretary/treasurer, and two members-at-large.

**Comments:** A special interest section might prefer to have a secretary and a treasurer (two separate positions), and/or a newsletter editor, education coordinator, or other officers. The alternatives shown above are, however, the most commonly used.

Section 2. **Duties of Officers.** (ALTERNATIVE 1).

“The officers shall consist of a Chair, Vice-chair/Chair-elect, a Secretary/Treasurer, etc. These officers shall perform the duties usually pertaining to their offices and such other duties as may be assigned by the Executive Board or the membership” Or “with duties as specified in the current [Name] SIS Procedures Manual.”

Section 2. **Duties of Officers.** (ALTERNATIVE 2).

(a) **Chair.** It shall be the duty of the chair to coordinate all business and projects through the executive committee of this special interest section; appoint members to the committees of the special interest section; prepare a column for each issue of the special interest section’s newsletter; act as liaison to the AALL Executive Board through the SIS Council; prepare required reports for and correspondence with the AALL executive director, as appropriate.

(b) **Vice Chair/Chair-Elect.** It shall be the duty of the vice chair/chair-elect to work with the executive committee; to solicit and develop program ideas; and any other duties delegated by the chair.

(c) **Secretary/Treasurer.** It shall be the duty of the secretary/treasurer to maintain all written and financial records of the special interest section, including the taking and reporting of minutes of business meetings; manage the budget; mail ballots for annual elections and tabulate the results; and prepare reports as required.

**Comments:** The special interest section should consider carefully whether it wishes to include specific officer duties in the bylaws, rather than using the special interest section
procedures manual for this purpose. If there is a need to redistribute the duties, whether temporarily or permanently, this might be more difficult to effect if the duties are so explicitly spelled out in the bylaws.

Section 3. **Terms of Office.** (ALTERNATIVE 1)

The vice chair/chair-elect shall serve a two-year term, the first year as vice chair, and the second year as chair. A new vice chair/chair-elect shall be elected each year. The secretary/treasurer shall serve a two-year term, and shall be elected every other year. Officers shall serve until the adjournment of the annual business meeting.

Section 3. **Terms of office.** (ALTERNATIVE 2)

The vice chair/chair-elect shall serve a two-year term, the first year as vice chair, and the second year as chair. A new vice chair/chair-elect shall be elected each year. The secretary/treasurer shall serve a two-year term, and shall be elected every other year. The members-at-large shall serve two-year terms, with the terms staggered so that one new member-at-large assumes office each year. Officers shall serve until the adjournment of the annual business meeting.

**Comments:** A special interest section may decide to establish one-year terms for the secretary and treasurer, or for the members-at-large if there is such a position. But the patterns above are the most common for lengths of term.

Section 4. **Nominating Committee.**

There shall be a nominating committee appointed by the executive committee, to consist of three (3) members, none of whom shall be a member of the executive committee, and none of whom shall be a candidate for office at the succeeding election. Each member of the committee shall serve for a term of one year. The chair of the committee shall be designated by the executive committee.

Section 5. **Nominations and Elections**

(a) (ALTERNATIVE 1). The nominating committee shall nominate one candidate for each office.

(a) (ALTERNATIVE 2). The nominating committee shall nominate at least two candidates for each office.

**Comments:** Current nomination and election procedures vary among the different special interest sections. The major differences in these current practices are reflected in the alternatives presented here. The number of candidates nominated varies for both philosophical and practical reasons; i.e., whatever one's attitude towards an uncontested race, smaller special interest sections may not want to subject too many members to elections too frequently.

(b) (ALTERNATIVE 1). All candidates must be members in good standing of the special interest section.

(b) (ALTERNATIVE 2). Only those special interest section members holding individual or designated institutional membership in AALL are eligible to hold office.
Comments: Special interest sections may choose to restrict certain categories of their members from eligibility to hold office, or not. Although individual associate, institutional associate and student members are not permitted to hold national-level AALL office, the Committee on Constitution and Bylaws has interpreted the AALL bylaw provision that "each section shall be empowered to adopt bylaws for its own governance" to mean that the special interest sections may allow these types of members to hold office at the special interest section level, without being in conflict with AALL Bylaws. If there is no statement to the contrary in the special interest section's bylaws, it will be presumed that any person eligible to join the special interest section is also eligible to hold office in that special interest section.

(c) Names of candidates, together with their written acceptances, shall be presented by the nominating committee to the chair in sufficient time to enable the chair to inform the members of the nominations, by mail; this may be done by announcement printed in a newsletter mailed to all members of the special interest section.

(d) Further nominations may be made upon written petition of five (5) members. Such petitions, with the written consent of the nominees, should be filed with the secretary/treasurer, who prepares an official ballot, including nominations by petition.

(e) The secretary/treasurer shall provide a copy of the ballot to each member of the special interest section. Marked ballots shall be returned to the secretary/treasurer by a specified deadline. The candidates receiving the largest number of votes shall be elected and shall be so reported at the special interest section's annual meeting, at which time the ballots shall be destroyed. All candidates shall be notified of the results of the election at the earliest possible time.

Comments: The special interest sections must conduct their elections by mail, or electronically rather than at the AALL annual meeting, because beginning in 1992, the AALL Executive Board has required that the elections of all new special interest section officers be completed no later than two months before the AALL annual meeting.

(f) All of the above procedures must be scheduled and executed so that elections are completed at least two (2) months prior to the date of the AALL annual meeting.

Comments: Some special interest sections have indicated specific dates (e.g., March 1, April 1, April 15, May 10) as the deadlines for completion of the steps described in subsections (c)-(e) above. Although these dates are sufficient to guarantee that elections are completed about 60 days before the AALL annual meetings that are scheduled through 1998, there is no certainty that the AALL meetings after 1998 will always occur in the second week of July. To avoid the necessity of revising bylaws to change specific dates, then, the use of the general provision shown in subsection (f) is recommended.

(g) (ALTERNATIVE 1). In case of a tie vote, a run-off election shall be held at the annual business meeting. Run-off elections shall be by secret ballot. The ballots shall be immediately counted and the candidate with the largest number of votes declared elected.

(g) (ALTERNATIVE 2). In case of a tie vote, a run-off election shall be held by special mailing.

(h) (ALTERNATIVE 1).
The occurrence of a vacancy in the position of chair shall be filled by the succession of the present vice chair/chair-elect to serve as chair until the next scheduled election of special interest section officers. The occurrence of a vacancy in the position of vice chair/chair-elect or secretary/treasurer shall be filled by a special election conducted by the nominating committee. The person elected by special election shall serve in this position for the duration of the term of office.

(h) (ALTERNATIVE 2).

All vacancies in offices shall be filled by the executive committee for an interim term until the next regular election of officers, at which time said vacancies shall be filled by election, except that the vice chair/chair-elect shall automatically become chair upon a vacancy in such office and shall continue in that office until the expiration of the term for which that person was originally elected to serve as chair.

Comments: The occurrence of vacancies in offices should be anticipated. In considering the alternatives, drafters should carefully consider whether the special interest section wants to be compelled to hold a special election. The effort involved in such a special election might not be justified, especially if the next regular election is imminent.

Article V. MEETINGS.

Section 1. Annual meeting.

There shall be an annual meeting of the ________________________________ Section, preferably held in connection with, or during the annual meeting of AALL. The scheduling of the annual meeting during the annual meeting of AALL shall be cleared with the annual meeting program chair, or as otherwise provided in the AALL Bylaws. Meetings shall be open to all members of the association (AALL), but no person may vote in any meeting who is not a special interest section member in good standing.

Comments: The second sentence of the article serves as a reminder to special interest section officers of the AALL Bylaws requirement (Article X, section 7) which it essentially restates.

Section 2. Quorum. (ALTERNATIVE 1)

A quorum shall consist of ___ members.

Section 2. Quorum. (ALTERNATIVE 2)

A quorum shall consist of ten percent of the members of the special interest section. The number of members required for a quorum shall be established annually by the officers of the special interest section, dependent upon the number of registered members as of the first day of each calendar year. A quorum will become effective April 1 and remain in effect until the following March 31.

Section 2. Quorum. (ALTERNATIVE 3)
A quorum shall consist of the members present at the meeting.

Comments: If no quorum is fixed, then any number of members at the meeting can validly conduct business. Sturgis recommends a fixed number, as opposed to a percentage of the membership, because the latter should require an official, up-to-date certification of the number of members, and could easily become more trouble than it’s worth. In favor of a quorum, it can be said that no business should be conducted if a minimum number of members is not present; indeed, the failure of even a small number to attend calls into question the viability of the group. On the other hand, various types of business can be conducted by mail, and the location of some annual meetings, and competing activities, may make obtaining a quorum problematic, even when a group has a reasonable number of interested members.

Article VI. EXECUTIVE COMMITTEE.

There shall be an executive committee consisting of the officers named above and the immediate past chair.

Comments: The term "executive committee," rather than "executive board" is suggested in order to eliminate possible confusion with the AALL Executive Board. The responsibilities of the executive committee might be spelled out in greater detail.

Article VII. COMMITTEES. (ALTERNATIVE 1)

There shall be such standing or special committees as the executive committee, or the membership, shall create.

Article VII. COMMITTEES. (ALTERNATIVE 2)

There shall be a Standing Committee on _____________________, and a Standing Committee on ___________________. There shall be such other standing or special committees as the executive committee shall create, or shall be created by a majority vote of those present and voting at an annual meeting of this special interest section. Unless otherwise provided, committee chairs shall be designated by the chair of this special interest section.

Comments: The special interest section might want to specify which committees, as well as the method of choosing committee chairs, i.e., election or appointment. If the terse wording of alternative 1 is used, however, the special interest section can provide more details in its procedures manual, which can be modified more easily than the bylaw provision.

Article VIII: PARLIAMENTARY AUTHORITY

The [name] SIS shall conduct its affairs in conformity with the Bylaws of the American Association of Law Libraries. The rules of order mandated by the Association’s bylaws shall govern all deliberations of the Section.

Article IX: AMENDMENTS

Section 1. These bylaws may be amended at the annual meeting of the Section by a majority of the members present and voting, or by majority of the votes cast by a mail or electronic ballot conducted by the Secretary/Treasurer.
Comments: Although there is practice of having a two-thirds majority be required to amend bylaws, some special interest sections have allowed the approval by a simple majority of those attending the annual meeting. Requiring a mail or electronic ballot increases the opportunity for more special interest section members to participate in decision making; with careful planning, the bylaws amendment ballot can be provided with the officers’ election ballot, to save postage and address label expenses.

Comments: Technically, bylaws changes need to be approved by the bylaws committee after the change; however, it has been more efficient to have the committee “preview” any proposed changes and make suggestions before an entity goes through the trouble of proposing an voting on changes.

Section 2.

Notice of proposed amendments shall be provided to the special interest section’s members, or be published in the special interest section’s newsletter, 30 days in advance of the meeting, or of the mailing of ballots.

Comments: Adding the requirement of a 30 day notice is strongly recommended. This is particularly important for those special interest sections that vote on bylaw amendments at their annual meeting; any member who feels strongly about a proposed change might then attend the meeting, even if he/she hadn't previously planned to do so.