

## V. SPECIFIC DUTIES OF OFFICERS AND COMMITTEE CHAIRS

### A. OFFICERS

#### 1. President

- a. The President serves as a member of the Board of Directors presiding at all meetings of the SWALL membership and of the Board of Directors (the Board), and enforces all regulations relating to the administration of the Chapter.
- b. The President shall be the chief executive officer of SWALL, and subject to the Board's control, shall have the general charge and supervision of the administration of the Chapter's affairs and business. The President shall see that all orders and resolutions of the Board are carried into effect. The President shall sign and execute all legal documents and legal instruments in the name of SWALL when authorized to do so by the Board and shall perform such other duties as may be assigned to him/her from time to time by the Board.
- c. The President shall call meetings other than the annual meeting at the request of the Board of Directors or at the request in writing of at least 25% of the members entitled to vote (Bylaws 4.3).
- d. The President plans the agenda of the SWALL meeting held during the AALL annual meeting. (Generally, because planning requirements for AALL take place so far in advance, the President has already arranged for a room and meeting time while serving as Vice President/President-Elect).
- e. The President serves as an ex-officio member of all committees except the Nominations Committee (Bylaws 8.4).
- f. Presidential duties with respect to Special Committees may be found in part C of this section.
- g. The President sees to the publication of a roster of officers and committees on the SWALL website and in the first SWALL Bulletin following new appointments.
- h. The President furnishes each member of the Board with a copy of the proposed agenda prior to each annual meeting.
- i. The Immediate Past President with assistance of the President sends to the person designated by AALL, before May 1 of each year, the annual report of the Chapter.
- j. The President serves as the Chapter representative to the Council of Chapter Presidents and attends the Council meeting at the annual AALL meeting.
- k. The President, on behalf of the SWALL Board of Directors, investigates the purchase or renewal of the Chapter's liability insurance (see Board of Directors section #9).
- l. The President carries out all other customary duties of the office, those specified in the Bylaws, AALL Guidelines, or assigned by the AALL Board of Directors.
- m. The President submits files to the SWALL Archives, according to the Archives guidelines.

#### 2. Vice President/President-Elect

- a. In the absence or temporary disability of the President, the Vice President/President-Elect shall discharge the duties of the President and preside at all meetings of the Chapter and the Board of Directors.
- b. The Vice President serves as a member of the Board of Directors.
- c. The Vice President chairs the Program Committee for a term to coincide with his/her term as Vice President/President-Elect. For details, see duties listed under Appendix D, "The Annual Meeting Procedures" in this Procedures Manual.
- d. As Chair of the Program Committee, the Vice President coordinates plans and activities of the annual meeting with the Chair of the Local Arrangements Committee and has charge of the continuing education programs. The Vice President selects the theme for the annual meeting and presides at the opening luncheon. Using the available AALL publications and resources as guidelines, the Vice President also consults the previous annual reports of the Program and Local Arrangements Committees as well as the "The Annual Meeting Procedures" printed in Appendix D of this Procedures Manual.
- e. The Vice President serves as a member of the Finance Committee (Executive Committee minutes, 3/22/90).
- f. The Vice President shall appoint the members of all standing committees for a term to coincide with his/her term as President, except as otherwise provided in the Bylaws. In order to increase efficiency and continuity, the Vice President will solicit volunteers for these committees. A committee volunteer form will be posted on the SWALL website or made available via any other equally accessible medium.
- g. The Vice President commissions and presents a commemorative award to the President (generally a plaque in appreciation of service) at the end of the SWALL annual meeting.
- h. Because of AALL's need to plan far in advance, the Vice President normally makes arrangements in the fall of his or her term for the SWALL meeting to be held the following summer during the AALL annual meeting. After all, that meeting will occur after the Vice President has become the President.
- i. The summer after election, the Vice President must attend AALL leadership training and the Council of Chapter Presidents meeting held during the AALL annual meeting.
- j. The Vice President submits files to the SWALL Archives, according to the Archives guidelines.

### **3. Secretary**

- a. The Secretary shall have charge of the records and correspondence of the corporation under the direction of the President, and shall be the custodian of the seal of the corporation.
- b. The Secretary shall act as Secretary of all SWALL Board and membership meetings, recording and transcribing the minutes of these meetings. If a Board meeting is conducted electronically, the Secretary will keep records of all such correspondence for the Board meeting minutes. The Secretary will send copies of these records to the Archives following the established guidelines for the Archives.

- c. At least 10 days before the SWALL Bulletin deadline, the Secretary sends copies of the SWALL membership meeting minutes to the SWALL officers, and, after any corrections, to the Editor of the SWALL Bulletin, to the attorney representing SWALL, and to the Archives following the established guidelines for the Archives. The Secretary keeps a copy of the corrected minutes in the SWALL minute book. The Secretary also sends a copy of the corrected minutes to the corporation's attorney in care of Elizabeth Schneider at Plattner, Schneidman, and Schneider, 9141 East Hidden Spur Trail, Scottsdale, AZ 85255.
- d. Following the SWALL Archives Guidelines (see Appendix F), the Secretary retains correspondence and records files and submits them to the Archives.
- e. The Secretary writes and files letters of invitation, notification, and appreciation. The President, Vice President, or a Committee Chair may, by mutual agreement, write such correspondence but must see that copies reach the files of the Secretary.
- f. In the absence of the Secretary at a meeting, the Chair may appoint any person present to act as Secretary of the meeting to read the minutes of the previous meeting and to record the current meeting.
- g. The Secretary receives notices of proposed amendments to the Constitution (Constitution, Article V. 1), Articles of Incorporation, and Bylaws, and distributes the proposed revisions to the Board. The President may direct the Secretary to conduct any mailings in relation to the proposed changes.
- h. The Secretary shall discharge such other duties as shall be assigned to him/her by the President or the Board. The Secretary also serves as a member of the Board.
- i. The Secretary shall be an ex-officio member of the Publications Committee.

#### **4. Treasurer**

- a. The Treasurer maintains an accurate and current record of all financial transactions of the Chapter.
- b. The Treasurer serves as a member of the Board of Directors.
- c. The Treasurer chairs the Finance Committee. For details, see the duties listed under Finance Committee in this Procedures Manual.
- d. Immediately after the new officers take office, the Treasurer will make arrangements for the current President and Vice President to have signature authority to SWALL's bank accounts.
- e. The Treasurer is responsible for obtaining, completing, recording, and returning all signature cards to the bank with which SWALL has its accounts.
- f. When collecting money, the Treasurer issues receipts when necessary and deposits the monies in Chapter accounts (e.g., checking or savings).
- g. The Treasurer disburses monies as authorized by the Board of Directors and keeps receipts and/or documentation of all checks issued. For reimbursement expenses relating to annual meeting expenses and awards, the Treasurer will follow the guidelines set forth in Appendix H of this Procedures Manual.
- h. The Treasurer submits a report of the accounts and financial condition of SWALL for presentation at the SWALL meeting held during the AALL

annual meeting and gives copies of the report to the Board of Directors prior to that presentation. The Treasurer usually makes enough copies of the report to distribute one or two per table at the meeting. The report covers the transactions of the previous fiscal year, which runs June 1 to May 31. The report appears in the first issue of the SWALL Bulletin published after the AALL annual meeting.

- i. The Treasurer also makes a formal written interim report for presentation at the SWALL annual meeting, once again giving copies of the report to the Board of Directors prior to that presentation. The Treasurer usually makes enough copies of the report to distribute one or two per table at the meeting. The report covers the transactions of the financial year from June 1 to the annual meeting. The report appears in the SWALL Bulletin.
- j. When required, the Treasurer fills out appropriate reports and files the fees with the IRS and the Texas Secretary of State's office. The IRS reports and fees must be filed on or before October 15 each year. Normally, however, the Treasurer need not file income tax reports with the IRS unless the Chapter's annual gross receipts exceed \$25,000. Moreover, reports or other filings with the Texas Secretary of State are periodic and only required when requested from that office.
- k. When necessary, the Treasurer makes copies of all financial reports, tax filings, and other official financial documents and sends them to the corporation's attorney in care of Elizabeth Schneider at Plattner, Schneidman, and Schneider, 9141 East Hidden Spur Trail, Scottsdale, AZ 85255.
- l. If unable to attend a meeting, the Treasurer must arrange in advance for a replacement Treasurer to distribute and read the financial report.
- m. Due to the requirements of the Articles of Incorporation, the person acting as Treasurer must reside in Texas.
- n. Periodically, the Treasurer transfers older financial records to the SWALL Archives.
- o. The Treasurer shall be an ex-officio member of the Membership Committee.
- p. Immediately after the new officers take office, the Treasurer will arrange for the current President and Vice President to have signature authority to SWALL's bank accounts.
- q. The Treasurer is responsible for obtaining, completing, recording, and returning all signature cards to the bank with which SWALL has its accounts.

## **B. STANDING COMMITTEES**

### **General Comment #1:**

In June 1988, the Board of Directors determined that three years is the maximum term one person may serve as chair of the same committee. This restriction applies only to the chair, not to a member of a committee.

### **General Comment #2:**

Committee chairs and members are encouraged to meet face-to-face at least once during the year. The Committee chairs should schedule a meeting during the SWALL annual meeting (when a specific time is usually set aside - check with the Program Chair

for the actual time) and/or the AALL annual meeting. Chairs should also maintain contact with their committee members throughout the year.

### **1. Board of Directors**

Purpose: The Board is the governing board of SWALL and serves as coordinating body and liaison with the AALL. The Board consists of the President, Vice President/President-Elect, Secretary, Treasurer, and the Immediate Past President.

- a. The Board generally meets before and after the SWALL annual meeting, during the AALL annual meeting, and at other times as necessary. -
- b. The Board receives, considers, and approves recommendations from officers and committee chairs.
- c. The Board may initiate agenda items, studies, or projects and, after approval of the membership, carry out the planned action. Any change in the Articles of Incorporation or Bylaws and any projects requiring a substantial expenditure of SWALL funds must be approved by the membership. The Board will also need to seek membership approval for committee recommendations affecting the membership as a whole. The Board should also seek approval of actions that could be controversial or divisive.
- d. The Board, after being furnished with an agenda and financial report, discusses those matters that are to come before the membership at the annual meeting.
- e. The Board maintains relations with the American Association of Law Libraries.
- f. The Board approves the charge for and the creation of Special Committees and the appointment of members to Special Committees.
- g. The Board approves the purpose, number, and amount of grants to be awarded each year.
- h. The Board selects the site of the meeting upon the invitation of members in the various areas. See Appendix D, "The Annual Meeting Procedures", Guidelines, I. Site for the annual meeting, in this Procedures Manual for more information.
- i. The Board, with assistance from the President, attends to the renewal of the Chapter liability insurance each year. Annual renewal notice is sent by AALL to the Chapter President.
- j. The Board verifies that appropriate reports and fees are filed with the IRS and the Texas Secretary of State's office and that copies are sent to the corporation's attorney in care of Elizabeth Schneider at Plattner, Schneidman, and Schneider, 9141 East Hidden Spur Trail, Scottsdale, AZ 85255.
- k. The Board carries out the business of the association in such a way as to insure continuation of 501(c) (3) status granted by the I.R.S.
- l. The Board verifies that the minutes and financial reports are sent to the corporation's attorney.
- m. The Board evaluates and bestows the Outstanding Member and Lifetime Achievement Awards. See Appendix A, "Awards Determined by the Board of Directors" in this Procedures Manual for more information.
- n. A vacancy shall be declared in any seat on the Board upon the death, resignation, or incapacitating or disabling injury of an officer which renders

the officer incapable of participating in the management and affairs of the corporation for the remaining term of office.

- o. Replacements for the offices of President, Vice President/President-Elect, Secretary or Treasurer shall be elected by a majority of the remaining members of the Board to serve until a new member is elected by the general membership in a regular election if one is to be held within three months. If a regular election is not scheduled to be held within three months, the vacancy will be filled by holding a special election as set out in Bylaws Article 5.4.
- p. A replacement for the office of Past President shall be chosen by the remaining members of the Board from among the past presidents of the corporation. The replacement shall be the past president with the most recent experience as a member of the Board, to the extent possible. The replacement shall serve until a new President takes office.

## **2. Constitution and Bylaws Committee**

- a. The Committee reviews and revises where necessary the SWALL Articles of Incorporation and Bylaws.
- b. The Committee annually reviews and revises the SWALL Procedures Manual.
- c. The Committee must submit proposed revisions to the Board of Directors at least 60 days prior to the next business meeting to allow the Board time to consider the proposal and distribute it to the membership. With Board approval of the wording, the proposal should then be submitted to the AALL Constitution and Bylaws Committee to make certain the proposal does not conflict with AALL policy. With AALL's approval, the proposal should preferably appear in the SWALL Bulletin, if the publication schedule permits. Otherwise, the Board will need to notify the membership through a direct mailing. Notification to members must be made 30 days prior to the vote. The President may direct the Secretary and/or the Constitution and Bylaws Chair to conduct the mailing.
- d. The Committee makes sure that a current version of the Bylaws is posted on the Chapter's website.
- e. The Chair submits files to the Archives, according to the Archives guidelines.
- f. The Chair submits any proposed publications to the Publications Committee.

## **3. Finance Committee**

- a. The Finance Committee is responsible to the Board of Directors for the assessment of SWALL's investment, income, and expenditure picture over the short and long term. The Committee develops, implements, and updates a long-term plan as a continual internal audit device.
- b. The Committee consists of the chair (the current Treasurer) and four members: the President, Vice President, and two SWALL members who are not currently officers.
- c. The chair may be asked to prepare and present a preliminary budget for the upcoming year along with the Treasurer's annual report on the past year to the Board of Directors prior to the SWALL annual meeting.
- d. The Committee arranges and oversees external audits of the Association.
- e. The Committee advises the Board on the number and amount of grants awarded each year.

- f. The Committee advises the Board on financial matters that may impact the corporation's 501(c)(3) status.
- g. The Chair submits files to the Archives, according to the Archives guidelines.
- h. The Chair submits any proposed publications to the Publications Committee.

#### **4. Grants Committee**

- a. The Grants Committee develops an annual grants plan. This plan should include a statement of purpose for a grants program, the method of selection of recipient(s), and the criteria for selection for the approval by the Board of Directors.
- b. The Committee should set a grants application deadline, which allows sufficient time to select and notify grant recipients before the SWALL annual meeting.
- c. By the SWALL meeting held during AALL, the Committee submits the annual grants plan to the Finance Committee. The Finance Committee will then, by no later than one month after the meeting, make recommendations to the Board on the number and amount of grants to be awarded in that year.
- d. Upon Board approval of the Grant Committee's plan and the Finance Committee's recommendations, the Grant Committee prepares the grants guidelines and application form. The Committee submits a copy to the Editor of the *SWALL Bulletin* for publication.
- e. As soon as the grant winners are selected, the Committee notifies all grant applicants as to the results and forwards the names of grant recipients to the Treasurer.
- f. For further information on past grants winners and the current SWALL grants guidelines, see Appendix B "SWALL Grant Guidelines and Grant Qualifications and Recipients" in this *Procedures Manual*.
- g. The Chair submits files to the Archives, according to the Archives guidelines.

#### **5. Legal Information Services to the Public**

- a. The Committee works with local AALL chapters and within SWALL to present programs and prepare materials designed to educate the public on legal issues.
- b. The Committee is responsible for implementing and maintaining a speaker's bureau featuring experts in various areas of legal information willing to speak to non-law librarians and other members of the public.
- c. The Committee coordinates with the Local Arrangements Committee to arrange for the pre-conference program designed to educate the public on legal issues. For procedures relating to the pre-conference program, see Appendix I "The Pre-Conference Program Procedures."
- d. The Committee proposes special interest programs and consults with the Chair of the Program Committee regarding their presentation at the annual meeting.
- e. The Committee Chair should submit articles of interest to private law librarians to the Editor of the *SWALL Bulletin* for communication to the membership.
- f. The Chair submits files to the Archives, according to the Archives guidelines.

## **6. Life Membership and Memorials Committee**

- a. At each SWALL annual meeting, the Life Membership and Memorials Committee may nominate to life membership those who qualify under Bylaw 2.2 d. For a list of recipients of Life Membership, see Appendix C "Life Membership Award Qualifications and Recipients" in this *Procedures Manual*.
- b. At the SWALL meeting during AALL, the Committee solicits suggestions for nominees for life membership from Chapter members. Suggestions should also be requested in the fall and spring issues of the Chapter newsletter.
- c. Before the annual meeting, the Committee requests that the Secretary verify that each nominee has achieved the five-year membership requirement.
- d. The Committee submits the list of recommended life members to the Board of Directors prior to the annual business meeting.
- e. The Committee notifies the Board of Directors of the death of a SWALL member. The President will call upon the Committee Chair during the next SWALL meeting to deliver a brief memorial and moment of silence in honor of the deceased. The Committee may also choose to write a memorial to be published in the *SWALL Bulletin*.
- f. The Chair submits files to the Archives, according to the Archives guidelines.
- g. The Chair submits any proposed publications to the Publications Committee.

## **7. Local Arrangements Committee**

- a. This Committee makes hotel, meal, and all operational arrangements for the annual or other membership meetings. For more details, see the Guidelines in Appendix D of "The Annual Meeting Procedures" in this *Procedures Manual*.
- b. This Committee also assists the Legal Information Services to the Public Committee with arrangements for the pre-conference program. For more details, see Appendix I "The Pre-Conference Program Procedures."
- c. The Chair coordinates all aspects of Committee work with the Vice President who acts as Chair of the Program Committee.
- d. It is strongly suggested that the Committee submit articles promoting the host city of the annual meeting to the *SWALL Bulletin* as early as the fall issue with follow-up articles in the spring issue. The Committee might even submit a notice for inclusion in the *AALL E-Newsletter*.
- e. Preparation of a budget for the expenses of local activities related to scheduled meetings must be completed early in the planning for approval of the Vice President, Finance Committee, and the Board.
- f. The Committee should prepare and distribute meeting and hotel registration materials so that they reach the membership at least 2 months prior to the annual meeting. If the Committee so chooses, annual registration materials can even be distributed in the spring issue of the *SWALL Bulletin*.



- g. The Chair submits files to the Archives, according to the Archives guidelines.
- h. The Chair submits any proposed publications to the Publications Committee.

## **8. Membership Committee**

- a. The Membership Committee maintains a database of SWALL membership information, which may be used to compile the membership directory.
- b. The Membership Committee compiles the *Membership Directory* and makes it available to the Publications Committee for possible posting in the Chapter's website. The *Directory* may also be sold to appropriate individuals and companies with Board approval. As of 1998, cost of the *Directory* was set at \$50 (Executive Committee minutes, 6/21/89). (In 1999, the committee sent a copy of the directory to the publications committee, which made copies and distributed them. In 2000, the committee sent an e-copy to the President who created a .PDF copy and distributed it through the SWALL listserv.)
- c. The Membership Committee provides sets of mailing labels and updates to the Editor of the *SWALL Bulletin* and Committee Chairs upon request.
  - 1. Mailing labels may be sold to appropriate individuals and companies with Board approval. As of 1998, cost of mailing labels was set at \$50 (Executive Committee minutes, 7/6/87).
  - 2. Mailing labels provided to the Editor of the *SWALL Bulletin* should include current and life members of SWALL.
- d. The Membership Committee notifies the Editor of the *SWALL Bulletin* of new members or changes of address, so that this information may appear in the *Bulletin*.
- e. The Chair submits files to the Archives, according to the Archives guidelines.
- f. The Chair submits any proposed publications to the Publications Committee.
- g. The Treasurer shall be an ex-officio member of the Membership Committee.

## **9. Nominations Committee**

- a. The Nominations Committee prepares a notice for the fall issue of the *SWALL Bulletin* soliciting suggestions for candidates for each office of Vice President/President-Elect, Secretary, and Treasurer.
- b. Traditionally, the candidate slate consists of one nominee for each office.
- c. The Nominations Committee reviews the qualifications of candidates on the basis of previous Chapter service, library experience, type-of-library experience, geographical location, and leadership and time requirements to fulfill the responsibilities of the office. (Note: Due to the requirements of the Articles of Incorporation, the person acting as Treasurer must reside in Texas.)
- d. The Committee ranks the candidates for each office. The top-ranked candidate for each office is contacted first. The Committee must wait for the candidate's answer before contacting the Committee's second choice.
- e. If a candidate is willing to stand as a nominee for office, his or her consent must be made in writing to the Committee before formal nomination by the Committee.
- f. The Committee submits the name(s) of nominee(s) to the President at least

60 days in advance of the annual meeting. The President shall provide notice of candidates to all members no later than 45 days in advance of the annual meeting, including submitting the name(s) to the Editor of the *SWALL Bulletin* and the Webmaster for communication to the membership. Additional nominations may also be made in the manner and time frame designated in Bylaws 5.3. For the annual meeting, the election slate should consist of a name for each office of Vice President/President-Elect, Secretary, and Treasurer.

- g. Voting shall take place in the manner proscribed in the Bylaws.
- h. If voting is to occur at the annual meeting and a contest develops, the Committee must have written ballots available for the members and carry out a more formal election.
- i. In the event of a tie, the successful candidate shall be determined by lot conducted by the Nominations Committee.
- j. The Committee also identifies and submits the names of candidates for national office in AALL. Early in his or her tenure, the Chair contacts the AALL Nominations Committee Chair (found on the AALL website for the nomination schedule).
- k. The Chair submits files to the Archives, according to the Archives guidelines.

#### **10. Private Law Libraries Committee**

- a. The Chair maintains liaisons with the AALL Private Law Libraries Special Interest Section.
- b. The Committee proposes special interest programs and consults with the Chair of the Program Committee regarding their presentation at the annual meeting.
- c. The Committee develops projects that reflect and serve the interests of SWALL private law librarians.
- d. The Committee Chair should submit articles of interest to private law librarians to the Editor of the *SWALL Bulletin* for communication to the membership.
- e. The Chair submits files to the Archives, according to the Archives guidelines.

#### **11. Program Committee**

- a. The Vice President serves as Chair of the Committee and coordinates plans and activities of the annual meeting with the Chair of the Local Arrangements Committee.
- b. The Chair selects the theme of the SWALL annual meeting and traditionally announces it at the SWALL meeting during AALL.
- c. The Program Committee plans the educational portion of the annual meeting program. This usually entails around 10 to 11 hours of programming. The Program Chair solicits ideas from the members of the Committee and seeks to address the educational interests and changing library problems of the membership as a whole.
- d. In particular, the Program Committee seeks input from the Private Law Libraries Committee and other SWALL special interest committees.
- e. The Program Committee, in conjunction with the Local Arrangements

Committee, makes arrangements for speakers, panels, facilities, etc., for the annual meeting. The Program Chair also selects who the speaker from AALL will be.

- f. Because many members of SWALL need time to seek funding from their institutions in order to attend the annual meeting and need a program agenda in order to justify their attendance, the Program Committee should publish a tentative program agenda as early as possible.
- g. For guidance in planning the program, the Program Committee Chair should review "The Annual Meeting Procedures" in Appendix D of this *Procedures Manual*.
- h. The Chair submits files to the Archives, according to the Archives guidelines.
- i. The Chair submits any proposed publications to the Publications Committee.

## **12. Public Relations Committee**

- a. The Committee coordinates the public relations efforts of SWALL and works with other Chapters within the SWALL geographic area.
- b. The Committee publicizes individual law library's public relations activities to SWALL members through an ongoing column in the *SWALL Bulletin*.
  - 1. Receives information from the AALL Public Relations Committee.
  - 2. Distributes AALL information to SWALL members through an ongoing column in the SWALL Bulletin and through postings on the SWALL listserv.
  - 3. Provides feedback to the AALL Public Relations Committee regarding chapter concerns and interests.
- c. The Chair submits files to the Archives, according to the Archives guidelines.
- d. The Chair submits any proposed publications to the Publications Committee.

## **13. Publications Committee**

- a. The Chair of the Committee serves as the Editor of the *SWALL Bulletin*, and the SWALL website. The *Bulletin's* Advertising Manager and the corporation's Webmaster are *ex-officio* members of the Committee. The Secretary is also an *ex-officio* member of the Publications Committee.
- b. The Publications Committee publishes three (3) issues per year of the *SWALL Bulletin* and distributes them to the membership (See Appendix E "*SWALL Bulletin* Guidelines and Publication Schedule" of this *Procedures Manual* for the current publication schedule). In addition, the Editor advertises the release of each new issue.
- c. The Editor asks members of the Committee to suggest ideas, write articles, and/or compile bibliographies for the *SWALL Bulletin*.
- d. If applicable, the Editor negotiates the best publication price for the *Bulletin* and other SWALL publications.
- e. The Committee edits, produces, and distributes all other SWALL Committees' formal publications in order to ensure publishing uniformity and professional appearance.
- f. The Committee maintains the stock of Chapter publications not disposed of in initial distribution and sells or otherwise distributes these as required.

- g. The Publications Committee studies and makes recommendations to the Board regarding publications projects.
- h. The Chair acts as Chapter liaison to the Council of Newsletter Editors (CONE) of AALL, attends the CONE workshop and meeting during the AALL annual meeting, and maintains relations with the editors of the newsletters of other professional associations or with commercial publishing agencies as appropriate.
- i. The Chair submits files to the Archives, according to the Archives guidelines.

#### **14. Recruitment Committee**

- a. The Committee plans and implements recruitment programs for the Chapter and serves as a source of information and assistance with recruitment programs and projects conducted by Chapter members.
- b. The Committee coordinates SWALL's participation in recruitment programs conducted by the AALL Recruitment to Law Librarianship Committee, including the selection of liaisons for the library schools located within Chapter boundaries. A library school liaison maintains contact with the dean or director of the school and offers the association's help and expertise for such events as career day, special librarianship programs or courses, etc.
- c. The Committee develops and revises brochures or other publications for use in recruiting activities for the Chapter, then submits them to the Publications Committee for final production and distribution.
- d. The Committee designs, publicizes, and manages a mentor program carried out at SWALL meetings to match new or prospective law librarians with veteran law librarians.
- e. The Chair submits files to the Archives, according to the Archives guidelines.

#### **15. State, Court, and County Law Libraries**

Comment #1:

The committee voted (in line with feedback from all SWALL state, court, and county law library members) to change the name to Government Law Libraries in 2015. A Bylaws revision is necessary to make this change.

- a. The SCCLL Committee encourages and promotes SWALL membership to state, court and county law librarians in order to provide a forum for collaboration, and continuing education and advocacy opportunities for members and their libraries.
- b. The Committee will consist of the Chair and three members, ideally with one member each from a state library, a court library, and a county library.
- c. The Committee proposes programs promoting the roles and benefits of state, court and county law libraries to the Program Committee for the annual SWALL meeting.
- d. The Committee submits articles of interest from state, court and county law librarians to the Editor of the *SWALL Bulletin* for communication to the membership.
- e. The Committee works with the AALL State, Court, and County Law Libraries Special Interest Section to develop program proposals for the AALL annual meeting and to further communications on matters of interest.

- f. The Chair submits files to the Archives, according to the Archives guidelines.

## **C. SPECIAL COMMITTEES**

### **1. General Guidelines**

- a. Special committees shall be appointed by the Board for a stated period to accomplish a specific purpose. At the end of that period, the continuation of each special committee shall be decided upon by the Board. The President gives to a Special Committee Chair guidelines and a specific written charge describing the duties of the Special Committee. In considering persons for any committee appointment, the President will give due consideration to geographical, type-of-library, experience, and skill factors.
- b. The Chair of the Special Committee submits files to the Archives, according to the Archives guidelines.
- c. The Chair of the Special Committee submits any proposed publications to the Publications Committee

## **D. SWALL ARCHIVIST**

1. The SWALL Archives is the depository of any significant information about the organization and its members. It serves as a reference source to present and future members as well as a repository for important documents created by the organization.
2. The Archivist collects, selects, sorts, arranges, and files the SWALL archival materials.
3. The Archivist follows the Guidelines for SWALL Archives as printed in Appendix F "SWALL Archives" in this *Procedures Manual*.
4. The Archivist submits any proposed publications to the Publications Committee.
5. The President appoints the Archivist for an unspecified term.
6. The Archivist serves as the Chair of the Archives Committee, whose members aid the Archivist with the above duties.

## **E. AALL LIAISONS**

### **1. Webmaster**

- a. The Webmaster shall have the password to the SWALL website.
- b. The Webmaster shall update and maintain all contents of the SWALL website
- c. The Webmaster maintains the SWALL listserv  
(swall@aallnet.org)
- d. The Webmaster is appointed by the President for an unspecified term of office.

### **2. Public Relations Liaison (See Public Relations Committee)**