

I. INTRODUCTION

A. Purpose

This *Procedures Manual*, prepared by the Special Handbook Committee and approved by the Board of Directors, will assist officers and committees in performing their duties as defined in the Articles of Incorporation and Bylaws of the Southwestern Association of Law Libraries (hereinafter SWALL). Each officer and committee chair shall read the provisions of the Articles of Incorporation and Bylaws as well as the section(s) of the *Procedures Manual* concerned with the particular office or committee.

B. Responsibilities

A majority of the Board of Directors must approve the *Procedures Manual* and substantive amendments. The President shall email the link to the current *Procedures Manual* to each chair. All officers and committee chairs shall update the procedures outlined in their sections of the *Procedures Manual* and send these updates to the Constitution and Bylaws Committee for inclusion in the next revision of the *Procedures Manual*. At the end of the term of office, each officer and committee chair shall review files, discard unnecessary papers, transmit any files and the link to the *Procedures Manual* to the incoming officer or chair, and brief the person on the position. The new officer or chair will then, after reading the old files, turn the files over to the Archivist for processing and filing.

April 2015 and March 2014 Revisions edited by:
Wendy Law, Chair
Joan Stringfellow
Special Handbook Committee
April 2015

April 2002 & March 2003 Revisions edited by: Arturo Torres
Constitution and Bylaws Committee March 31, 2003

August 2001 Stylistic Revisions by: H. Kumar Percy Publications Chair

August 1998 Revision edited by: Sharon Blackburn, Chair Constitution and Bylaws Committee August 6, 1998