

III. GENERAL PROCEDURES FOR OFFICERS AND COMMITTEE CHAIRS

The American Association of Law Libraries (AALL) has chosen to extend its concerns for the development of law librarianship and law librarians through the formation of Chapters; therefore, all activities of Chapters must be consistent with the unified Bylaws and policies of AALL.

SWALL is a Chapter of AALL. The officers and committees of the Chapter must comply with the AALL Constitution and Bylaws and SWALL Articles of Incorporation and Bylaws. For further guidance, Chapter officers and committees should follow the ensuing general procedures:

The business affairs of the Chapter reside in the hands of responsible people who:

- A. Attend to office and committee communications promptly and thoroughly throughout the year;
- B. Keep current their financial records of income and expense with receipts that involve Chapter activities;
- C. Maintain well-organized files that must be passed to each succeeding officer or committee chair and the SWALL Archives;
- D. When practical, convene committee meetings as needed. The old committee should meet before the business meeting of the annual meeting. If practicable, the incoming chair should attend. The new committee should meet after the business meeting to plan for the year ahead;
- E. Coordinate plans and activities with other Chapter officers and committees with common interests and with related AALL committees, Chapters, or Special Interest Sections; and
- F. Prepare accurate and complete reports of committee work and recommendations for the Board of Directors, particularly for presentation at business meetings. A copy of the report must be given to the Archivist for the Chapter files.