NEW ORLEANS ASSOCIATION OF LAW LIBRARIANS PROCEDURES MANUAL

This manual is intended to assist NOALL officers with carrying out their duties. It is a working document and should be updated as frequently as necessary. The manual is also intended to provide continuity for NOALL and to serve as a reference resource for questions about procedures or practices.

PART I. OFFICERS

President

The duties of the President include, but are not limited to:

- Planning and presiding over meetings
- Drafting agendas for each meeting
- AALL liaison
- Appointing members to serve on committees
- Organizing AALL Chapter Visit
- Incorporating changes to Bylaws and Constitution as necessary
- Term is one year

Vice President/President-Elect

The duties of the Vice President/President-Elect include, but are not limited to:

- Planning holiday luncheon
- Presiding over meetings when President must be absent
- Updating procedures manual
- Other duties as assigned by President
- Term is one year

Treasurer

The duties of the Treasurer include, but are not limited to:

- Collecting dues from membership
- Maintaining ledger and bank statements
- Sending renewal reminders to membership
- Preparing association’s tax return
- Collecting payments for holiday lunch
- Maintaining list of active members to provide to webmaster and listserv manager
- Providing Treasurer’s reports as requested
- Term is two years
NOALL has a bank account with Capital One. The incoming Treasurer must go to any Capital One branch with the outgoing Treasurer to change the signature on file with the account. The membership form is posted on the NOALL website, and it should be updated with the incoming Treasurer’s contact information once elected.

Secretary

The duties of the Secretary include, but are not limited to:

- Taking minutes at each business meeting
- Circulating minutes to officers before each meeting
- Circulating names of candidates for office before the annual business meeting
- Term is one year

Past President is ex-officio.

PART II. MEETINGS

At a minimum, there should be one meeting in the fall and a business meeting in May (see Bylaws). Current practice has been to hold two meetings in the fall, plus the holiday lunch, and one additional meeting in the spring along with the business meeting. The meeting location rotates between institutions which are able to host the meeting (see Appendix II).

The President plans meetings and sets meeting agendas in consultation with the officers. The President may also solicit ideas for speakers, meeting locations, and dates from the officers. The President is responsible for coordinating the meeting with the host, including arrangements for refreshments and equipment needs for the guest speaker.

Notice of the meeting, including the agenda and past minutes, is posted by the President on the NOALL listserv in advance of the meeting. An RSVP is usually requested on behalf of the host library. Most meetings are held at noon and are brown bag lunches. The Law Library, Tulane and Loyola have provided a full lunch at past meetings. Other institutions are only able to provide beverages and dessert. NOALL will reimburse hosts for any meeting expenses. Usually there is a guest speaker at meetings (see Appendix I). The meeting format can vary. If there is no business to accomplish, the meeting can feature a guest speaker only.

PART III. ELECTIONS

Elections take place at the annual business meeting in May. The President appoints at least two members to serve on the nominations committee early in the spring to find candidates to run for open offices (see Bylaws for guidelines). At least one candidate for each open office is required. Candidates must be willing and able to perform the duties of office. Single candidates for office are appointed immediately if there are no other nominations from the floor at the annual business meeting.
PART IV. DUES/MEMBERSHIP

Dues are $25.00 for regular members and vendors and $10.00 for students. NOALL membership is open, but renewal is necessary to remain an active member. NOALL members benefit professionally through networking and socializing with colleagues. In addition, NOALL meetings provide a venue for learning about professional development opportunities.

PART V. BYLAWS AND CONSTITUTION

NOALL is governed by its Bylaws and its Constitution. Both documents are posted on NOALL’s website. Any active member can suggest changes to either the Bylaws or the Constitution. Changes to either document must be circulated to the membership for comment before incorporation. The AALL Bylaws Committee is required to review any changes to the Bylaws. The President is ultimately responsible for incorporating approved changes.

PART VI. PROFESSIONAL DEVELOPMENT

A. FINANCIAL AID

NOALL offers financial aid to attend AALL, SEAALL, or both, depending on available Treasury funds. The President will appoint members to serve on a scholarship committee to review applications. The scholarship is open to members and non-members of NOALL. Members vote on the amount of the scholarship. Additionally, AALL offers a registration award to the annual meeting, but it is open to AALL members only. The award rotates between chapters every three years. The schedule is available on AALLNet. See Appendices IV and V for past winners of the NOALL scholarship and the AALL chapter registration award.

B. AALL/BNA CONTINUING EDUCATION GRANT

If enough members of NOALL are interested in a particular topic, the AALL/BNA Continuing Education Grant can help fund programming outside the Annual Meeting. NOALL members are encouraged to submit ideas to the President or Vice President, who will determine the level of interest in the chapter. More information about applying for the grant can be found on AALLNet.

C. CHAPTER LEADERSHIP TRAINING

Incoming vice presidents should attend, if possible, AALL’s Chapter Leadership Training Program, currently held on the day before the annual meeting begins. The training provides an overview of leading a chapter. Assistance from AALL available to chapter officers is also covered in the training. If the vice president is unable to attend the training, he/she should sign up for the AALL Council of Chapter Presidents mailing list. Attendees are automatically added to the list.
PART VII. COMMITTEES

The President appoints members to serve on committees as needed. Members are needed each year to serve on the Nominations and Scholarship Committees.

PART VIII. LISTSERV & WEBSITE

NOALL is a closed membership organization. Only members who renew can receive postings on the listserv or be included on the roster. Any member may post appropriate items to the listserv. The roster on the website and listserv are updated each year based on the renewals received by the Treasurer. Management of the listserv and website is currently on a volunteer basis.

PART IX. TAX RETURNS

Due to changes in federal tax regulations, NOALL must annually file electronic form 990-N to retain a non-profit status. These changes became effective July 23, 2009, almost two months into NOALL’s 2009-2010 fiscal year. Therefore, the first tax return to be filed will be for the 2009-2010 fiscal year.

NOALL is not incorporated, but in May 2010 its bylaws were updated to include a dissolution clause. The change was necessary to complete the application for tax-exempt status. NOALL will file for tax-exempt status in the summer of 2010. The first tax return is due no later than October 15, 2010, but can’t be returned until the 2009-2010 year has concluded. In the event NOALL’s tax-exempt status hasn’t been granted by the time form 990-N is due to the IRS, the Treasurer can indicate on the form that the status is currently being applied for. Subsequent tax returns will be due no later than October 15 of each year.

PART X. AALL EXECUTIVE BOARD CHAPTER VISIT

AALL rotates which officer from the Executive Board can visit a chapter. The schedule is posted on AALLNet. The President arranges Executive Board Chapter Visits.

PART XI. CHAPTER VIP PROGRAM

NOALL will participate in AALL’s Chapter VIP Program as funds in the Treasury allow. The VIP Program provides a chance for NOALL to establish relationships with leaders in the legal community who may benefit from attending the annual conference. AALL provides a complimentary registration to the conference, and NOALL covers the remainder of the VIP’s expenses. The President may appoint a committee to help coordinate the VIP Program. Refer to AALLNet for more information about the program.
## PART XII. CALENDAR

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUNE</td>
<td>Membership renewals are due</td>
</tr>
<tr>
<td>JULY</td>
<td>AALL Annual Meeting</td>
</tr>
<tr>
<td>AUG.-NOV.</td>
<td>Fall meetings; planning for scholarships and VIP Program; planning for holiday lunch; file tax return</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>Holiday lunch</td>
</tr>
<tr>
<td>JANUARY</td>
<td>President begins process of selecting members to serve on the Nominations Committee</td>
</tr>
<tr>
<td>FEB.-MARCH</td>
<td>President completes appointments to Nominations Committee; Nominations Committee submits names of candidates to President</td>
</tr>
<tr>
<td>FEB.-APRIL</td>
<td>Spring meeting; planning for annual business meeting</td>
</tr>
<tr>
<td>APRIL</td>
<td>Secretary circulates names of candidates for office to membership</td>
</tr>
<tr>
<td>MAY-JUNE</td>
<td>Annual business meeting and election of new officers; renewal reminders</td>
</tr>
</tbody>
</table>

## PART XIII. NOALL ARCHIVES

Currently NOALL’s archives are at Loyola Law, but are unorganized. There is no official archivist or policy about adding official correspondence to the archives. This is an issue that should be addressed in the future.