

**DALLAS ASSOCIATION OF LAW LIBRARIANS**

**GENERAL PROCEDURES FOR OFFICERS  
AND COMMITTEE CHAIRS**

Official Chapter of the American Association of Law Libraries (AALL)  
Since June 14, 1982

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## **DALLAS ASSOCIATION OF LAW LIBRARIANS (DALL) GENERAL PROCEDURES FOR OFFICERS AND COMMITTEES**

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

The Dallas Association of Law Librarians (DALL) is a Chapter of AALL. The officers and committees of DALL must comply with all provisions of the AALL Bylaws and policies, and the DALL Constitution and Bylaws. The business affairs of DALL are placed in the hands of responsible individuals who:

- Attend to office and committee communications promptly and thoroughly throughout the year.
- Keep current financial records of income and expenses – with receipts – that involve DALL activities.
- Maintain well-organized files that are passed on to each succeeding officer or committee chairperson, and to the DALL Archives.
- Convene committee meetings as needed.
- Coordinate plans and activities with DALL officers and committees with common interests and with related AALL committees, Chapters, or Special Interest Sections.
- Prepare accurate and complete reports of the work of the Executive Board and committees for publication and send a copy of each report to the DALL Archives.

## **EXECUTIVE BOARD**

Purpose: The Executive Board (“the Board”) is the governing body of DALL and liaison with AALL.

- The Board consists of the President, Vice-President, Secretary, Treasurer, and the Immediate Past President.
- Members of the Board serve at term beginning September 1 and ending May 31 of each year.<sup>1</sup>
- The Board meets before each DALL general business meeting and at other times as necessary. This includes a Joint Board meeting with past and future officers in June to pass reports and other information to the in-coming Board as elected by the membership.
- The Board shall establish an annual budget.
- The Board approves the charge for and the creation of special committees and the appointment of members to the special committees.
- If the Board creates a Special Committee on Constitution and Bylaws, the Board shall consider any proposal to amend the Constitution or Bylaws as presented by the Special Committee and distribute it to the membership at least 40 days prior to the next general meeting.
- The Board receives, considers, and approves recommendations from officers and committee chairs.
- The Board may initiate agenda items, studies, and / or projects, and after approval from the membership, carries out the planned action.
- The Board maintains contacts with AALL.
- The Board approves the purpose, number, and amount of grants and scholarships to be awarded each year.

<sup>1</sup>It is the intent of the Board to Institute a Constitution & Bylaws Special Committee to propose to the membership that the term of officers be adjusted to begin on June 1.

## SPECIFIC DUTIES OF OFFICERS AND COMMITTEE CHAIRS

### President

- The President is a member of the Executive Board.
- The President presides at all meetings of the DALL membership and of the Board and enforces all regulations relating to the administration of DALL.
- The President shall call meetings other than the general meeting as deemed necessary or when requested to do so by the Board.
- The President appoints all members of the committees to perform the duties described in this manual, including identification of a Chairperson. The establishment of special committees and appointment of its members require Board approval. The President will provide specific guidelines and a written charge to the appointed chairperson describing the duties of the special committee.
- The President shall work with the Vice-President / President-Elect to organize and conduct the Joint Board meeting of in-coming and out-going officers to be held in May each year.
- The president serves as the DALL representative to the AALL Council of Chapter Presidents. DALL will reimburse certain expenses as established in the DALL Bylaws.
- The President shall carry out all other customary duties of the office, those specified in the Bylaws, AALL Guidelines, or assigned by the AALL Board of Directors.
- The President shall prepare a roster of officers and committee chairs and provide that roster to Publications Committee for publication on the DALL website.
- The President may write or collect letters of invitation, notification and appreciation, as directed by the Board. These documents should be sent to the Secretary to add to the official correspondence file.
- The President shall appoint Board Members to act as liaisons to DALL committees or may serve as a liaison directly.
- The President shall inform nominees of the results of officer elections.
- The President shall complete the following by the specified deadlines:
  - a. A summary of DALL events to the Publications Committee and AALL, by the end of May.
  - b. Sign signatures cards for DALL financial accounts within the first month of office. (To be coordinated with the Past President and Treasurer.)

- c. Submit a “President’s Message” to the Publications Committee by the deadline designated by that committee, for inclusion in each edition of the DALL newsletter (The DALL Advance Sheet).
- d. Coordinate with the Treasurer and / or accountant the payment of DALL liability insurance and such incorporation and tax-related documents as necessary, and by the deadlines required to remain in good standing.
- e. When applicable, complete the “AALL Chapter Visit” form, generally by May 1<sup>st</sup>. Follow up 8 weeks before the potential visit. See the following AALL Pages:  
<https://www.aallnet.org/community/chapters/chapter-visits/> and  
<https://www.aallnet.org/community/chapters/chapter-leadership-toolkit/general-information-and-deadlines/>

## **Vice-President**

- The Vice-President is a member of the Executive Board.
- The Vice-President is also the President-Elect of DALL and will become President at the end of the current term.
- If the President resigns prior to the completion of the regular term, or in the judgment of the Board is unable to perform the duties of office, the Vice-President shall assume the duties of President for the remainder of the current term.
- In the absence of the President, the Vice-President will preside all meetings of DALL and the Board.
- The Vice-President / President-Elect shall work with the current President to organize and conduct the Joint Board meeting of in-coming and out-going officers to be held in May each year.
- The Vice-President / President-Elect will send an updated list of in-coming Board members with contact information to AALL by the end of May.
- The Vice-President may write or collect letters of invitation, notification and appreciation as directed by the Board. These documents should be sent to the Secretary to add to the official correspondence file.
- The Vice-President will serve as Board liaison to DALL committees as assigned by the President.

## Secretary

- The Secretary is a member of the Executive Board.
- The Secretary records and transcribes the minutes of all DALL business meeting and meetings of the Board. Minutes shall be reviewed and approved at or before the next Board meeting.
- If unable to attend a meeting, the Secretary must arrange in advance for an alternate to record the minutes and prepare an official report to the membership and the Board.
- The Secretary shall send copies of the minutes to the Publications Committee.
- The Secretary may write or collect letters of invitation, notification and appreciation, as directed by the Board. These documents shall be added to the official correspondence file.
- The Secretary shall ensure the official correspondence file is added to the DALL archives at the end of the Secretary's term of office.
- The Secretary will serve as Board liaison to DALL committees as assigned by the President.
- The Secretary has specific duties related to elections, namely:
  - The Secretary shall submit election ballots to all members by the first Wednesday in April.
  - The Secretary shall tabulate the incoming votes and inform the President of the results of the election by May 7<sup>th</sup> each year.
- The Secretary shall assist the Treasurer to distribute dues renewal forms to all members.
- The Secretary shall assist the Membership & Nominations Committee to distribute welcome packets to new DALL members, as identified by the Treasurer.



## Treasurer

- The Treasurer is a member of the Executive Board.
- The Treasurer is responsible for maintaining access to DALL's bank accounts and Paypal account, ensuring that both the President and Treasurer have access to the login credentials to access each account. Login credentials should be updated at least annually.
- The Treasurer maintains an accurate and correct record of DALL's financial transactions.
- The Treasurer issues receipts for monies collected and deposits these funds in the appropriate financial account.
- The Treasurer disburses monies as authorized by the Board and keeps documentation related to all funds issued.
- The Treasurer monitors and reports on the DALL budget as adopted by the Board.
- The Treasurer provides an oral update on the state of DALL finances at each Board meeting and prepares a written Treasurer's Report for publication in The DALL Advance Sheet at least twice per year.
- The Treasurer may write or collect letters of invitation, notification and appreciation as directed by the Board. These documents should be sent to the Secretary to add to the official correspondence file.
- The Treasurer maintains the official directory of DALL membership, including any changes requested by current members.
  - The Treasurer will notify the Publications Committee of any changes to be made to the DALL membership directory posted on the website.
  - The Treasurer shall advise the Publications Committee, Memberships and Nominations Committee and the Secretary of new DALL members.
- The Treasurer shall periodically transfer business records to the DALL Archives.
  - Some portion of the DALL Archives is currently maintained in physical form at the UNT Dallas College of Law Library. The rest is in e-format on DALL's Google Drive. The intent is to migrate the archives to be completely digital.
  - Records are to be archived, retained and then ultimately destroyed according to the AALL Record Retention Policy
  - Business records include:
    - Federal & state tax returns.
    - Annual membership directories / lists.
    - Bank statements.
    - Annual income / expense ledgers.
    - Any other records or documents with the Board may deem suitable for archival retention.
- The Treasurer will serve as Board liaison to DALL committees as assigned by the President.

- The Treasurer will submit the following correspondence by the specified deadlines:
  - Sign signatures cards for DALL financial accounts within the first month of office. (To be coordinated with the Past President and President.)
  - Send appropriate tax filings and any funds due to the Internal Revenue Service by the tax deadline.
- The Treasurer will coordinate with the President and / or accountant the payment of DALL liability insurance and such incorporation and tax-related documents as necessary, and by the deadlines required to remain in good standing with state and federal authorities.
- Additional duties can be found in the Treasurer Checklist and other appendices.

### **Immediate Past President**

- The Immediate Past President is a member of the Executive Board.
- The Immediate Past President may write or collect letters of invitation, notification and appreciation as directed by the Board. These documents should be sent to the Secretary to add to the official correspondence file.
- The Immediate Past President will serve as a Board liaison to DALL committees as assigned by the President.
- Sign signatures cards for DALL financial accounts within the first month of office. (To be coordinated with the Treasurer and President.)

## STANDING COMMITTEES

### Membership, Placement and Nominating Committee

The Membership, Placement and Nominating Committee is responsible for identifying and contacting prospective members and providing access to the membership directory. It also is responsible for identifying prospective officers and committee members to aid in the successful management of DALL business. Finally, the Committee serves as a clearinghouse for employment information available to librarians and perspective employers.

- The Committee welcomes new members who have joined DALL, as advised by the Treasurer.
- The Committee shall work with the Publications Committee to ensure that the current version of the membership directory is available on the DALL website.
- The Committee shall serve as a clearinghouse for employment information available to librarians and perspective employers.
- DALL membership is not a prerequisite to access placement services.
- Committee members shall maintain the confidentiality of all records related to membership, placement, and nominations.
- When an employer contacts DALL about an available position, the Committee will collect the job announcement and work with the Publications Committee to ensure it is made available to the membership through publication on the DALL website.
- A Committee member may apply for a job offered by a prospective employer, but only after the job announcement has been posted to the DALL website.
- The Committee prepares a notice soliciting nominations for Board offices, which shall be distributed via the DALL listserv. This notice shall also be sent to the Publications Committee to appear on the DALL Website and be posted to Lex Scripta.
- The election slate should consist of one or two names each for the offices of Vice-President/President-Elect, Secretary, and Treasurer. The Committee reviews the nominees' qualifications based on previous Chapter service, library experience, type-of-library experience, leadership skills, and the time requirements involved in fulfilling the responsibilities of the office.
- The Chairperson shall present a slate of candidates in early March to the membership and provide opportunity for additional nominations from the membership.
- The Chairperson shall distribute a final slate of candidates (including biographies) electronically by the end of March. This final slate of candidates will also be added to the DALL Archives.
- The Committee will coordinate the preparation and dissemination of the election ballots and candidates' biographies with the Secretary. (The ballots are to be disseminated by the first Wednesday in April and due for return before May 1<sup>st</sup>).

- The Chairperson must keep the Board advised of Committee business and submit an annual report to the Publications Committee for printing in The DALL Advance Sheet.
- The Chairperson may write or collect letters of invitation, notification and appreciation as directed by the Board. These documents should be sent to the Secretary to add to the official correspondence file.

## **Publications Committee**

- The Chairperson of the Publications Committee is the Newsletter Editor.
- The Newsletter Editor is responsible for:
  - Receiving the President's Message and reports of the Board members and Committee Chairs for publication in The DALL Advance Sheet (Advance Sheet).
  - Coordinating the activities of the Committee related to all publications of DALL.
  - The Newsletter Editor acts as Chapter liaison to the AALL Council of Chapter of Newsletter Editors (CONE) via the AALL Community set up for that group.
- The Chair of the Committee must keep the Board advised of Committee business and submit an annual report for printing in The DALL Advance Sheet.
- The Chair of the Committee may write or collect letters of invitation, notification and appreciation as directed by the Board. These documents should be sent to the Secretary to add to the official correspondence file.
- The DALL Advance Sheet shall be published at least twice per year. Each edition should be posted to the DALL website and distributed to the membership via the DALL Listserv. Each edition shall also be placed in the DALL Archives.
- The Committee is also responsible for soliciting articles and other content of interest for the The DALL Advance Sheet and Lex Scripta.
- The Committee may appoint members to write regular columns for Lex Scripta, or special articles to be published in The DALL Advance Sheet or on Lex Scripta. (Membership News, Professional Reading, etc.).
- The Committee shall edit all DALL publications to ensure uniformity in the design and appearance.
- The Committee is responsible for submitting items that represent DALL's history and activities to the DALL Archives.
- The Committee shall develop a brochure that explains the purpose of DALL and invites new members to join.

## Internet Communications Committee

- The Chair of the Publications Committee is the Webmaster of the DALL website.
- The Webmaster is responsible for:
  - Establishing and supervising the contents of the DALL website and for coordinating Internet-based activities of DALL.
  - Updating the online version of the membership directory.
  - Maintaining the electronic distribution list of all DALL members.
  - Advising the Board regarding technology needs of DALL, and the impact of new technologies on the association and its members.
  - Maintaining access to the Chapter's blog, Lex Scripta.
- The Chair of the Committee must keep the Board advised of Committee business and submit an annual report to the Publications Committee for printing in The DALL Advance Sheet.
- The Chair of the Committee may write or collect letters of invitation, notification and appreciation as directed by the Board. These documents should be sent to the Secretary to add to the official correspondence file.
- The Committee may appoint members to write regular columns for Lex Scripta, or special articles to be published in The DALL Advance Sheet or on Lex Scripta. (Membership News, Professional Reading, etc.).
- The Committee shall receive minutes of the general and Board meetings from the Secretary and post them on the website. They shall also be added to the DALL archives.
- The Committee is responsible for the DALL Archives and for implementing and updating the archival guidelines. (See [AALL's RECORD RETENTION POLICY](#) for more information.)

## Grants and Scholarships Committee

- The Committee shall review and recommend to the Board the types and form of grants and scholarships needed to promote the professional development of DALL members and recruit qualified individuals to join the profession. This will include criteria for making awards.
- The number and size of grants and scholarships are determined annually by the Committee upon advisement by the Board of monies available.
- The Committee will publicize the availability of grants and awards, solicit applications, select recipients according to the established criteria, and announce the selection(s) to the DALL membership.
- Grants typically are awarded to DALL members to reimburse expenses related to attendance at professional meetings. These may include meetings sponsored by AALL, any AALL Chapters, the Special Libraries Association, or other organizations as deemed appropriate by the Committee, and approved by the Board.
- Committee members are ineligible to receive grants or scholarships.
- Grant or scholarship applications should be made available to the membership at least 1 month before the deadline to apply.
- If a grant or scholarship recipient is unable to attend the meeting or classes for which the funds were awarded, the recipient must return the monies to DALL. The Committee has the discretion to award the funds to a different applicant.
- The Chairperson may write or collect letters of invitation, notification and appreciation as directed by the Board. These documents should be sent to the Secretary to add to the official correspondence file.
- The members of the Committee will destroy all applications for grants and scholarships after an award has been made and funds expended, to insure the confidentiality of individual applicants.
- The Chairperson will maintain a list of award recipients. This list should be sent to the DALL Archives. It should also be passed to the next Committee Chair to ensure that individuals do not receive more than one award in a three-year period.
- The Chairperson must keep the Board advised of Committee business and submit an annual report to the Publications Committee for printing in The DALL Advance Sheet.



## **Professional Development & Education Committee**

- The Committee develops program ideas for the general meeting and institutes.
- The Chairperson solicits ideas from the Committee members and from the membership and seeks to address the education interests and professional development of the membership.
- The Chairperson of the Committee must keep the Board advised of Committee business and submit an annual report to the Publications Committee for printing in The DALL Advance Sheet.
- The Chair may write or collect letters of invitation, notification and appreciation as directed by the Board. These documents should be sent to the Secretary to add to the official correspondence file.

## **SPECIAL COMMITTEES**

### **Constitution & Bylaws Committee**

- This Committee is called as needed.
- The Committee reviews and revises where necessary the DALL Constitution and Bylaws.
- The Committee must submit proposed amendments and revisions to the Constitution or Bylaws to the Board for consideration.
- The Chairperson is responsible for submitting copies of proposal amendments and final actions to the Publications Committee for the DALL Archives, to track historical changes in the Chapter's Bylaws and Constitution.
- The Chairperson must keep the Board advised of Committee business and submit an annual report to the Publications Committee for printing in The DALL Advance Sheet.
- The Chairperson is responsible for updating the Board of Committee business.
- The Chairperson may write or collect letters of invitation, notification and appreciation as directed by the Board. These documents should be sent to the Secretary to add to the official correspondence file.

## APPENDICES

- [AALL Chapter Visit Request Form](#)
- [AALL Liability Coverage Insurance](#)
- [AALL Policies](#) (including conflicts of interest, expense reimbursements, and records retention)
- Timeline of important dates and deadlines
- DALL Grant / Scholarship Application Form (see below)
- DALL Executive Board Meeting Minutes Sample (see below)
- DALL Membership Application (see below)
- DALL Payment / Reimbursement Request Form (see below)
- DALL Treasurer Checklist (see below)
- Sample Treasurer Report (see below)
- Sample Annual President's Report (see below)

### **Timeline of important dates / deadlines (may not be complete)**

- June
  - June 1 – Start of official term for officers on the Executive Board<sup>2</sup>
- September
  - Executive Board should create a budget for the year ahead.
  - The Executive Board should determine whether any Special Committees are needed during the current term.
  - The Treasurer should update login credentials for DALL's bank account / PayPal and provide the new information to the President. Also update any signature cards required at the financial institution(s).
- January
  - Tax Letter (Form 01-117) due to Texas Comptroller by January 20<sup>th</sup>.
- March
  - The Membership, Placement and Nominating Committee develops a slate of candidates for the annual election, with the final list of candidates to be presented to the membership by the end of the month.
- April
  - The Secretary should distribute election ballots by the first Wednesday in April.
  - All votes are to be received by the end of April.
- May
  - Submit Chapter Visit Request form (if desired) by May 1<sup>st</sup>.
  - The Secretary shall tabulate the incoming votes and inform the President of the results of the election by May 7<sup>th</sup> each year.
  - The Treasurer will issue membership renewal information.
  - All Officers and Committees should prepare an Annual Report for publication in The DALL Advance Sheet and inclusion in the DALL Archives.
  - The President and Vice-President / President-Elect should organize and host the Joint Board meeting of out-going and in-coming officers.
  - The President prepares a summary of activities for the year ending and sends it to AALL and the Publications Committee to include in The DALL Advance Sheet.
  - The President should submit the AALL Chapter Visit form as needed / desired.
  - The Secretary should ensure all official correspondence is placed in the Archives by the end of the month.
  - May 31 – End of official term for the Executive Board.

. <sup>2</sup>As approved by the membership in the May 2024 election.

## **DALL Grant / Scholarship Application Form**

(To be placed on DALL Letterhead and edited as necessary.)

### **DALL Grant to Support Attendance at the 2024 AALL Meeting**

**Name:**

**Title:**

**Employer:**

**Employer Address:**

**Phone:**

**E-Mail:**

1. Years of professional employment (both current job and prior ones):
2. College and Post-Graduate Education (School, Degree, Date):
3. List all AALL and DALL activities:
4. Why are you attending the Annual Meeting and how do you feel you will benefit by attending?
5. Previous AALL, DALL, and other professional conferences attended  
Location(s)/Date(s):
6. Have you previously been awarded a grant by DALL? \_\_\_\_ If so, when?  
 Yes  No
7. Estimate transportation and conference expenses for the Annual Meeting:
8. If I do NOT receive the award:  
 I will definitely not be able to attend.  
 I may not be able to attend.  
 I will still attend with support from my employer.  
 I will still attend, but I will have to cover expenses.
9. Briefly state your employer's policy on support for professional development and participation. What portion of your travel will your institution reimburse you for?

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10. Have you or are you planning to apply for any other grant to attend this meeting? If so, name the grant and who is awarding it.

**Please read and sign:**

I understand that my attendance at the AALL Annual Meeting is required. If for any reason I cannot attend the AALL Annual Meeting, I will notify the DALL Grants Committee within 24 hours of my decision and return the award funds. I agree to furnish receipts documenting my registration expenses at the meeting within thirty (30) days of my return to DALL's Treasurer. Any unspent funds must be returned to the DALL Treasurer within thirty (30) days of returning from attending the AALL Annual Meeting. **I will submit a written summary within 60 days of the meeting for publication in the DALL Newsletter or blog.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submit your applications by **Friday, April 19, 2024.**

## **DALL Executive Board Meeting Minutes Sample**

### **Executive Board Members**

In Attendance: (List Executive Board members who are present.)

Absent: (List Executive Board members who are absent.)

Also Attending: (List others attending. Executive Board meetings are open to the membership.)

### **Month Day, Year, Time @ Location**

- I. Call to order @ Time by whom
- II. Executive Board Reports
  - A. Secretary (If not already approved, vote at this time.)
  - B. Treasurer (If not already approved, vote at this time.)
- III. Old Business
- IV. New Business
- V. Adjournment @ Time

## DALL Membership Application

The following questions appear on the DALL Membership Application on the website. The asterisk indicates a required field on the form.

1. First Name\*
2. Last Name\*
3. Job Title\*
4. Institution\*
5. Address\*
6. City, State & Zip Code\*
7. Phone Number\*
8. Email Address\*
9. Do you want to subscribe to the DALL listserv?\* (All important announcements are sent via the listserv, so we highly recommend subscribing.) – Yes / No
10. Are you an AALL Member?\* -- Yes / No
11. We would like to share membership information (name and email) with AALL. If you do not want to participate, please check the box below. (check box included)
12. Membership Type\* -- Four options presented: New, Renewal, Student, Retired
13. Would you consider volunteering with DALL?\* (As a volunteer-run organization, we appreciate any contribution you can make of your time whether it is serving on an committee or writing an article for our DALL blog.” – Yes / No
14. Photography and Recording Consent (Photographs or other video/audio-recordings may be taken at DALL social, educational and other events. Photographs and recordings may be used in DALL promotional materials or shared with DALL members in the newsletter or on the DALL website.) – Do you consent to having your photo taken and used by DALL?\* -- Yes / No
15. Do you consent to audio or video-recording?\* - Yes / No
16. Are you able to loan materials to other DALL members? – Yes / No
17. Contact Person for ILL
18. Phone Number for ILL Contact
19. Email Address for ILL Contact
20. Membership Type. Please select your membership type.
  - a. Individual (paid by member) - \$50 annual dues
  - b. Institutional (paid by employer) - \$50 annual dues
  - c. Individual (discounted) - \$25 annual dues
  - d. Associate - \$50 annual dues
  - e. Student - \$0 annual dues, with 1 hour of volunteer work with the association
  - f. Retired - \$5 annual dues
21. Do you wish to pay by check?\* -- Pay online (preferred) / Pay by check



22. If selected Pay online, the person is taken to a page with a link and instructions to come back to the membership application after payment is submitted. If the user selects pay by check, they are taken to a page with instructions, including the PO Box address for mailing the check.

**DALL Payment / Reimbursement Request Form**



**DALL Expense Reimbursement / Payment Request Form**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reason for Reimbursement:** \_\_\_\_\_

**List of Expenses to be Reimbursed:**

- Each expense should be clearly identified / described.
- Each expense should show the date incurred.
- Each expense must appear individually. Do not combine expenses for meals, travel, transportation, etc.
- Unusual / extraordinary expenses should be approved in advance if possible. (For example, car or equipment rentals.)
- Mileage is reimbursed according to IRS guidelines. For 2024, the amount is \$0.67 per mile driven.

Daily Expenses	SUN	MON	TUE	WED	THU	FRI	SAT	TOT
Date of Expense								
Meal / Breakfast	\$	\$	\$	\$	\$	\$	\$	\$
Meal / Lunch	\$	\$	\$	\$	\$	\$	\$	\$
Meal / Dinner	\$	\$	\$	\$	\$	\$	\$	\$
Total / Meals	\$	\$	\$	\$	\$	\$	\$	\$
Loding / Hotel	\$	\$	\$	\$	\$	\$	\$	\$
Travel / Ground	\$	\$	\$	\$	\$	\$	\$	\$
Travel / Air	\$	\$	\$	\$	\$	\$	\$	\$
Travel / Parking & Tolls	\$	\$	\$	\$	\$	\$	\$	\$
Amount Mileage								
From								
To								
Total Mileage	\$	\$	\$	\$	\$	\$	\$	\$

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Total Travel	\$	\$	\$	\$	\$	\$	\$	\$
Misc (Tips, Etc.)	\$	\$	\$	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$	\$	\$	\$
Total (Meals + Lodging + Travel + Misc)	\$	\$	\$	\$	\$	\$	\$	\$
Total Reimbursement								\$

**Signature of Person to be Reimbursed:** \_\_\_\_\_

**I understand that by signing above, I am stating that all expenses listed above are true and correct.**

**I also understand that only expenses for which there is a receipt will be reimbursed.**

**Make Reimbursement Check Payable To:** \_\_\_\_\_

**Address:**

Explanation for other expenses included above (each expense listed separately, with individual costs shown for each):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

## DALL Treasurer Checklist

- Texas Sales and Use Tax Return is due to the Texas Comptroller by Jan. 20<sup>th</sup> each year.
  - We will receive a letter from the Comptroller about this.
  - If filed late there is a fee.
  - See <https://comptroller.texas.gov/taxes/sales/forms/>
- Submit DALL's 990-N to the IRS after May 31 each year.
  - DALL's EIN: 75-1597788
- Federal Tax Information is due to the IRS by June 1<sup>st</sup> each year.
- Submit renewal fees for the DALL Post Office Box by June 30<sup>th</sup> each year. We will receive a renewal notice in the mailbox from the US Post Office about this.
- Update PayPal and bank account login credentials annually, and share login information to the DALL President.
- Reconcile PayPal and bank accounts.
- Update Liability Insurance Coverage information by October 28<sup>th</sup>.
  - See <https://www.aallnet.org/community/chapters/chapter-leadership-toolkit/chapter-liability-insurance/>
  - Cost is based on the number of DALL members as of October 1<sup>st</sup>.
  - AALL pays the cost of the insurance coverage.
  - To obtain a certificate of insurance for on-site meetings (to be submitted to the facility where the meeting will be held), we have to contact the insurance carrier.

## Sample Treasurer Report

WL: I looked through the DALL Archives and saw that there has not been one consistent format for the Treasurer's Report. In general, I believe the report needs to include at least the following:

- The name of the organization
- The reporting period covered by the report, and what frequency reports are made. (For example, this is the semi-annual Treasurer's report covering January 1 to July 31, 2024.)
- A Financial Summary with:
  - Total Income
  - Total Expenses
  - Net Income (or Loss) – Total Income minus Total Expenses
  - Cash Balance – The amount of cash on hand and where (bank accounts / PayPal).
- A Report of Cash Flow
  - Income Sources at the top, showing where money has come in from and when, by category. – Such as membership dues, sponsorships, donations, etc.
  - Expenses by categories
- A Budget report – Budget (intended spend) vs Actual spend
- A Bank Reconciliation (for each account)
  - Starting Balance for the period.
  - Deposits and credits during the period listed individually
  - Checks and Debits during the period listed individually
  - Ending Balance for the period.

## **Sample Annual President's Report**

Formatting may vary from year to year, but in general should be on DALL letterhead, and should include the following:

- Identify the year(s) covered.
- Identify the Executive Board members.
- Describe the various events in which the membership participated, generally in chronological order.
- Describe any special projects of the Executive Board.

A copy of the 2022-2023 Annual Report is below to serve as an example.



## **Dallas Association of Law Librarians (DALL)**

### **2022 – 2023 Annual Report**

Executive Board members for the 2022 – 2023 term were as follows:

Firiel Hubbell, President; Shivani Naicker, Immediate Past President; Lynn Murray, Vice-President, President Elect; Edward Hart, Treasurer and Stewart Caton, Secretary

DALL had an exceptional year with outstanding speakers, authors, and Professors sharing at our monthly meetings. We were also able to partner with a community organization at local clinics. On September 15, 2022, Winstead PC hosted the Dallas Association of Law Librarian Kick-Off, a hybrid meeting where the Dallas Volunteer Attorney Program discussed three upcoming volunteer opportunities for DALL member attorneys and paralegals. We heard from Michelle Aldean, Director, Marisela Martin, Community Engagement Coordinator and Kristen Salas, Mentor Attorney. DALL's kick off was a hybrid event; a virtual and in-person lunch and learn, where members unable to attend in-person could watch from ZOOM. Trellis Law, a state trial court analytics platform, was also there via ZOOM from Los Angeles, California. We heard Nicole Clark, CEO and co-founder discuss new features of the database.

The following week, on September 21, 2022, DALL volunteers attended a DVAP clinic in South Dallas – Lynn Murray, Sarah Ryan, Barbara Fullerton and Firiel Hubbell were in attendance; immediately followed by a dinner. On October 20, 2022, blogger Kevin O'Keefe, of Real Lawyers Have Blogs, discussed marketing the law library by writing blogs. He resides in Washington state and spoke with DALL via ZOOM. On November 10, 2022, Weil Gotshal & Manages hosted an in-person lunch n' learn with Tom Atkinson, The Head of Business for North America at vLex; now merging with FastCase.

Then to finish off the 2022 year, on December 6, 2022, DALL had a Holiday Party at Bowl & Barrel off Park Lane in Dallas, Texas. We all had a great time and got to see lifetime member, Nancy Vogel in attendance.

To start off 2023, DALL had a virtual trivia night on January 12, 2023, hosted by Loyd Auerbach, a paranormal investigator, author, chocolatier, and Lexis representative. The theme was Law Librarians of New England v Dallas Association of Law Librarians co-hosted by Sarah Ryan, a previous LLNE member. The trivia night was a success with over twenty members in attendance. Then on February 23, 2023, DALL members heard from AWARE's own Arthur Weiss. Weiss resides in London, England and

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was able to talk to DALL via ZOOM. He discussed the potential benefits and applications of ChatGPT for librarians and attorneys. Please visit the DALL website, if you are interested in listening to the recording. On January 21, 2023, Frankie Ruiz and Firiell Hubbell attended a DVAP clinic in East Dallas, representing DALL.

DALL's quarterly newsletter was circulated (among members) in September, December, March and May, thanks to the University of North Texas' Sarah Ryan. She was able to find old copies of newsletters past and share tidbits of DALL's present and future. Also, Kevin Miles, Stewart Caton and Firiell Hubbell wrote and or contributed to DALL's blog, located on the website.

Every year the Dallas Association of Law Librarian has an Annual Spring Institute, and this year was no exception. DALL's theme was 6 Big Ideas in Constitution Law. From March 27 – 30, 2023, DALL heard from several well-known speakers about their work in regard to the United States Constitution. Monday, March 27, 2023, we heard from author Donald L. Drakeman who discussed "What It Means to Interpret the Constitution". Drakeman is the author of The Hollow Core of Constitutional Theory – Why We Need the Framers. He was the keynote speaker and gave an outstanding presentation on treatment and criticism of constitutional theory. Tuesday, March 28, 2023, was Danaya C. Wright, a Professor in Constitutional Law from the University of Florida – Levin College of Law. She discussed "The Wild West of Constitution Making: Is the ERA the 28<sup>th</sup> Amendment". The topic was eye-opening and helped raise understanding of how Amendments are ratified into the United States Constitution. On Wednesday, March 29, 2023, University of Texas Professor and Vinson & Elkins Char in Law, Tara Grove spoke to DALL. Grove served on the Presidential Commission of the Supreme Court of the United States, a bipartisan commission created by Joe Biden. She discussed how the federal judiciary takes certain things for granted – specifically Article III, the impeachment process and Court Orders. Then to wrap up DALL's virtual conference, on Thursday, March 30, 2023, we heard from Allyson N. Ho of Gibson Dunn and regarded as one of the nation's most respected appellate litigators. Barbara Fullerton asked Ho a series of questions on working with Sandra Day O'Connor and arguing in front of the United States Supreme Court. Afterwards, DALL had a cocktail hour at Una Mas sponsored by Thomson Reuters (Josh Manlove) and Bloomberg.

This year's annual Institute was free, offered to AALL and DALL members to entice members to 'come back' after the pandemic. Thank you to all our amazing speakers and the DALL Spring Institute Committee: Shivani Naicker, Lynn Murray, Sarah Ryan, Terri Lawrence, Barbara Fullerton and Firiell Hubbell.

On March 27, 2023, Emily Rushing attended the DVAP clinic in South Dallas representing DALL.

April was a busy month. On April 13, 2023, DALL was able to get the University of North Texas at Dallas' own Assistant Professor Michael Malaska for a virtual meeting. He discussed, "Back to the Future: A Proposal to Teach Students How to Think Like Lawyers". Maslanka's ideas were fresh and innovative as several members commented on the invite. DALL was also able to update their Bylaws with the help of the Bylaw Committee. The Committee changed outdated verbiage from 2015 and updated Executive Board member descriptions. DALL received approval from the AALL Bylaws Committee on those changes. Then, in late April, all DALL members were asked to approve the new Bylaws.

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Throughout March and April, Charlotte Thomas, the Chair of the Grant Committee accepted grant applications to attend the annual AALL conference. This year the AALL conference was held in Boston, Massachusetts. Both Lynn Murray (\$1,500) and Joan Stringfellow (\$700) were recipients of the grant.

Also, throughout April, DALL had Executive Board elections. As Vice-President, President Elect, Lynn Murray automatically becomes the new President for the 2023 – 2024 term. Congratulations to Lynn Murray! Elections ended Friday, May 5, 2023, and Executive Board members for the new term are as follows: Lynn Murray, President; Barbara Fullerton, Vice-President, President Elect; Wendy Lyons, Secretary; Edward Hart, Treasurer and Firiell Hubbell, Immediate Past President.

To close out the year, DALL had one more trivia night with a scavenger hunt hosted by Loyd Auerbach of LexisNexis. Lynn Murray was able to locate the most items in her home for the scavenger hunt and received a gift card.

In July, nearly ten DALL members attended the annual AALL conference in Boston, Massachusetts. Sarah Ryan won the Joseph L. Andrews Legal Literature award, the ALL-SIS digital publication award and was a conference presenter. Emily Rushing, of Haynes and Boone was also a presenter at the conference. On Sunday, July 16, 2023, Ed Hart hosted the DALL-SWALL-HALL-UNT happy hour at A.T. O'Keefe off Boylston Street. DALL contributed \$100 to the event.