
2007 SECTION OFFICERS HANDBOOK



Association of American
Law Schools

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Special thanks to Professor Marina Angel, Temple University, for her contribution to this handbook in 1993.

I. What is a Section?

The Association of American Law Schools (AALS) is the law teachers' "learned society." Sections were established as a way of promoting the common interests of law teachers in subject matter and other aspects of legal education. Sections increase communication and collaboration within the framework of the larger national organization and among individual teachers and professional staff with similar interests.

As Section chair or officer, you help to determine the varied interests of your members and potential members, facilitate communication and cooperation among them, and provide both continuity and diversity. If you keep your membership informed and involved, you should have a successful year and Section.

Sections vary in size, e.g., the Women in Legal Education Section has 1604 members and the Real Estate Transactions Section has 41 members, and in interests: substantive law Sections, e.g., Contracts, Constitutional Law; affiliation Sections, e.g., Minorities, Women.

Most successful Sections concentrate on fulfilling three basic functions:

- 1) holding a business meeting and putting on a successful program at the AALS Annual Meeting;
- 2) electing knowledgeable, hard working, and diverse officers who meet deadlines; and
- 3) publishing electronically a timely and informative newsletter via Section listserv or website.

Successful Sections often perform multiple other functions. Many of those can be combined with one of the three basic functions. Examples include a call for papers for presentation at the Annual Meeting Section, having a listserv, website, mentoring program, exam pool, and teaching material compilation.

Sections should address the needs of all of their members and potential members but avoid, to the extent possible, overlap with other Sections. Try to be inclusive. Small Sections with narrow scopes are hard to administer and have difficulty sustaining interest over time.

All Sections are required to have bylaws (Executive Committee Regulation §1.1(c)). You have been given a copy of your Section's bylaws with this Handbook mailing if your Section has a set of bylaws on file at the AALS National Office and a copy of model bylaws (Appendix 2) prepared by the AALS. Please familiarize yourself, and ask your officers to familiarize themselves, with your Section's bylaws.

Pay attention to finances. If you do not have adequate funds or if you overspend your funds, it could adversely affect the functioning of your Section.

Each chapter of this Handbook will begin by listing the Section(s) of the AALS Executive Committee Regulations that govern the relevant activities. You have been given a copy of the AALS Executive Committee Regulations (Appendix 1) that govern Sections. Please familiarize yourself with them.

Each chapter of this Handbook also begins by giving you the name and title of the person in the AALS National Office whom you should contact if you have any questions about the relevant activity.

A. Chronology of Important Dates Incoming Section Chairs Need To Know/Do

One of your most important responsibilities as Section chair is to complete the forms listed below by their deadline dates. With 89 AALS Sections, it is only by careful attention to detailed and advanced planning that the AALS can insure that it treats all Sections equitably. If you think you will be unable to comply with any of these dates, be sure to contact the AALS National Office well in advance of the deadline specified to find out what the impact might be on your Section's operation and whether there is any flexibility regarding the deadline in question.

1. Assure that the outgoing Chair files *Attachment D* (Post-Annual Meeting Report) and *Attachment E* (Names of Elected Section Officers Form) by **January 19, 2007**. Without the names of the officers, the section cannot receive materials or communication on operating the section.
2. Work with the other Section officers and executive committee to complete two partially interrelated tasks by **March 16**:
 - a. Submit *Attachment A* (Budget Request Form) and *Attachment B* (Preliminary Program Form). These are partially interrelated because two significant costs can be related to next year's Section Program(s)—non AALS law professor speakers and additional audio-visual equipment.
 - i. The standard budget is \$900, plus \$300 if the Section has issued a publication (typically a newsletter) within the last two years—these budget amounts are automatically allocated if requested by March 16. If your Section needs more than the standard budget amount (e.g., for printing and mailing of a newsletter), this must be specifically requested by March 16. These additional amounts are not automatically allocated, but AALS will strive to grant requests within existing financial constraints.
 - ii. The Preliminary Program Form requires three decisions: (1) the title of at least one Program (unless your Section decides not to have one); and (2) whether your Section desires to sponsor more than one Program, and if so, whether the additional program will be sole, co-sponsored, or jointly sponsored; and 3) whether your Section wishes to issue a Call for Papers for peer review for a program at the Annual Meeting.
3. Consider publishing electronic **Spring and Fall** newsletters by Section listserv or post on Section webpage; consider whether your Section would like to sponsor posters.
4. File *Attachment C* (Final Program Form) by **April 27**. This must list the presenters. Note that many sorts of diversity in program format and participants are desirable.
5. Consider proposing an optional Professional Development Program by **May 31**.
6. Email AALS by **June 1** if your Section wishes to sponsor posters.

7. If your Section issued a Call for Papers, the peer review must be accomplished in time to notify the AALS by **October 1** of the speakers who were chosen.
8. Optional (but strongly recommended) late electronic fall newsletter on Section listserv or webpage by **mid-November**.
9. In late **fall/early winter**, put the finishing touches on your Program(s).
10. Prepare for the Section business meeting—identify and encourage nominees for officer positions.
11. **At the Annual Meeting**, conduct the Program(s) and the business meeting.
12. Submit Attachments D and E by **January 18, 2008**.

B. AALS OFFICE AND STAFF

Association of American Law Schools
1201 Connecticut Avenue N.W., Suite 800
Washington, D.C. 20036-2717
Telephone: (202) 296-8851 (main)
Fax: (202) 296-8869
<http://www.aals.org/>

Carl C. Monk, AALS Executive Director
(*E-mail: cmonk@aals.org / Phone: 202.296.1526*)

Elizabeth Hayes Patterson, AALS Deputy Director
(*E-mail: epatterson@aals.org / Phone: 202.296.5184*)
Proposals from AALS Sections and individuals for AALS Professional Development Programs

Jane M. La Barbera, AALS Associate Director
(*E-mail: jlabarbera@aals.org / Phone: 202.296.3567*)
Materials Requiring Executive Committee's or President's Action
Questions on Executive Committee Regulations
Mentoring Programs, "Call for Papers," Surveys, Regional Programs, Awards
Petitions for Establishment of Sections
Petitions for Permanent Status of AALS Sections
Any Issues Not Identified in Handbook

Tracie L. Thomas, AALS Senior Meetings Manager
(*E-mail: tthomas@aals.org / Phone: 202.296.4756*)
Arranging Section Field Trips
Arranging Annual Meeting Section Meal Events
Budget Questions
Annual Meeting Program Schedule Questions
Annual Meeting Law Teacher Speaker Questions

Mary Cullen, AALS Meetings Manager
(*E-mail: mcullen@aals.org / Phone: 202.296.4755*)
Annual Meeting Non-Law School Speaker Questions (Hotel and Travel Approval)
Audio Visual Equipment Needs for the Annual Meeting

Kai Baker, AALS Registration Coordinator
(*E-mail: kbaker@aals.org / Phone: 202.296.1662*)
Name and Address Changes of Section Officers
Section Newsletter Estimates and Costs
Mailing Section Newsletters
Ordering Labels for Newsletters and Mailings

II. Section Officers

Executive Committee Regulations §1.1(c),(i),(j) Establishment of Sections §1.3(a),(b) Section Membership

Questions on Bylaws and Section Officers, Contact:
Jane M. La Barbera, AALS Associate Director

Identification of Section Officers and Name and Address Changes, Contact:
Kai Baker, AALS Registration Coordinator

You, as chair, and your officers have primary responsibility for the efficient functioning of your Section to enable it to meet the needs of its membership. In smaller Sections, it is often the chair who takes primary responsibility for all major Section activities. Some Sections allocate responsibilities among the officers of the Section and other Sections have a supportive committee structure. Remember that the major functions of the Section are to plan and hold a business meeting, have a valuable and stimulating program at the Annual Meeting, keep the membership informed and active through electronic communication of a listserv, website, blog, and ensure your finances are in good order. If you as Section Chair do not have primary responsibility for the Annual Meeting, the electronic communications, or finances, please make sure that the appropriate parts of this *Handbook* and attachments reach those who are responsible.

Consider diversity during your nominating process and try to include a broad representation of those your Section seeks to serve. The inclusion of senior teachers, junior teachers, minorities, women, and those with different perspectives is important to keep your Section vital and strong now and in the future.

A Section must have a minimum of five officers: a chair, a chair-elect, and an executive committee of at least five persons, two of whom can be the chair and chair-elect. You should review your Section's bylaws to see whether additional positions are specified. You may have more than a chair and chair-elect plus three executive committee members, but AALS will list on its website only those five officers.

It is important that the election process be open and allow for nominations from the floor for the Sections officers and executive committees positions. Failure to elect officers constitutes Section inactivity and can lead to the dissolution of a Section.

Diversify your officers. Ask for volunteers to help the Section via your listservs and at your Annual Meeting. Target mailings to new and minority teachers in your subject area (AALS does provide you such a list.) If you have read drafts of scholarship from a new teacher, encourage the teacher to join the Section. AALS Executive Committee Regulations allow nomination of officers at the time of the Business Meeting, allowing the Section an opportunity to expand its leadership.

NEW EXECUTIVE COMMITTEE REGULATION Adopted at 2006 Annual Meeting

House of Representatives: The Section Chair can hold the position of Chair for two consecutive years. In the past, officers have been elected for a one year term except when the Section wasn't holding a program in one of those years, but the Executive Committee revised Executive Committee Regulation 1.1(j) to allow a Section Chair to serve two consecutive years within a seven year period. There has been a realization that AALS Sections could benefit from an experienced Chair. Often, as soon as a Chair understands the process of running a Section, the term is over. Some Sections have found it useful to do their planning, both of officers and Annual Meeting programs, two years in advance.

It is important that you as Chair and your executive committee members keep in mind that continuity can be maintained by bringing new officers up through the ranks of the Section. In doing so, please make sure to provide for both diversity and continuity.

Only faculty members and professional staff of AALS member law schools may vote or hold office in a Section. Part-time faculty, defined as those whose professional careers are committed to the law school, even if not assigned a full teaching load, are included as regular members of a Section. Excluded from voting or holding office are adjunct faculty, visitors without a permanent appointment at another AALS member law school and individuals at non-member schools. In addition, faculty members and professional staff of Mexican law schools and Canadian law schools that are AALS International Affiliate subscribers may vote and be officers in the Section on North American Cooperation and faculty members and professional staff of any foreign law school that is an AALS International Affiliate subscriber may vote and be officers in the Section on International Legal Exchange.

It is the responsibility of the outgoing Section chair to provide the AALS with the names of the new Section officers and executive committee members by January 18, 2008 (Attachment E). Without the names, the National Office will not have anyone to whom to send instructions or to whom to refer interested persons seeking information about your Section.

Enclosed with this package of materials is a list of the members of the Committee on Sections and Annual Meeting and those Sections for which they are liaison. Please locate your Section's liaison on this list (Attachment I). This is an important additional person with whom you can discuss concerns and ideas for your Section.

III. Finances

Executive Committee Regulation §1.6, Finances

Collecting Dues, Grants, Deficits Contact:

Jane M. LaBarbera, AALS Associate Director

Budget Questions, Contact:

Tracie L. Thomas, AALS Senior Meetings Manager

Section funds come from two sources:

1. your AALS annual budget appropriation, and
2. funds you raised from dues, contributions, or the sale of publications.

Regardless of the source, all Section funds must be banked at the AALS National Office.

The AALS fiscal year begins on July 1 and ends on June 30. Funds remaining from the AALS's annual budget appropriation to your Section will not be carried over to another fiscal year. An exception is made if your Section decides to schedule annual meeting programs once every two years and you can carry those unused funds to the following budget year. However, negative balances (deficits) are carried into the next fiscal year. Section income from dues, contributions, or sale of a publication, will be carried forward to the next fiscal year. When your AALS appropriation has been depleted, funds from other Section income, should your Section have such funds, are applied to any deficit.

A. ANNUAL AALS BUDGET APPROPRIATION, ATTACHMENT A (*DUE MARCH 16, 2007*)

Attachment A is a Budget Request Form, which must be filed by March 16, 2007. The standard budget appropriation of \$900.00 is NOT automatically allocated. You must request it by submitting your Budget Request Form. If you do not submit a Budget Request Form by March 16, 2007, your Section will receive only a \$300.00 budget for the fiscal year.

If your Section has within the last two years issued a publication (electronic newsletter, survey, exam pool, teaching materials, etc.) you may request an additional \$300.00 above the standard budget appropriation of \$900.00 for a total of \$1,200.00, the additional \$300.00 will be approved unless you are a Section that has had less than 40 persons as an average attendance at your last three Annual Meetings (see IIID.).

Although the Budget Request Form asks for itemized expenditures, the standard budget appropriation is treated as a lump sum appropriation and not a line item appropriation. This means that you may spend all or part of the \$900.00 (or \$1,200.00 if the Section has had a published writing of an electronic newsletter, survey, exam pool, teaching materials, etc. in the past two years) for purposes that are different from what was stated on your Budget Request Form, as long as the expenditures are incurred in compliance with Executive Committee Regulation §1.6(d). General funds of the AALS appropriated to your Section may be used to compensate research assistants or clerical staff for setting up and maintaining a Section web site or do research; to reimburse a non-law school Annual Meeting speaker or panelist for expenses (discounted airfare, 2 hotel room nights, ground transportation and meals); and to purchase for under \$100 including tax and shipping a plaque for an approved award or citation (i.e., if you have adopted award procedures in your Section by-laws and the AALS President has

determined that you have followed the Section's procedures). Your AALS annual budget will not cover, under Executive Committee Regulation §1.6(e):

- reimbursement of a faculty member of any law school, whether on leave or not, for travel;
- honoraria;
- food, drink, or entertainment for Section members.

The major items on your Budget Request Form are usually the costs of the Annual Meeting speaker travel or audio-visual equipment rental.

If you request funds above the standard budget appropriation of \$900.00 (or \$1,200.00 if the Section has had a published writing or electronic newsletter in the past two years), a detailed written proposal explaining how the participation of the non-law teacher speaker will add to the Section's program must accompany your Budget Request Form due on March 16, 2007. There is a greater likelihood that your budget request will be approved if you provide as much information as possible. Remember, the request needs to be a narrative memorandum, not simply a reporting of the numbers. For example, if you are planning to invite a non-law school speaker to the Annual Meeting, give the name and position of the person and explain what that person can contribute to the program that a law school faculty member could not. Your proposed expenditures are reviewed by the AALS staff for conformity with the Executive Committee Regulations. This is followed by a review and approval by Executive Committee. Any amount in excess of the standard budget appropriation of \$900.00 (or \$1,200.00 if the Section has had a published writing in the past two years) is, if awarded, considered a line item appropriation and may be spent only for that purpose.

Among the factors used to decide whether to make an appropriation in excess of the standard budget appropriation of \$900.00 are: 1) the contribution that the proposed project is likely to make to the purposes of the Section and the AALS as a whole; 2) the extent to which the Section has received appropriations beyond the standard amount in recent years; 3) the Section's record of responsible use of past appropriations, e.g., has not run a deficit; and 4) whether the additional amount is required to reimburse the travel expenses of a second non-law school speaker. Only in limited cases are appropriations made for the purpose of funding more than one non-law school speaker. The more detailed information you can provide in your explanatory memorandum, the easier it is for the AALS Executive Committee to understand and fund your request.

In preparing a Budget Request Form that includes the cost associated with having an out of the area non-law school speaker at the annual meeting, should you decide to invite one, you should estimate the following costs: 1) The hotel rate including taxes for single occupancy is \$177.00 per night. The AALS will reimburse the cost of a room for up to two nights; 2) you should anticipate a two-day stay including \$50.00 for meals for each day and a total charge of \$150.00 for ground transportation, tips, and miscellaneous expenses; and 3) discounted airfare. Because of limited funds it is imperative that your non-law school speaker seek a discounted airfare. The AALS will reimburse for additional expenses (room and meals) incurred with a Saturday night stay as compared to a discounted coach fare, if there is a substantial savings to AALS of \$100.00 or more after paying the airfare, additional hotel room nights and meal costs. Of course, there also has to be enough funds in the Section budget to cover the expenses of the non-law teacher speaker.

Estimated round-trip airfares to New York, New York are listed below.

<u>From:</u>	<u>Fare with Saturday Night Stay :</u>	<u>Fare with No Saturday Night Stay:</u>
Atlanta, GA	\$375	\$945
Boston, MA	\$236	\$745
Chicago, IL	\$305	\$979
Cleveland, OH	\$405	\$945
Dallas, TX	\$475	\$1,150
Denver, CO	\$506	\$1,015
Detroit, MI	\$375	\$1,385
Houston, TX	\$475	\$1,150
Kansas City, MO	\$440	\$1,015
Los Angeles, CA	\$540	\$1,282
Miami, FL	\$540	\$880
New Orleans, LA	\$375	\$1,015
St. Louis, MO	\$540	\$1,250
San Francisco, CA	\$795	\$1,450
Seattle, WA	\$610	\$915
Washington, DC	\$236	\$810

As Section Chair, you are responsible for notifying your non-law school speaker in advance of the limits on reimbursement. In the past, some Section chairs have found that they had insufficient funds for reimbursement of their non-law school speaker when the speaker submitted an expense voucher.

Full-time or part-time law school faculty (including emeriti, and those faculty on leave), administrators, professional staff, and employees of the law school are not entitled to reimbursement for travel expenses and **must pay the Annual Meeting registration fee** even if they appear as speakers at your annual program. Some speakers connected with a law school such as adjunct teachers or graduate law students may be entitled to reimbursement. Foreign law faculty members qualify for reimbursement except for Canadian or Mexican law teachers participating in the Section on North American Cooperation and foreign law teachers participating in the International Legal Exchange programs, who are not reimbursed for their expenses since they can be members of that Section.

The AALS Executive Committee is encouraging Sections to publish their Section newsletters electronically by either sending it out via a Section listserv or posting it on a Section web site. They will, most likely, not fully fund Section newsletters sent out by mail if it increases the Section's budget above the standard budget appropriation.

AUDIO-VISUAL EQUIPMENT AT ANNUAL MEETING

Audio-visual equipment and microphones for Section programs are becoming a more significant expense for Sections. The AALS will provide each Section program with two microphones (one mic at the podium and one mic on the head table). Any additional microphones ordered will be paid from the Section's budget. The cost for each additional microphone is \$75 for floor, table or podium microphone. A lavalier microphone is \$75. A mixer is required with 2 or more microphones, with a 4-channel mixer @ \$70; a 6-channel mixer @ \$100; an 8-channel mixer @ \$130. A sound engineer is required with three or more microphones @ \$75 per hour with a 4 hour minimum. A wireless handheld or wireless lavalier

microphone costs \$215 each. We recommend that you keep your microphones to a minimum number. We recommend one microphone for every two speakers if the speakers plan on commenting from the head table in a spontaneous order from and not going to the podium for their presentation.

Here are estimated costs (including set up charges) for the most frequently requested audio visual equipment.

Overhead projector & screen @ \$200
35mm slide projector & screen @ \$240
LCD projector & screen @ \$800 (for small meeting of fewer than 150)
LCD projector & screen @ \$1000 (for a larger meeting of over 150)
VHS player with one color monitor @ \$440
Audio-cassette or CD player @ \$140
Flip chart with markers @ \$60
Local phone line for computer internet hook up @ \$275

Please note that if your speaker requires a computer for their presentation, they must bring their own laptop computer along with the necessary software and cables. If they want internet access for their presentation, AALS can only provide a local phone line. The speaker must have their own local internet provider or be able to dial up their service provider by using a 1-800 number. Speakers should be prepared for technical failure and have downloaded their information from the web prior to the presentation.

Please note that Section budgets do not cover translation services for speakers.

B. INCOME, DUES, CONTRIBUTIONS, AND THE SALE OF PUBLICATIONS

Sections that have collected funds in addition to the \$900.00 annual budget appropriation or who contemplate having income, normally from dues, contributions, or the sale of publications, must amend their Section's bylaws and adopt the language contained in the model Bylaws, Article VI, entitled "Income" (see Appendix 1). This amendment allows the use of income funds for items not provided for in Executive Committee Regulation §1.6(d).

You should consider carefully the issue of whether your Section wants to impose dues, either compulsory or voluntary or request contributions. Law school teachers have a great many professional expenses including those connected with participation in a professional learned association such as the AALS. The Dean expects the school's membership fees to cover Section memberships, so a special case needs to be made for the additional charge. Also, additional requests for funds may decrease the number of members or their satisfaction level.

Sections with income must include with their budget request form an explanation as to how they plan to spend their income over the next couple of years. Income is to be spent for Section operation, not stored for an unidentified future use.

C. FILING FOR SECTION EXPENSE REIMBURSEMENT WITH THE AALS

The AALS requires receipts for reimbursement for all expenses. For example, to be reimbursed for phone calls made on behalf of the Section you need to submit an annotated copy of the phone bill indicating who you called.

D. BUDGETS FOR SECTIONS WITH AVERAGE ATTENDANCE BELOW FORTY PERSONS AT THE LAST THREE ANNUAL MEETINGS

The following Sections have had an average attendance of forty persons or less at the 2007, 2006 and 2005 Annual Meetings: **Admiralty and Maritime Law, Agricultural Law, Continuing Legal Education, Employee Benefits, Financial Institutions and Financial Consumer Services, International Human Rights, Jewish Law, Law and Sports, North American Cooperation, Post-Graduate Legal Education, Poverty Law**

If you are the chair of one of these Sections, under current policies your Section will receive budget funds no higher than the standard budget appropriation of \$900 or \$1200 depending on whether you had a qualified publication in the past two years. Your Section will **not** automatically receive funds for the Annual Meeting without an explanatory letter detailing both your financial needs and description of your program. For example, you will not be given funds for the reimbursement of non-law school speakers travel, the rental of audio visual equipment, or other types of relating Annual Meeting expenses. If you want to receive funds for the Annual Meeting or any Section project, you must write a detailed letter justifying the granting of such funds. Even if your Annual Meeting proposal is approved, the total amount of funds your Section could receive for both a newsletter and an Annual Meeting program **cannot exceed the standard budget appropriation**. You might consider trying to enlarge your Section's audience by attracting those interested in related subjects, perhaps by co-sponsoring a program with another Section at the Annual Meeting.

E. SALE OF SECTION PUBLICATIONS WITH FUNDS ADVANCED BY THE AALS

When a publication is printed with AALS funds and then sold, the publication's proceeds must be applied to cover the cost of the publication's printing first. Income above the cost of printing is allocated as follows: two-thirds to the Section and one-third to the AALS to help defray the cost of postage, envelopes, and staff time involved in mailing the publication.

F. SECTION MEALS AT THE ANNUAL MEETING: SEE PAGE 20

G. APPLICATIONS FOR GRANTS: SEE PAGE 28

IV. Annual Meeting

Annual Meeting Questions Not Listed Below,
Contact: Jane M. La Barbera, AALS Associate Director

Annual Meeting Program Schedule;
Annual Meeting Law Teacher or Law School Staff Speaker Questions;
Section Field Trips,
Section Meal Events,
Contact: Tracie Thomas, AALS Senior Meetings Manager

Audio-Visual Equipment Needs for the Annual Meeting,
Non-Law School Speaker Questions
Contact: Mary Cullen, AALS Meetings Manager

A. BUSINESS MEETING

Executive Committee Regulation §1.1(g)

A Section must hold a business meeting at every AALS Annual Meeting and a program session at least at every other Annual Meeting.

The business meeting can be held during a fifteen-minute period at the end of the Section's annual program or during the evening Section business meetings time slots. The advantage of holding it at the end of your program is that you will probably have a large number of your members in attendance. The disadvantage is that programs often exceed their time limits, leaving less than fifteen minutes for discussion, planning, and voting at the business meeting. The disadvantage of the evening business meeting is that fewer members will attend because of competing law school receptions and the lure of restaurants in the convention city.

Business meetings are important. This is where Sections elect officers, preliminary nominations may have been done by mail in response to a newsletter call for nominations. Nominations can be accepted from the floor during the Business Meeting. Additionally, a business meeting allows time for suggestions and planning for future programs and Section events. If your Section wishes to actually prepare not only for the next Annual Meeting program but wishes to schedule programs two years in advance, a great deal of advance planning and coordination is needed. Business meetings are also the place to plan special projects (see page 31-36). The business meeting at the Annual Meeting is the one opportunity for a large number of individuals to participate.

Sections should welcome new individuals and should be prepared to take volunteers for various Section committee and planning assignments. The officers, the participants in the annual program, and participants in all Section events should not be "the same old faces." Outreach is desirable to achieve diversity of view, type of school, gender, race, sexual orientation, geographic region, etc., and to attract new members to your Section to keep it a vital and energized Section. One suggestion is that you contact the affiliation Sections, such as Sexual Orientation and Gender Identity Issues, Indian Nations and Indigenous Peoples, Minority Groups, Women in Legal Education, for suggestions as to individuals whom you might want to encourage to become involved in your Section.

B. ANNUAL MEETING PROGRAM

A Section is usually allocated an hour and three quarters for its annual program; the last 15 minutes are set aside for a Business Meeting. This is not a great deal of time. Carefully think ahead about the potential audience you wish to attract (existing members, potential members, the general membership of the AALS) and what issue or issues you plan to address. The two, audience and issue(s), are often interrelated. You will also want to plan your format carefully. Do you wish to have a moderator with a limited number of speakers presenting papers in a traditional fashion, or do you want to use a different format, perhaps one of simulation with interaction with the audience? Do you want interchanges between or among speakers and not just questions from the audience? Keep in mind it is boring to be lectured at (even our students think so). Regardless of what format you choose, you are limited in time. Moderators are supposed to limit speakers, not make long speeches themselves.

Please select your speakers carefully for what they can add to your annual program. They should be willing to prepare carefully, coordinate with their moderator and each other, and write both a short summary of their presentation to appear in the annual program and a longer outline or summary to be handed out to participants at the Annual Meeting and posted on program's webpage. They should also be prepared to meet with the moderator at the Annual Meeting before the actual program takes place. Your speakers should be individuals of proven responsibility who will not desert you at the last minute. Consider not only senior faculty but also junior faculty, women and minorities and those with differing viewpoints in planning your programs. For a Section to remain dynamic it must appeal to all elements of its constituency. Each speaker should bring at least 50 copies of an outline to be distributed to those attending the Section program. The moderator should be prepared to coordinate the speakers by telephone before the Annual Meeting. The AALS will post the speakers' outlines and other accompanying materials on the Annual Meeting web site after the Annual Meeting. Having speakers materials along with the digital recording of the program, this will allow law teachers and law students to reference the speaker's presentation long after the Annual Meeting.

1) Registration Fee Paid by Law Teacher Speakers

The AALS follows the same procedures as other learned societies in requiring all law teachers, and law school staff speaking at the Annual Meeting to pay the registration fee and their own expenses. The AALS had over 700 speakers at the 2007 Annual Meeting. Only non-law school speakers have their registration fee waived and expenses reimbursed, as long as the Section has sufficient funds for reimbursement. Honoraria is never paid to speakers. You must include funds for travel reimbursement for the non-law teacher speaker in your budget request (see pages 7-9).

C. TENTATIVE ANNUAL MEETING SCHEDULE, PRELIMINARY PROGRAM FORM (DUE MARCH 16, 2007), AND FINAL PROGRAM FORM (DUE APRIL 27, 2007)

1. Tentative Annual Meeting Schedule

This year’s Annual Meeting will be in New York, New York. Registration will open at 6:00 p.m. on Wednesday, January 2, 2008. Section programs of standard length (1¾ hrs.) will be held all day on Friday and Saturday with a half-day programming on Sunday. Section extended programs will be held from 9:00 a.m.–5:00 p.m. on Thursday, January 3. Section programs held on Sunday, January 6 can be either an extended three-hour time slot from 9:00 a.m.-12:00 noon or the standard length of 1¾ hrs. from 9:00 a.m. – 10:45 a.m. Separate Section business meetings can take place Thursday, January 3 at 6:30 p.m. or Saturday, January 5 at 6:30 p.m.

If you want to request an extended program on Thursday, January 3, schedule a field trip, co-sponsor a program with another organization, or make any other request beyond a standard Section program, you need to provide a detailed written proposal in addition to the Preliminary Program Form. The proposal should explain your program plan and be included with your preliminary program form. Both must be filed with the National Office by March 16, 2007.

The time slots available for Section programs are:

Wednesday, January 2, 2008

Registration 6:00 - 9:00 p.m.

Thursday, January 3, 2008

Registration 7:00 a.m.- 8:00 p.m.
 Exhibit Hall 5:00 -8:00 p.m..
 Section Field Trips 8:30 a.m.-5:00 p.m.
 Section Extended Programs 9:00 a.m.- 5:00 p.m.
 AALS Workshops 8:45 a.m.- 5:00 p.m.
 Workshop on Cutting Back on the Power of Local Governments Restrictions on the Regulatory Power of Local Governments
 Workshop on Fair And Independent Courts: A Workshop On The State Of The Judiciary
 Section Luncheons 12:00 - 2:00 p.m.
 House of Representatives, First Meeting 5:15 - 6:30 p.m.
 Section Business Meetings 6:30 p.m.
 School and Organization Receptions 6:30 p.m.

Friday, January 4, 2008

Registration 7:00 a.m.-7:00 p.m.
 Exhibits..... 8:00 a.m.- 5:00 p.m.
 Continental Breakfast for Beginning Law Teachers 7:00 - 8:30 a.m.
 Section Breakfasts 7:00 - 8:30 a.m.
 Section Programs..... 8:30 - 10:15 a.m.
 Section Programs 10:30 a.m.- 12:15 p.m.
 AALS Luncheon 12:30 - 2:00 p.m.
 AALS Plenary Session 2:15 - 4:00 p.m.
 Section Programs..... 4:00 - 5:45 p.m.
 AALS Gala Reception..... 6:00 - 8:00 p.m.

Saturday, January 5, 2008

Registration	7:00 a.m.- 7:00 p.m.
Exhibits.....	8:00 a.m.- 5:00 p.m.
Section Breakfasts	7:00 - 8:30 a.m.
Section Programs.....	8:30 - 10:15 a.m.
Section Programs.....	10:30 a.m.- 12:15 p.m.
Section Luncheons	12:15 - 1:30 p.m.
Section Programs.....	1:30 - 3:15 p.m.
Section Programs.....	3:30 - 5:15 p.m.
House of Representatives, Second Meeting	5:15 - 6:30 p.m.
Section Business Meetings.....	6:30 p.m.
School and Organization Receptions	6:30 - 8:00 p.m.

Sunday, January 6, 2008

Registration	7:00 a.m.- 12:00 p.m.
Exhibits.....	9:00 a.m.-12:00 p.m.
Section Officers Breakfast	7:30 - 9:00 a.m.
Section Extended Programs	9:00 a.m.-12:00 p.m.
Section Programs.....	9:00 -10:45 a.m.

Web site Link for Section’s Annual Meeting Program

Sections may provide more detail in terms of a Section’s Annual Meeting program schedule, topics, and speakers, for the “Annual Meeting Brochure” by including a web site address with all of this detail on the Preliminary Information on the 2008 Annual Meeting Section Program Form. The printed AALS Annual Meeting brochure will include this web site address and the AALS web site will include an active link to your web site where you can provide more detail on your particular Section program. You will need to set up your own web site with this information and we can link to it and provide the address in the brochure.

Better yet, the Section should seek a law school to host the Section’s listserv or web site and post the Section’s program to its members.

AALS Podcasting Section Sessions

CALI, a non-profit whose research mission is to use technology to enhance legal education, has assisted AALS in extending the reach of the AALS Annual Meeting for attendees and non-attendees alike by podcasting Annual Meeting sessions. For the AALS Annual Meeting, a webpage will be set up for each of the AALS Sections. The Section sessions except for concurrent sessions or group discussions will be recorded using a digital recorder. There will be some perfunctory editing - (adding an introduction, cutting the recording to start and end with the presentation, etc.) and post it to the specific AALS Section webpage where it will be available for listening from a PC or downloading to an iPod or MP3 player. Due to the sheer number of AALS presentations, this may take a couple of weeks. AALS presentations often cover cutting-edge issues in legal scholarship. These recordings could be excellent resources for law students in upper-level courses.

2. Annual Meeting Program Topic and Theme

Planning the topic of your program at the Annual Meeting is a trick of balancing and careful advance planning with current topics. Putting on an excellent program at the Annual Meeting may require over a year of planning, particularly if you are going to coordinate with another Section. At the same time you want your topic to be current. Keep in mind the problem of potential conflicts with the programs of other Sections. When you receive the preliminary schedule in April, notify the AALS immediately of any serious conflicts you identify.

AALS President Nancy Rogers of Ohio State University has selected the following theme for the 2008 Annual Meeting: **Reassessing Our Roles As Scholars and Educators in Light of Change**

Change is in the air. We know that – as scholars, we are writing about change as it affects the law. I suggest that we focus our creative and analytical thinking on determining whether to change in own roles as law schools and law faculty members, just as we regularly do in suggesting changes in the law.

A number of changes fit this category. One such change is the internationalization of legal practice. Another is growing student debt. These changes have stirred much discussion as they relate to the roles of law faculty and law schools. To these, we could add others. One example might be “e-expertise” – a term that encompasses blogs and more. There may be potential through electronic media for law faculty to have more influence on the law than we now have by disseminating our expertise and scholarship primarily through articles, books, or public testimony. If that potential is real, are we willing to change the ways that we judge scholarship in order to encourage e-expertise?

The “world-shrinking” changes of internationalization, electronic communication, together with the ever increasing pluralism of the United States, also underscores the continuing, indeed, increasing need for diversity in law school education. The challenges presented by these increasing mandates for exposing our students to diverse viewpoints will be substantial. Statistics reflect little recent improvement in the diversity of law school student bodies or in the student pipeline to law schools. Moreover, new legal strategies are restraining the use affirmative action in admissions that brought diversity up to its current levels. Should law schools expand the role they play with respect to diversity?

These are just the beginning of a list of changes affecting us. And only a start to the analysis of how we ought to change as law faculty and law schools in light of changes that affect legal education.

Here is the challenge – to situate our teaching, scholarship, and service for maximum positive effect in light of a changing environment. We can do this by using the same analytical and creative thinking about our roles as scholars and educators as we employ regularly regarding law and its administration.

3. Getting the Best Time Slot

There are three ways to try to obtain for your Section the best possible time slot in **priority order**:

First Priority: You can hold an Annual Meeting program every other year;

Second Priority: You can hold a joint program with another Section and it would be the only program between both Sections at the Annual Meeting (no cosponsorship of second programs);

Third Priority: Call for Papers: Your Section sets up a Section committee (e.g., officers of the Section) that seeks, reviews and selects at least one or more presenters from submitted abstracts followed by submission of papers by the selected presenters.

Fourth Priority: Identify and name the journal that has agreed to publish your Annual Meeting program on the Section’s Annual Meeting Preliminary Program Form.

No Special Priority: A Section holding one program is given any special priority. A Section co-sponsoring a program with another Section (their “main” program) is given no special priority.

Automatically in Last Popular Time Slot with No Attention to Conflicts: Second programs are automatically placed in the least popular time slot. In addition, if two Sections have three programs between them, the third program will automatically be placed in the least popular time slot.

a) First Priority: Program Held Every Other Year

First priority for a time slot is given to Sections holding a program every other year. The Section will be permitted to carry over the unspent portion of its annual \$900.00 appropriation to the second year's appropriation. The Section will also be given first priority for a time slot of its choice. Sections that decide to hold a program every other year will have an even greater reason to elect a Section chair for a two-year term so that the chair will have the opportunity to plan and hold a program during his or her term. The purpose of scheduling a program every other year is to allow the Section extra time and funds to plan a truly excellent program. Sections still need to schedule and conduct their business meeting every year on Thursday, January 3 at 6:30 p.m. or Saturday, January 5 at 6:30 p.m. if a program session is not offered during that year.

b) Second Priority: "Joint Program", Holding One Program Between Two Sections

Second priority for a time slot is given to Sections that **"jointly" hold a single program between them** with neither Section holding or cosponsoring any other Section program except for the option of holding an evening business meeting on Thursday, January 3 at 6:30 p.m. or Saturday, January 5 at 6:30 p.m. Holding a joint program with another Section can enrich your program by adding breadth and expanding the pool of speakers. However, such a "joint" program needs a great deal of cooperation and coordination. Both Sections need to agree on the number of speakers or presenters, the actual speakers, and the time limit for each speaker. An example is the Section on Property Law and Section on and the Section on State and Local Government Law, which held a Joint Program at the 2006 Annual Meeting on "Eminent Domain and Economic Development". Both Sections held no other programs (no second program nor cosponsored another program). This would be a joint program.

c) *Of Special Note: "Cosponsored" Programs are Not Given Any Special Priority*

Sections can cosponsor other Section programs and those cosponsored programs are not given any special priority. Also, due to the increase of cosponsored programs, conflicts with other Sections will be ignored because conflicts cannot be avoided. If between two Sections there are more than two programs, each participating Section needs to determine which program is to be treated as each Section's "main" program since the "main" program will be treated like any other Section program with no special priority in time slot assignment. The third program between two Sections will automatically be assigned to the least popular time slot at the Annual Meeting. For example, The AALS Section on Property is planning a program on "Property in the 21st Century". The AALS Section on Property wants to cosponsor a program with the AALS Section on Women in Legal Education on "Women and Property". The AALS Section on Women in Legal Education is also holding a program on "Reproductive Rights". In this situation, both the AALS Section on Property and the AALS Section on Women would have to decide which two programs would be treated as their "main" Section programs. The third program between the two Sections would be designated for the least desirable time slot and conflicts of topic would be ignored.

d) Third Priority: Call for Papers

The third priority for a time slot at the AALS Annual Meeting is given to those Sections having a "Call for Papers" to select one or more Section program presenters. A Section appoints a review committee of members (e.g., Section officers) which announces to a broad audience of law school

teachers that they submit detailed abstracts or papers for peer review from Section members. The Section would have to commit to the peer review process on its Preliminary Program Form (Attachment B) no later than March 19, 2006. The speakers selected from the “Call for Papers” and their paper titles should be identified to AALS by October 1, 2007. Please note that if the Section holds a Call for Papers, if you want a program description listed in the Final Program, you’ll need to submit that description by the April deadline in order for it to be printed in the Final Program. If you wait to submit the description with the speakers selected from the call for papers by the October 1st deadline, the description and speaker names will be printed in a separate Call for Papers program.

The paper selected from the Call for Papers may already be accepted for publication, as long as the paper will not be published prior to the Annual Meeting. Send the name and paper to Sections@aals.org and we will post the papers on the AALS web site where the Section’s program is listed. The AALS will prepare a separate publication for those attending the Annual Meeting that will announce the “Call for Papers” selected speakers and the Section program at which they speak. The AALS does not provide registration fee waivers or travel expenses to any call for papers’ speakers.

Although anonymous review (peer reviewers not identified to those submitting papers) and blind review (no names on the papers given to peer reviewers) are both desirable methods of peer review, Sections may choose whether or not to use such methods of review. The use of blind reviews is strongly encouraged in order to promote open access by all faculty to the opportunity to serve as a program speaker.

e) Fourth Priority: Publication of Papers

The fourth priority for a time slot is if the Section has identified a law journal/law review that will be publishing its Annual Meeting program, include the name of the journal on the preliminary program form (Attachment B). This will increase the Section’s priority for its preferred time slot.

f) Time Slot Assignments

Those Sections that submitted their preliminary program form (Attachment B) by the deadline date of March 16, 2007 are assigned time slots in accordance with the priorities listed above. If your Section’s form is submitted after the March deadline, the Section is given a time slot only after all timely received Section forms are assigned. If you do not submit your Section’s form, you may be assigned to the least popular time slot or if submitted long after the deadline date, not be assigned a time slot at the Annual Meeting.

In assigning time slots beyond the priorities noted above, the Section’s time slots for the past two Annual Meetings are noted. Sections are put in an order of priority based on the lack of popularity of the time slots they were assigned in the past for their main program. For example, a Section that had the second least popular slot for its main program at the last Annual Meeting would be put ahead of a Section that had its only Section program held in the best slot at the prior Annual Meeting. Please note that second Section programs, which are automatically assigned to the least popular time slot, are not considered when determining the following year’s Section time slot. The past year’s main Section programs are the relevant program for determining time slot priority. If you have indicated on your form a Section with which you cannot conflict or a Section has listed your Section as one of which it cannot conflict, whichever Section had the least popular time slots for the past two meetings or has one of the four top priorities for time slots would have priority over your Section program.

Sections that have not identified a topic for their program session by March 16, 2007 are given the lowest priority.

g) Sections with an Average Attendance below Forty Persons at the Last Three Annual Meetings

The following Sections will be given a lower priority for the assignment of a time slot at the Annual Meeting because they have had an average attendance below 40 persons for the 2006, 2005, and 2004 Annual Meetings: Admiralty and Maritime Law, Agricultural Law, Continuing Legal Education, Employee Benefits, Financial Institutions and Financial Consumer Services, International Human Rights, Jewish Law, Law and Sports, North American Cooperation, Post-Graduate Legal Education, Poverty Law

4. Preliminary Program Form, Attachment B (Due March 16, 2007)

Should you delay returning your preliminary program form (Attachment B) for the Annual Meeting, you will lose your preference for time slots.

On Attachment B, indicate your first, second, and third preferences for a Section meeting time slot. If you fail to list second and third choice time slots, the National Office staff would be put into a position of having to make that selection for you without knowing your preferences of what you consider the most important conflicts you want to avoid.

You may elect to hold your Section's business meeting immediately following your Section's program or you may choose a separate time slot on an evening designated for Section business meetings.

In an effort to reduce conflicts with other Section programs, we ask you to indicate three Sections with which you would prefer that your Section program does not conflict. You should be aware, however, that in trying to avoid conflicts with a number of other Sections you will undoubtedly eliminate many of your preferred time slots. As stated in 3(c) on page 18, conflicts with other Sections are ignored when Sections hold second programs and all second programs are placed in the least popular time slot. The specific time and date of your program will be assigned by the National Office with attention to your preferences. Given the large number of factors that must be taken into account, it is not always possible to honor all preferences. Moreover, there are likely to be conflicts even with the best efforts of the staff since approximately one hundred programs must be scheduled into eight available time slots.

5. April 2007 Preliminary Program

Review the preliminary program that will be sent to you in April. It will indicate the Section programs that are being held concurrently and the topics that have been selected. You will be able to determine topic conflicts from this early program. Remember, we avoid Section conflicts for the first program but not for Section's second programs. Sections whose programs might generally not conflict with yours may have selected a topic that is in conflict. Be sure to review all Section programs scheduled during your designated time slot. Changes can be made more easily in April if you contact the AALS office immediately and alert them to the conflict.

6. Annual Meeting Sessions at Other Locations and Field Trips

A few Sections have requested that the Executive Committee allow them to hold their Annual Meeting session at another location. For example, at the 2002 Annual Meeting in New Orleans, the

Sections on Environmental Law and Natural Resources Law held a day-long joint program at the Barataria-Terrebonne National Estuary; the Section on Art Law held a half-day long program at the Newcomb Gallery at Tulane University. These programs required a lot of Section initiative, planning, and time. The field trips for the 2008 Annual Meeting will be held on Thursday, January 3, 2008.

The Section needs to notify the AALS with a detailed proposal no later than March 16, 2007 if it wishes to schedule a field trip. By April 27, 2007, the Section must identify the destination of the field trip, any meals provided, program itinerary, and start and ending times of the field trip. The AALS staff will work with the Section to determine a ticket fee based on the actual costs of the field trip.

Only those registered for the Annual Meeting may attend a Section field trip. The law teacher organizer of the Section event and the law teacher speakers are required to pay the separate fee which covers the cost of buses and meals. Non-law teacher speakers are not required to pay any registration fee nor fee for the field trip.

7. Request for More Than One Program Session

a. Extended Programs on Thursday, January 3, 2008 or Sunday, January 6, 2008

Day-long or half-day programs can be held the first day of the Annual Meeting. A half-day program can be held on the last day of the Annual Meeting program. A section extended programs can cover recent developments in a subject that would require more time than a 1-3/4 hour long slot would permit. It can provide an opportunity to offer programs that cut across the law school curriculum or the law school experience.

The deadline date for a proposal for a day-long or extended Section program is March 16, 2007. On Thursday, January 3, 2008, the AALS holds its Workshop programs, which are day-long programs run by the Committee on Professional Development. This year's day-long Workshop programs are on "Cutting Back On The Power Of Local Governments Restrictions On The Regulatory Power Of Local Governments" and "Fair And Independent Courts: A Workshop On The State Of The Judiciary." Sections may schedule day-long or extended programs also on this day. There is limited meeting space, so only a few Sections will be able to have extended programs on Thursday at the Annual Meeting. Sections can consider the Sunday, January 6, 2008, three-hour time slot as an alternative. In order to decide among competing programs, an accompanying proposal to Attachment B should state the session's focus and why it is important to include it in the Annual Meeting program as a Section extended program. Should the demand exceed the number of slots available, decisions will be based on review of the proposals by the Committee on Sections and Annual Meeting. It is important that you not finalize speakers until you know that you have definitely been assigned an extended program time slot on Thursday, January 3, 2008.

b. Second Program Slot

If you want to hold a second Section session, it will automatically be scheduled in the least popular time slot during the Annual Meeting. Conflicts between one Section program and a co-sponsored program of the same Section, as well as conflicts between different Sections, are ignored and assigned to one time slot, which is the least popular time slot.

c. Co-sponsored Section Programs (as compared to "Joint" Programs) see 3 (b) and (c) page 17

d. Section Meals at the Annual Meeting Executive Committee Regulation §1.6(e)

Some Sections opt to have a breakfast or luncheon gathering during the AALS Annual Meeting. Such an additional gathering requires careful organization. Tickets will be sold for each meal event. Section funds may not be used to pay for food, drink, or entertainment of Section members. Remember, to attend a Section meal event, one must pay both the Annual Meeting registration fee and the meal event fee. Also since there is a meal event fee to attend, not all Section members can attend; therefore, we suggest that meal events not be program times nor business meetings for Sections, but additional networking opportunities.

A number of Sections hold meal events and there are only three days on which these can be held. Thus, the possibility of avoiding scheduling your Section's meal event at a time when at least some people would like to attend both your event and another event is very limited. Nevertheless, if there are one or two Sections with which you would most like to avoid conflict with, please let us know and we will try our best to avoid that particular conflict.

The appropriate procedure if you decide to sponsor a meal is to notify the AALS by completing the "Preliminary Information on 2008 Annual Meeting" (Attachment B) form by March 16, 2007 of the meal event, time preference and Section contact.

The AALS will collect all funds for Section meal events using the AALS Annual Meeting registration form. Tickets for Section meal events are not sold within 24 hours of the meal event because the hotel must know the final number of those eating at that point. For Section meal events that occur on the first full day, tickets will not be sold on-site at the Annual Meeting. As usual, only those registered for the Annual Meeting may attend the Section meal event.

The AALS selects the catering selection providing one luncheon selection per day for all Section lunches, continental breakfasts or full breakfasts.

8. Section Poster Sessions

What is a Poster? A researcher, as opposed to a school or organization, prepares a poster on an area of scholarly research that is not being addressed in the programming at the AALS Annual Meeting. It is not an advertisement for a book, video or other item or a promotion of a law school. It is from an individual or group of individuals but is not an organization or law school poster. A poster is a static, visual medium that you use to communicate ideas and message presented. The poster should have more graphics and less text. With too much text, it is hard to read and your poster will not get the attention that you would hope. It needs to convey its message obviously and clearly. A poster does not use electricity, laptops or any audio visual equipment; it is a poster on poster board. The difference between a poster presentation and a Section program presentation is that you should let your poster do most of the 'talking'; that is; the material presented should convey the essence of your message. The posters are set up on easels throughout the Annual Meeting hotel hallways. However, there is a scheduled time, usually an hour, when the poster will be presented at the same time as other posters. The researcher stands by the poster display during an assigned time, usually for a duration of an hour while other meeting participants can come and view all of the poster presentations and interact with the authors of the poster.

At the 2005 Annual Meeting the AALS Section on Professional Responsibility sponsored posters on empirical research on the legal profession. The Committee on Sections and Annual Meeting was pleased

with this development and they offered this opportunity of having posters to all AALS Sections for the 2006 Annual Meeting. Thirty-two posters were selected by eight AALS Sections. Should your Section be interested in displaying posters in the subject area of the Section, please notify AALS and we will assist you in notifying your Section members of this opportunity. We will send the responses received to the Section Chair and Chair-elect and they can form a review committee to determine of the submissions received what posters should be displayed and presented at the Annual Meeting.

The schedule for posters at the 2008 Annual Meeting is:

- **May 1, 2007** – AALS staff sends out notice to Section Chairs and Chair-elects asking if the Section wants to sponsor posters.
- **June 1, 2007** - Deadline for Section Chairs or Chair-elects to e-mail Sections@aals.org that it will sponsor posters.
- **June 15, 2007**– Deadline for AALS staff to issue announcement to Section members asking Section members to submit an abstract for a poster.
- **August 31, 2007** – Deadline for Section members to submit abstracts for their proposed poster.
- **September 7, 2007** – Deadline for AALS staff to send to Section Chairs and Chair-elects the poster abstracts that it receives from Section members
- **September 28, 2007** - Deadline for Section Chairs or Chair-elects to send to AALS the list of selected poster presenters the Section wishes to sponsor.
- **October 12, 2007** - AALS notifies each poster presenter of the date and time of the Section's poster presentations at the Annual Meeting.
- **December 21, 2007** - Deadline date for receipt of the poster to decorator or hotel address.

9. “Open Source Slot” Programming

The AALS Executive Committee introduced “Open Source slots” at the 2007 AALS Annual Meeting. This is an opportunity for interested groups of faculty to propose innovative programs. The goal is to encourage a “bottoms up” process in which scholars collaborate to develop fresh ideas for a program at the Annual Meeting. It is not a section, law school, organization, or institution sponsored program. It is envisioned as a program being developed by faculty in various subject matters, who, for example, might have an electronic discussion group where they could start discussing an innovative topic that they would like to present at the Annual Meeting. An individual or groups of individuals would submit their idea for a program with an explanation of the topic along with possible speakers by the March 16, 2007 Preliminary Program deadline and submit the Final Program on April 27, 2007, the same deadlines as AALS sections. The submissions will be reviewed and a selection made of these open slot submissions by an AALS Committee. These open slots would receive a \$900 budget to support audio visual equipment and non-law teacher speaker reimbursement, if needed.

D. FINAL PROGRAM FORM, ATTACHMENT C (DUE APRIL 27, 2007)

The Annual Meeting final program form (Attachment C) is due April 27, 2007. Information received after that date may not appear in the program. It will be printed in the supplemental newspaper program distributed at the Annual Meeting, but remember that some people may not read the supplemental newspaper for program changes.

List the full names, titles, and addresses of law school faculty, professional staff speakers and non-law school speakers. This will ensure that speakers are listed correctly in the program and that the non-law school speakers can be sent information on reimbursement, hotels, and the Annual Meeting

schedule. If you have a speaker who will be visiting another institution before the Annual Meeting, please supply the address of the home institution and the institution where the speaker will be visiting for the Fall semester.

The final program form requests you to indicate how much has been allocated from the Section's budget for the non-law school speaker's reimbursement of expenses. As stated in the financial Section of this Handbook (pages 7-9), payment of expenses is limited to what has been allocated by the Section budget for speaker expenses. Be sure to inform your non-law school speaker of the dollar limitation at the time of invitation.

Include a summary of your program as an e-mail attachment. Program summaries are included in the Annual Meeting final program and are helpful in attracting more participants from among the meeting's registrants. The program summary should be no more than 400 words. E-mail the "Call for Papers" abstracts and papers to be posted on the AALS Annual Meeting web site listing of your Section program.

E. BREAKFAST FOR AALS SECTION OFFICERS

A continental breakfast will be held for Section officers on the last morning of the 2008 Annual Meeting on Sunday, January 6, 2008, from 7:00 a.m. to 8:30 a.m. This is an important meeting and you are asked to bring with you the new Section chair, chair-elect, and secretary, treasurer, or other Section Executive Committee if you have those positions in your Section, Annual Meeting program chair, and newsletter editor. This is a program where Section officers suggest innovative programs and projects to invigorate their Sections. It fosters networking between Sections. Experienced Section officers will provide helpful insight into the operation of a Section.

F. POST ANNUAL MEETING REPORT, Attachment D (DUE JANUARY 18, 2008)

Each Section chair is asked to provide the National Office with a report of the Section's activities for the preceding year by January 17, 2007. This report is the historical record of the Section's activities and will be published in the *AALS Proceedings of the 2008 Annual Meeting*. The report should include descriptions of the Section's program at the AALS Annual Meeting, newsletter (copies of all issues should be included), and any other activity designed to exchange information within the Section. If your bylaws have been revised during the year or at the Annual Meeting, those revisions should be submitted to the Executive Director for approval.

V. Section Electronic Newsletter

Executive Committee Regulation

§1.4(c), Relationship of Sections to the Association and Public

Estimating Cost of Newsletter;
Mailing of Section Newsletter; and
Ordering Section Labels, Contact:
Kai Baker, AALS Registration Coordinator

Electronic publication of a newsletter on a Section's listserv or web site is strongly encouraged by the Committee on Sections and the Annual Meeting and the AALS Executive Committee as one of the best ways to keep your membership informed and to get feedback from your membership. You are encouraged to find a law school to host a Section listserv or web site and post your newsletter electronically. AALS will take your formatted electronic newsletter and post it on the AALS web site as a pdf; e-mail the pdf of your newsletter to sections@aals.org.

Your newsletter might include such items as names, address, phone numbers and e-mail addresses of Section Officers, messages from Chair or Chair-elect, Annual Meeting Program or Report, committee reports, news of section members (appointments, grants honors), upcoming events recent scholarship, faculty positions available, essays, questionnaire on teaching methods and goals, section mentoring, exam banks, curricular developments, statutory and model code (law) developments, case law developments, teaching materials, other annual meeting programs of interest, call for papers from law reviews, associations fellowships, current research projects, abstracts of recent articles, teaching methods, etc. The AALS Executive Committee preference is to post your Section newsletter on a Section listserv or web site hosted by a law school. In this way, you could use the Section budget for enhancing your Annual Meeting program or special projects of the Section. You could also identify those who wish not to receive the newsletter electronically and mail to that much smaller group of members.

Since the AALS Executive Committee is now discouraging the mailing of Section newsletters, the Executive Committee may not fully fund the mailing of newsletters if the newsletters cause your budget to exceed the standard budget appropriation of \$900 or \$1200 (if you have had a newsletter or other publication by mail or electronically in the past 2 years). If you are mailing your newsletter, you should include in your budget request the cost of copying and mailing a newsletter. You may need to contact Kai Baker, AALS Registration Coordinator, at kbaker@aals.org to obtain an estimate for the cost of mailing a newsletter. (The \$1200 budget appropriation is not available to Sections with an average attendance of less than 40 persons at the past three AALS Annual Meetings.) You may have to request additional funds for a newsletter or you may have to consider the use of Section dues or contributions to cover the expense of an extensive newsletter or more than one newsletter a year. Sometimes the law school will contribute to the cost of printing and production.

While the Executive Committee prefers an electronic newsletter sent via listserv or posted to the Sections web site, should you decide to mail there are two principal methods that have been used in copying and mailing newsletters:

- 1) The newsletter may be copied and mailed from your school. The AALS will provide mailing labels at your request and will reimburse your school for copying and mailing charges when a detailed invoice is submitted. If you mail a newsletter from your school, be sure to send the AALS office at least two copies of the newsletter. The copies are retained for the AALS archives and used for mailing to the AALS library package plan.
- 2) A camera-ready copy (an original) of the Section newsletter may be sent to the AALS National Office where the copying and mailing will be handled by the AALS. The AALS charges \$0.04 per page for duplicating newsletters. Postage is also charged to the Section.

You should determine which of these two methods is the least expensive and most convenient for your Section.

Regardless of which method you choose, keep the following in mind:

- 1) The cost of copying a newsletter will vary depending on the number of pages and the number of persons to whom it is mailed.
- 2) At least two weeks in advance of your mailing, notify the AALS office that you are planning to distribute a newsletter and request that Section labels be ordered.
- 3) Plan for a newsletter announcing events at the Annual Meeting and calling for nominations and elections at the Annual Meeting to be mailed no later than November 14th, since newsletters mailed after this date are typically not read by your members until after the Annual Meeting. We have also received many complaints about the newsletters not reaching members in time to read before they go to the Annual Meeting.
- 4) If you plan a second newsletter, most Sections mail such a newsletter in mid- to late spring.

Newsletters and similar communications of a Section must bear the following or similar language:

This newsletter is a forum for the exchange of points of view. Opinions expressed here are not necessarily those of the Section and do not necessarily represent the position of the Association of American Law Schools.

Publishing a Newsletter on a Web site or Section Listserv

Sections are encouraged to publish their newsletters on a web site or send it out via Section listserv. There are a few important issues you need to keep in mind.

Remember the public (media, student, etc.) have access to a newsletter on a web site. Therefore, you must keep in mind Executive Committee Regulation 1.4 (a). In a web site newsletter, the Section may not publish a statement of position on any matters or issues. Include on your newsletter web site the following disclaimer:

This web site is a forum for the exchange of points of view. Opinions expressed here are not necessarily those of the Section and do not necessarily represent the position of the Association of American Law Schools.

Section Requests for E-Mail Addresses

The AALS Executive Committee has determined that the AALS does not have the capacity to handle sending out one e-mail message per year to 89 Sections. Instead, the AALS Executive Committee asks that each Section find a law school to host a Section listserv where faculty members have the choice to subscribe or to opt out of the e-mail communication.

VI. Relationship of Sections to Others: The AALS, Other Organizations, and the Public

Executive Committee Regulations §1.4 and §1.5, Relationships of Section to the Association, the Public, and Other Organizations

Questions on Executive Committee Regulations, Contact:
Jane M. La Barbera, AALS Associate Director

The AALS as a professional association and learned society has existed since 1900. The AALS as an organization has taken public positions, but has done so only after the AALS Executive Committee has decided to do so. Normally, such a decision is made only after consultation with relevant constituencies. If a Section wants to take a position on a matter, it must ask the AALS Executive Committee to adopt that position for the AALS. It is inappropriate for Sections to take public positions either in the name of the Section or the AALS.

Because specific Executive Committee approval is required for a section to make any statement, contact any funding agency, or contact or join in any activity with any law school, organization or association, you are asked to contact the Association Director first to discuss the section's idea before contacting anyone.

Executive Committee Regulation §1.4 applies when you are communicating with law schools, the public, press, courts, funding agencies, or other organizations.

Newsletters and similar communications of a Section must bear a statement that the opinions expressed are not necessarily those of the Section and do not necessarily represent the position of the AALS (Executive Committee Regulation §1.4 (a)).

A Section may communicate a statement of position on matters affecting legal education to members of the Section and deans and faculty of member AALS and ABA approved law schools. Such a statement must contain a disclaimer that makes clear that the statement is that of the Section and not the AALS. A Section may not otherwise publish a statement but may submit to the AALS Executive Committee a recommendation that the AALS take a stated position. Remember, Section web sites or Section listservs open to the public may not make statements or positions.

Only the AALS as an organization may file an amicus brief. You may recommend that the Executive Committee do so by notifying the Associate Director that the Section would like to request that a brief be filed. The AALS Executive Committee will review the request for filing an amicus brief at its next meeting, as long as the request is received 30 days prior to the Executive Committee Meeting date. The Executive Committee usually meets at the AALS Annual Meeting in early January, in early May, in late July and early November.

If a Section wishes to distribute a survey or questionnaire to groups or individuals other than Section members (such as law school deans), submit the survey or questionnaire in advance to the Associate Director. It may not be distributed without the prior approval of the Executive Director, who acts in consultation with the President. This requirement gives the AALS National Office the opportunity to

inform Section officers of duplicative surveys that have been undertaken and to offer assistance and advice where needed. If you send out a survey after receiving approval, please be sure to send a copy of the survey instrument and results to the AALS since the National Office keeps records on all surveys distributed by the AALS.

Only the AALS, not a Section, may apply to outside funding agencies for grants to support Section activities, but the Section can request that the AALS apply for funds that the Section can use. The Section should notify the Associate Director of the desire to request a grant since prior approval is necessary from the Executive Director before making any preliminary contacts with an outside funding source.

Executive Committee Regulation §1.5 applies to sponsoring a meeting, program, or project, or establishing an ongoing relationship with another organization.

Prior and specific approval of the Executive Committee is required before an AALS Section joins with an organization outside the AALS in sponsoring a particular program or project. Thus, advance approval of the Executive Committee is required before an AALS Section and an ABA Section or other organization jointly sponsor a program or a conference, whether at the AALS Annual Meeting, at an ABA meeting, or at another time and place. Advance approval of the Executive Committee is also required before an AALS Section undertakes any joint project with an ABA Section or other organization, such as a survey or publication.

The AALS Executive Committee has approved liaison relationships between AALS Sections and outside organizations. The Executive Committee adopted guidelines under which these relationships would operate. Please submit a proposal to the AALS Associate Director before you initiate any liaison relationship. Should the liaison relationship be approved by the AALS Executive Committee, the following activities would be allowed.

A. GUIDELINES FOR LIAISON RELATIONSHIPS BETWEEN AALS SECTIONS AND SECTIONS OF THE AMERICAN BAR ASSOCIATION AND SIMILAR NATIONAL ORGANIZATIONS

If a liaison relationship between an AALS Section and a Section of the American Bar Association or a similar national organization is approved by the Executive Committee under the provisions of Executive Committee Regulation 1.5(a), then the following types of activities may be undertaken in such an approved liaison relationship:

1. The AALS Section may designate an individual or individuals to serve as liaison representative(s) and to serve as a channel of communication between the officers and members of the AALS Section and the other organization to exchange information concerning activities and upcoming programs of each group that may be of interest to members of the other group.

2. The AALS Section newsletters may include information concerning the activities and programs of the other organization. The AALS Section may also invite a representative of an organization with which an approved liaison relationship exists to contribute a column or article to the AALS Section newsletter.

3. Representatives of the AALS Section may, if invited, contribute to the newsletter or other publication of an organization with which the AALS Section has an approved liaison relationship. Any such contribution by an AALS Section representative shall be accompanied by the following legend (which is similar to the legend that appears in all AALS Section newsletters):

Opinions expressed here are not necessarily those of the AALS Section on _____ and do not necessarily represent the position of the Association of American Law Schools.

4. An AALS Section and another organization with which a liaison relationship has been approved may develop and exchange lists of members of their groups who are interested (as individuals and not as representatives of the AALS Section) in engaging in collaborative projects involving scholarship, public service or other such activities.

As required by Executive Committee Regulation 1.5(b), prior and specific approval of the Executive Committee is required before an AALS Section joins with an organization outside the AALS in sponsoring a particular program or project. Thus advance approval of the Executive Committee is required before an AALS Section and an ABA Section (or other organization) jointly sponsor a program or conference (whether at the AALS Annual Meeting, at an ABA meeting, or at another time and place). Advance approval of the Executive Committee is also required before an AALS Section undertakes a survey, a joint publication, or any other joint project with an ABA Section or other organization.

B. STATEMENTS OF GOOD PRACTICE

The AALS Executive Committee determined that an AALS Section may not distribute a statement titled, “A Statement of Good Practice.” They made this decision because they recognized that such a statement would cause confusion between the current “AALS Statements of Good Practice.” The AALS Statements are prepared by AALS Committees, distributed to AALS member schools for comments, and approved by the AALS Executive Committee.

If a Section wants to have its guidelines identified as a “Statement of Good Practice,” the Section must submit the guidelines to the AALS Executive Committee for its assignment to an AALS Standing Committee for review.

VII. Other Section Activities

A. PROPOSALS FOR PROFESSIONAL DEVELOPMENT PROGRAMS

Questions on proposals for Professional Development Programs, Contact:
Elizabeth Hayes Patterson, AALS Deputy Director

Professional Development Programs seeks proposals for one day workshops at the Annual Meeting and a Mid-Year Meeting including three different program topics resulting in some combination of two to three day programs with two of the programs overlapping in schedule. Submit your Section's proposal by Thursday, May 31, 2007, to the Deputy Director who forwards the recommendation to the AALS Professional Development Committee, which forwards its recommendation to the AALS Executive Committee.

1. Workshops at the Annual Meeting

An AALS Annual Meeting Workshop is a day-long program held at the AALS Annual Meeting. It frequently fills a need for those subjects that do not have a sufficient number of teachers to justify a regular two-day workshop or covers recent developments in a subject that would require more time than a Section slot permits, or provides an opportunity for programs that cut across the curriculum. In 2007 there are two day-long Workshops: "AALS Workshop on the Ratings Game" and "AALS Workshop on Remedies: Justice and the Bottom Line". The Annual Meeting registration fee includes attendance at these workshops, so there is no separate registration fee. The workshop involves both plenary sessions and concurrent sessions. Workshops held during the AALS Annual Meeting generally attract 100 to 300 people.

2. Mid-Year Meeting

The AALS now holds an annual Mid-Year Meeting in June. It is a meeting, typically, combining of a two day workshop and two concurrent three day conferences or some variation such as two concurrent two day workshops and one three day conference. The Mid-Year can be up to a five or six day meeting of professional development programming. The two concurrent programs often share a few program sessions and lunches. The concurrent program topics have had some commonality: Torts and Civil Procedure; Commercial and Contract Law; Environmental and Property Law.

a. Workshops

An AALS workshop is a two-day program. The program starts with an evening reception and registration. The most common format includes four plenary presentations followed by small group discussions of each plenary topic. There are generally two luncheon speakers, one for each day. There may be an informal evening session.

b. Conferences

A conference is typically a three-day program. The longer time period permits more focus on pedagogical issues related to the subject matter of the conference and provides a more intensive learning experience. Conferences also follow the format of plenary sessions in the morning and afternoon followed by small group discussions. While many of the small group discussions focus on the plenary session topics, some may focus on a critique of teaching demonstrations.

3. The Section's Proposal

A Section submits a proposal for a professional development program by May 31, 2007 to the AALS Committee on Professional Development through the AALS Deputy Director. A Section making a proposal is encouraged to suggest subject matter and subtopics, to point out new developments, to indicate different perspectives, to suggest planning committee members who know many people in the field and their scholarly focus and pedagogical style and to suggest knowledgeable speakers and identify what is their particular scholarship interest and method of teaching. Wide consultation within Section memberships is often the key to selecting topics that are of greatest interest and to developing a broad and diverse list of potential speakers. The proposal should highlight both emerging areas and areas of debate in the subject. The more carefully considered and detailed a Section's proposal, the better. Such advance work greatly facilitates the task of planning committees. The Committee on Professional Development reviews all proposals and recommends a schedule of workshops and conferences to the Executive Committee.

The Executive Committee particularly seeks proposals that encompass the interests of more than one Section and programs that explore emerging trends and new developments. Each workshop or conference should include both pedagogy and scholarship. Once the Executive Committee approves a workshop or conference, the AALS President appoints a planning committee for that program. Planning committees are encouraged to include elements focusing on professional responsibility, creating multicultural awareness, and presenting an international or comparative perspective. The Planning Committee uses the Section's detailed proposal as a starting point in planning the program. A model proposal can be found on the AALS website at http://www.aals.org/services_profdevexample.php

4. The Planning Committee

The AALS President appoints the planning committee, which usually consists of four or five persons. If the proposal is generated by the AALS Section, a member of this committee is a current or past Section Executive Committee member of the relevant Section. A liaison person from the Committee on Professional Development is also appointed. Where the workshop or conference subject has been presented before, a prior planning committee member, speaker, or participant may be appointed. The other planning committee members are selected based on a variety of factors. As is the case for all AALS committees, the President considers knowledge of the field, the mix of member schools, gender and minority perspectives.

The planning committee decides on the program with the help of the AALS staff, which is responsible for all logistical support. Prior to its one-day planning meeting, the members of the planning committee should have talked with many of their colleagues, who teach in the subject area of the program, and with one another on possible topics and speakers. Such a broad exchange is greatly facilitated when Sections have consulted widely with members in advance and have provided detailed recommendations on topics and speakers in their original program proposal. Detailed program proposals make the job of the planning committee easier and ensure that the Section's ideas will receive appropriate attention.

5. The Schedule

Proposals for workshops or conferences should be received by the Deputy Director in the AALS National Office by May 31, 2007, so that the Committee on Professional Development will have the opportunity to review your proposal and obtain additional information from you before its September 2007 meeting. At the Fall meeting, the Committee recommends the following academic year's programs, including the 2009 Annual Meeting workshops, the 2009 mid-year meeting consisting of three workshops/conferences held in early June. The Committee's recommendations are reviewed by the Executive Committee at its November 2007 meeting. The President-elect then appoints the planning committees for the various workshops and conferences.

ADDITIONAL ACTIVITIES OF SECTIONS

For questions regarding the following items B-G, plus any other issues not identified in this *Section Officers Handbook*, Contact: Jane M. La Barbera, AALS Associate Director

B. MENTORING PROGRAMS

Some Sections have initiated mentoring programs. Normally, the Section's newsletter will include a request for experienced professors to volunteer to assist those new to teaching. These volunteers are asked to make themselves available to take questions by phone, e-mail or letter. A member of the Section can be assigned the job of matching the volunteers with new teachers. Alternatively, the names of volunteers and their subject matter expertise can be listed in the Section newsletter and those new to teaching encouraged to contact volunteers with whom they would feel comfortable.

C. SURVEYS

Executive Committee Regulation §1.4(e) (see pages 27-28)

Both the AALS and Sections have found Section surveys and questionnaires useful. A Section may survey its membership at anytime. However, any survey or questionnaire that a Section wishes to distribute to groups or individuals other than Section members must be submitted in advance to the AALS Associate Director. It may not be distributed without the prior approval of the Executive Director, who acts in consultation with the AALS President.

If you survey your members or others after receiving approval from AALS, please be sure to send a copy of both the survey instrument and the results to the AALS National Office since the National Office keeps records of all surveys distributed by the AALS in an effort to provide more effective service to Sections and member schools.

D. REGIONAL PROGRAMS

Executive Committee Regulation §1.1(h)

If you want to schedule a lecture or regional program, you are asked to notify the AALS Associate Director. Such a program must be approved by the AALS President through the Executive Director prior to any planning or scheduling.

E. AWARDS

Executive Committee Regulation §1.7

Executive Committee approval for the purposes, criteria, and procedures for selection is needed before Sections can make awards for distinction in scholarship or service. Each year, before an award can be made, a determination must be made by the AALS President that the Section's previously approved criteria and procedures have been followed.

The five Sections with approved award procedures are: *Clinical Legal Education; Legal Writing, Reasoning and Research; Minority Groups; Pro Bono & Public Service; Students Services; and Torts and Compensation Systems.*

F. SECTION WEB SITES AND LISTSERVS

AALS encourages Sections to set up listservs and web sites for Section members. The AALS Executive Committee strongly encourages Sections to send their newsletter via a listserv or posting it on a web site. A number of Sections have already set up web sites and listservs for those in their membership who have electronic mail on the Internet. This encourages more frequent communication among Section members and many have lively discussions. The Section is encouraged to find a faculty member and law school interested in hosting the Section listserv/web site for a number of years since either benefits from experience. Students can be hired to set up or maintain Section listservs or web sites.

The AALS National Office does not yet have the capability of providing each Section with its own listserv but hopes to offer this capacity to all Sections sometime this calendar year. In the meantime, we are relying on law schools to host Section listservs. It is important to note how subscriptions to the list are handled. Sections listservs should not have a listserv with an automatic subscription, because that is essentially a public listserv (giving access to the media and law students). AALS Section listservs should be private listservs, where a member of the Section reviews requests for subscriptions and allows only law faculty, law school professionals, or others designated by the Section to join the listserv.

AALS will provide once a year updated e-mail addresses for Section listservs. Additionally, we are relying on law schools to also volunteer to set up Section web sites. For those Sections that set one up, AALS will post a link to the Section web site from its web site. You need only to let us know the web address of the Section's web site.

We have provided "User Guidelines for AALS Section Listservs." Anyone wishing to join a Section listserv needs to review these guidelines and agree to them. Please note in the "User Guidelines" that the Section member being asked to be a member of the Section listserv must subscribe to be on the listserv. Do not automatically put your Section members on your listserv without their permission.

Also, provide your Section members with directions on how to unsubscribe from the listserv at any time. This following should be the initial message that everyone receives upon joining the listserv.

User Guidelines for AALS Section Listservs

Welcome to the AALS Section on _____ listserv! The AALS provides this as a service to promote discussion of academic and legal issues of interest to Section members. After you have read through the following User Guidelines, send an e-mail message to *insert name and internet address of your list processor here*, stating that you have done so, and you will be subscribed. Once you're subscribed, you will receive two welcome messages, one explaining the technical side (how to post messages etc.), and the other a review of the User Guidelines.

1. Please make sure that discussion on the listserv remains pleasant and professional. Personal attacks, put-downs, incivility, profanity and obscenity are inappropriate.
2. You may never rely on your messages being confidential, even if addressed to only one person. Do not send anything via internet that you would not want generally known. Also, keep in mind that e-mail messages may be discoverable in litigation.
3. The contents of a message belong to the author. Please do not repost any messages to another listserv or disseminate them in any other way without the author's permission. Please do not use the contents of any message in any way without appropriate attribution.
4. The distribution of another's work, such as law review articles, newspaper or magazine articles, or letters, may violate copyright laws and is not permitted unless you have the prior written permission of the copyright holder. Please provide readers with a citation instead.
5. Neither the AALS nor the AALS Section will exercise editorial control over the content of messages. You will be responsible for any liability and costs resulting from any claims that your message violated any laws, including copyright and defamation. If the AALS or the AALS Section is held liable or otherwise incurs any costs in defending claims resulting from your message, you would also be responsible for those costs.
6. The AALS and the AALS Section do not make any warranties regarding the operation or use of this listserv and shall not be responsible or liable to any user for any damages or claims relating to use of this listserv.
7. Please do not use the listserv for commercial purposes or solicitations. Advertising is not welcome, with the exception of notices about the availability of law school positions.

Now you can send a message to *insert name and internet address of your list processor here* confirming that you've read through these User Guidelines and agree to comply with them. You'll soon be subscribed!

VIII. Names of Newly Elected 2007 Section Officers, Attachment E (due January 18, 2008)

Executive Committee Regulations **§1.1 (c),(j) provides for the election of Section officers**
§1.3(a),(b), and (e) govern who may vote and hold office

In 2007, there was a change in Executive Committee Regulation 1.1(j) which now allows Section Chairs to be elected to hold office for two consecutive years in a seven year period. Formerly, a Chair was limited to a one year term. The Executive Committee recognizes that a Section could benefit from an experienced Chair. The Committee on Sections and Annual Meeting recommends that you consider minorities, women, young law teachers and those with a variety of views as officers of your Section. A resource for minority and women law teachers is to look at the list that AALS provides to each Section Chair and Chair-elect which lists minority law teachers in the Section.

It is your responsibility as outgoing Section chair to notify the National Office of the names of the Section's elected officers and executive committee members by January 18, 2008. Without the names of the Section's officers, the staff of the AALS National Office cannot communicate with the Section. Section officers need to know in a timely manner the balance of the Section budget, the deadlines for their budget request, annual meeting program information, etc. Also, the AALS National Office is frequently asked for information which falls within the expertise of the various Sections and these requests are referred to Section officers.

Please note that a person may not serve as chair of more than one Section at the same time. Only faculty members and professional staff of AALS member law schools may vote or hold office in a Section. Part-time faculty, if their primary professional careers are committed to the law school, even if not assigned a full teaching load, are included as regular members of a Section. Excluded from voting or holding office are individuals at non-member schools, adjunct faculty, and visitors without a permanent appointment at another AALS member law school. In addition, faculty members and professional staff from law schools that subscribe as AALS International Affiliates from Mexican and Canadian law schools may be officers in the Section on North American Cooperation and any faculty member or professional staff from a foreign law school with an AALS International Affiliate subscription may be an officer in the AALS Section on International Legal Exchange.

IX. Who's Who in the 2007 AALS Sections (Attachment G)

Section Officer Name and Address Changes, Contact:
Kai Baker, AALS Registration Coordinator

You have been given a list entitled "Who's Who in the 2007 AALS Sections," which includes the officers of all Sections. This list may be useful to you for contacting the officers of other Sections with which you might want to jointly sponsor an activity or program or from which you might want to solicit suggestions for achieving diversity in your membership, officers, and programs. Keep us updated on address changes of your officers.

Please refer to page 5 for "Section Officers."

X. The Establishment, Dissolution and Merger of Sections

Contact: Jane M. LaBarbera

**Executive Committee Regulations §1.1, Establishment of Sections
§1.2, Dissolution and Merger of Sections;
Replacement of Section Leadership**

The AALS currently has 89 Sections. The Executive Committee encourages the leadership of existing Sections to be receptive to the needs of their members and potential members so as to avoid any unnecessary proliferation of Sections. If a Section is too small it may duplicate the activities of other Sections or become inactive. In such cases it may be dissolved or merged with another Section.

It is suggested that your Section be accommodating to teachers teaching new areas of interest within your subject area by offering the group of teachers a second program time slot on their topic of interest. You also might consider designating a portion of your newsletter to this related subject area. There is concern that the teachers of new emerging areas of a subject will leave the main Section and form a new Section. The main Section will become weaker and less interesting as the splintering groups form new Sections.

If your Section does not provide the National Office with the names of its officers and return the Section forms in a timely manner, the Association can dissolve the Section.

Appendix 1: Executive Committee Regulations Concerning Sections

CHAPTER 1. SECTIONS

1.1 Establishment of Sections.

a. Upon receipt of a petition signed by at least fifty (50) or more full-time faculty members or professional staff from at least twenty-five (25) or more member schools, the Executive Committee may provisionally establish a Section. The petition shall state the proposed name of the Section, the subjects that will be the Section's concern and the activities and programs contemplated for the Section. The petition shall identify those subjects of the Section's concerns, activities and programs that do not substantially duplicate those of an existing Section. If the subject that is the concern of a proposed Section appears also to be in material part the concern of an existing Section, the Executive Director shall inform the officers and other members of the executive committee of the existing Section, and shall inform the Executive Committee whether there is any material duplication of the subject and, if so, whether, in their opinion, the interests of this Association and legal education would be better served by establishing the proposed Section and yielding to it the whole or part of the subject that would otherwise be duplicated by establishing the Section. The petition shall also state the names of persons to be the initial officers and executive committee of the Section, these persons to serve until the first Annual Meeting of the Association after granting provisional status to the proposed Section. Proposed bylaws shall accompany the petition. If the Executive Committee finds that (i) the petition and the proposed bylaws conform to the requirements of this chapter, (ii) that the subject that is the concern of the proposed Section does not substantially duplicate that of another Section or that an appropriate re-allocation of subject may be made to avoid material duplication, and (iii) that the establishment of the Section may serve the purposes of the Association, it shall grant provisional status to the Section. Pending the grant, or after the denial, of provisional status, a person, without the consent of the Executive Committee, may not take any action on behalf of a proposed Section other than actions necessary to petition for provisional status.

b. Petitioners shall propose bylaws with a petition for provisional status, which, if in compliance with the provisions of the Bylaws and Regulations of the Association, shall become the initial bylaws of the Section on approval of provisional status. Upon approval of full status, such bylaws and any amendments thereto made in conformity with this chapter, shall continue as the bylaws of the Section.

c. The bylaws of every Section (whether having full or provisional status) shall provide for a chair, a chair-elect, such other officers as the Section determines and an executive committee of at least five persons, including the officers of the Section. Amendments to the bylaws shall be filed with the Executive Director, who shall review them for conformity with the bylaws and regulations of the Association. If the Executive Director concludes that an amendment is in any particular not in compliance with the Association's bylaws or regulations, the Executive Director shall report this to the President and the Section chair, and such bylaw shall be of no effect.

d. During the period of provisional status the Section shall operate in all other respects as and be subject to all the requirements of a Section under this chapter.

e. A Section with provisional status may petition for full status not earlier than two years and not later than three years after the date of granting provisional status. The petition shall contain a description of the Section's activities during the period of provisional status, including all programs presented, the estimated attendance for each program, copies of newsletters and other publications and details of funding. The petition shall also include a certification by the Executive Director that the Section has complied with all

filing and reporting requirements for Sections during the period of provisional status. The petition shall be signed by the chair and the chair-elect of the Section. If the Executive Committee finds that such Section has in fact served the purposes of the Association during its provisional status and that its continuance will serve the interest of a significant number of faculty members of member schools and the purposes of the Association, it shall grant full status to the Section.

f. Failure to petition for full status on or before the third anniversary of receiving provisional status shall automatically dissolve the Section unless the period of provisional status shall have been extended by the Executive Committee, in its discretion. In that event, provisional status shall continue for the period of such extension, at the end of which time such Section may petition for full status. Failure to receive full status at the end of the period of provisional status and any extension granted by the Executive Committee shall automatically dissolve the Section.

g. A Section shall hold its business meeting during every Annual Meeting of the Association. A Section shall hold a program session at least during every other Annual Meeting. The business meeting and Section program shall be held at the time and place in the hotel or convention center assigned by the Executive Director. However, at the request of the Section and upon a determination by the President that the professional interests of the Association and the faculty of its member schools would be materially served thereby, the President may authorize a Section to hold a program at another place.

h. If the President determines that the purposes of the Association and the professional interests of the faculty and professional staff of member schools will be materially served thereby, a Section may sponsor a lecture or regional seminar.

i. A Section shall elect its officers and the members of its executive committee at the Annual Meeting of the Association or by mail if timely notice is given of the nominees. Failure to do so is a Section inactivity under Executive Committee Regulation 12.2 (Dissolution of Sections).

j. No person may serve as Section chair of the same Section for more than two consecutive years during any seven-year. No person may serve as Section chair of more than one Section at the same time. (revised January 2006)

1.2 Dissolution and Merger of Sections-Replacement of Section Leadership.

- a. The Committee on Sections and the Annual Meeting shall review the activities of Sections and recommend to the Association Executive Committee what appropriate action should be taken with respect to a Section that is not serving the purposes of the Association. If the Committee on Sections and the Annual Meeting finds, after affording to the officers of the Section, as they appear in the Association records, a reasonable opportunity to respond to the inquiry, that a Section is inactive, materially duplicates the activities of other Sections, or has materially violated the Association Bylaws, Executive Committee Regulations, or policies, the Committee on Sections and the Annual Meeting shall recommend that the Section be dissolved, that it be merged with another Section, that its officers and other members of its executive committee be replaced by individuals appointed by the President or that other action be taken as may be appropriate.
- b. A Section may also be dissolved on petition to the Association Executive Committee by the Section's officers. When a Section does not have twenty or more members from five or more member schools, the officers of the Section should take steps to increase its membership or recommend its dissolution.

1.3 Section Membership.

- a. Regular Membership. All faculty and professional staff of member law schools are eligible for regular membership in a Section. In addition, faculty members and professional staff from law schools that subscribe as AALS International Affiliates from Mexican and Canadian law schools are eligible for regular membership in the AALS Section on North American Cooperation. Faculty members and professional staff from any law school that subscribes as an AALS International Affiliate are eligible for regular membership in the AALS Section on International Legal Exchange.
- b. Associate Membership. Subject to restrictions set by the Section in its bylaws, any person interested in the purposes of the Section is eligible to participate as an associate member in a Section. An associate member is not eligible to vote in Section meetings or to hold office in a Section. As a condition of Section membership, associate members who are not affiliated with a member or service fee-paid school shall pay an annual membership fee in an amount established by the Executive Committee.
- c. A Section may limit membership in terms of substantive interest by stating specific criteria not inconsistent with Association policies. Membership criteria in addition to affiliation with a member law school must be approved by the Executive Committee.
- d. Application for membership in a Section may be made by election on forms provided for inclusion in the *Directory of Law Teachers* or by written application to the Association's national office.

e. For purposes of this chapter, “faculty and professional staff of member law schools” excludes adjunct or visiting faculty or temporary professional staff who do not have a continuing professional relationship with a member law school as their principal employment.

1.4 Relationship of Sections to the Association and Public.

a. A Section may communicate a statement of position on matters affecting legal education to members of the Section and deans and faculty of member and ABA-approved schools, with a disclaimer that the statement is that of the Section and not the Association. A Section may not otherwise publish a statement. A Section may submit to the Association Executive Committee a recommendation that the Association take a stated position. A Section may not communicate to a member school the Section’s views concerning the school’s compliance with rules of membership in the Association or concerning the quality or characteristics of the school’s educational program or institutional policies.

b. All applications for or grants from outside funding sources are made only in the name of the Association. No Section may itself make any application for or receive funding from an outside source.

1. A Section may make preliminary contacts regarding a possible grant with an outside funding source only after receiving the approval of the Executive Director, based on his or her finding that the proposed activity and the communication with the particular funding agency serve the interests of the Association. If the Executive Director disapproves a Section’s request to make these preliminary contacts, the Section may have its request placed on the agenda for the next regular meeting of the Association Executive Committee.
2. After approved preliminary contacts have been made, a Section may ask the Association Executive Committee to make formal application for a grant from an outside funding source in the name of the Association.

c. Newsletters and similar communications of a Section shall bear a legend in the following or similar language:

This newsletter/web site is a forum for the exchange of points of view. Opinions expressed here are not necessarily those of the Section and do not necessarily represent the position of the Association of American Law Schools.

d. A Section may not file a brief *amicus curiae*.

e. Any survey or questionnaire that a Section distributes to groups or individuals other than Section members shall be submitted in advance to the Executive Director and may not be distributed without the prior approval of the Executive Director, who shall act in consultation with the President.

1.5 Relationships of Section with Other Organizations.

- a. With the approval of the Executive Committee, a Section may establish a liaison relationship with its counterpart Section of the American Bar Association and of similar national organizations. Prior to contacting any organization for this purpose, the chair shall inform the Executive Director of the Section's interest and its purpose in establishing a liaison relationship.
- b. A Section may not become a member of another organization or join with an organization outside the Association in sponsoring a program or project, unless it obtains prior approval from the Executive Committee. The Executive Committee may approve if it finds that the interests of the Association are served and the program or project is limited in time and scope.

1.6 Finances.

- a. Upon request of a Section, the Executive Committee may appropriate Association funds to support Section activities and programs.
- b. A Section may by its bylaws impose dues upon its members.
- c. All funds of a Section, including dues receipts, shall be banked through the Association national office. Funds shall be disbursed by the national office upon the authorization of the officer designated by the Section.
- d. General funds of the Association appropriated to a Section may be used, among other purposes, to
 1. compensate law students and others for performing research and similar tasks for a Section project;
 2. reimburse a person who participates as a speaker or panelist in a Section program and who is not a faculty member of any law school for the person's travel and other expenses in accordance with the Association's travel reimbursement policies; and
 3. purchase, for a reasonable amount, a plaque or other memorial of an approved award or citation.
- e. General funds of the Association appropriated to a Section may not be used to
 1. reimburse a faculty member of any law school, whether on leave or not, for travel;
 2. pay honoraria; or
 3. pay for food, drink or entertainment for Section members.
- f. Section funds generated by dues and sources other than general funds of the Association are subject to the restrictions in SubSection (e), unless the Section sets other guidelines that are approved by the Executive Committee.
- g. Income generated by a Section project, such as from the sale of a Section-developed manual, shall be first used to recapture the direct costs of the Association in producing the goods or services that generate the income. After these direct costs have been recaptured, the Executive Director shall quarterly allocate

the income from the project so as to allocate to the Section as its funds two-thirds of the net income and to the Association one-third of the income.

1.7 Procedures for Section Awards and Citations. If its purposes, criteria and procedures are approved by the Executive Committee, a Section may make a periodic or occasional award for distinguished scholarship or service. In its application for approval, the Section shall state the purpose of the award, demonstrate that the purpose is germane to the Section's and the Association's purposes, describe how the award competition is to be announced and how nominations may be made, state who is to select the recipient and how the award selection committee is to be selected, state the timetable for the selection process and demonstrate that it provides adequate time for the process. After the President has determined that the Section followed its approved criteria and procedures, an award may be announced.

Appendix 2: Model Bylaws

ASSOCIATION OF AMERICAN LAW SCHOOLS Bylaws of the Section on

Article I. Name and Purpose

Section 1. Name. This Section shall be known as the Section on _____.

Section 2. Purpose. The purpose of this Section is to promote the communication of ideas, interests and activities among members of the Section and to make recommendations to the Association on matters concerning _____ (e.g., administration of law schools).

OR

Section 2. Purpose. The purpose of this Section is to promote the communication of ideas, interests, and activities among members and to make recommendations to the Association on matters of interest in the teaching of the law relating to _____ (e.g., real property).

Article II. Membership

Section 1. Membership.

- (a) Membership in the Section is open to faculty members and professional staff of a law school that is a member of the Association of American Law Schools (AALS).
- (b) Associate membership is open to any other person who is concerned with the teaching, administration, and improvement of legal education in the subject area of the Section.

Section 2. Privileges of Members.

- (a) Regular members may be officers of the Section and may vote in a Section election.
- (b) Associate members may participate in the programs, meetings, and activities of the Section, but may not vote or hold office in the Section.

Article III. Officers, Executive and Other Committees

Section 1. Officers. The officers of this Section are the chair and the chair-elect. The chair-elect shall be elected at each annual meeting of the Association, shall qualify by acceptance and shall succeed to the office of chair at the close of the next annual meeting. An officer shall serve until a successor has been elected and qualified.

Section 2. The Executive Committee.

- (a) The Executive Committee of the Section is the chair of the Section, chair-elect and three other members elected annually.
- (b) The Executive Committee shall act on behalf of the Section in the interval between annual meetings.

Section 3. Filling Vacancies. If an officer or other member of the Executive Committee resigns, becomes ineligible to serve or dies, the position shall be promptly filled. If the position of chair becomes vacant, the chair-elect becomes the chair. If the position of chair-elect becomes vacant, the chair, with the advice and consent of the other members of the Executive Committee, shall appoint a person to serve as chair-elect until the next annual meeting of AALS at which time both a chair and a chair-elect shall be elected. If the position of a member of the Executive Committee becomes vacant, the chair, with the advice and consent of the other members of the Executive Committee, shall appoint a person to the position to serve until the next annual meeting of the AALS.

Article IV. Nomination and Elections

Section 1. Nominations. At or immediately following the annual meeting, the chair shall appoint the Nomination Committee for the subsequent year. The Nomination Committee shall consist of at least three members of the Section and shall include at least one past chair of the Section. The Nomination Committee shall receive and consider suggestions of persons to serve as officers and members of the Executive Committee of the Section and shall report a slate of nominees to the Section for election at the business meeting of the Section at the next annual meeting of the AALS.

Section 2. Elections. The officers and other members of the Executive Committee of the Section shall be elected at the annual meeting. Nominations shall be received from the Nominating Committee and from the floor. Elections may be by voice vote or secret ballot, as the chair determines.

Article V. Duties of Officers

Section 1. Chair. The chair shall preside at all meetings of the Section and of its Executive Committee. At each annual meeting of the AALS, the chair shall report on the Section activities during the prior year and is responsible for the program of the Section. The chair shall appoint the members of standing and special committees.

Section 2. Chair-Elect. The chair-elect of the Section shall assist the chair, as the chair may request, and shall perform the duties of the chair during absence or disability of the chair.

Article VI. Income

Section 1. Authorized Expenditures of Section Dues and Other Section Income. In addition to the purposes described in Association Executive Committee Regulation 1.6(d), Section dues and other Section income may be spent for a reception for Section members at an Association annual meeting, workshop, or teaching conference, deficiency in a meal guarantee made to a hotel, Section survey, Section directory, or enhanced newsletter. Before the activity is undertaken, the Section's Executive Committee must authorize the expenditure of dues or other income for the activity. In approving payment of an expenditure, the Section chair must determine that the particular expenditure is for the activity authorized by the Executive Committee of the Section and is consistent with the Section's bylaws and Association policies. The Section's Executive Committee must approve the expenditure at least six weeks prior to the activity for which the expenditure is authorized; the chair shall notify the Association's National Office no later than one month before the occurrence of the activity.

Article VII. Policy Statements

Section 1. Policy Statements. Sections are components of the AALS. Thus, any statements of policy adopted by a Section or similar positions may be made public only after the AALS Executive Committee has formally adopted the policy statement.

Article VIII. Amendments

Section 1. Amendments. These bylaws may be amended at the annual meeting of the Section by a majority of the regular members of the Section present and voting. The amendment takes effect when it is approved by the AALS.

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