



Association of American  
Law Schools

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# REVISED 2010 SECTION OFFICERS HANDBOOK

*for 2010 Year and  
Preparation for 2011 AALS  
Annual Meeting Section Program*

*Includes New 2011 Annual Meeting Schedule*

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## 2011 Annual Meeting

**AALS Core Educational Values:  
*Guideposts for the Pursuit of Excellence in Challenging Times***

**January 4-8, 2011  
San Francisco, California**

*Updated February 18, 2010*

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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 Section on Women in Legal Education has 1,700 members and the Section on Real Estate Transactions has 115 members. Sections also vary 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) building a robust Section communication platform on the AALS site (announcement listserv, discussion listserv, post news, links, events, upload documents helpful to members, etc)

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 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 91 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. **Attachment D** (Post-Annual Meeting Report) and **Attachment E** (Names of Elected Section Officers Form) by **January 22, 2010**.

Please assure that the outgoing Chair files these 2 important attachments. 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 15, 2010**:

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 an electronic publication (a robust Section website with helpful documents to section members posted within the last two years)—these budget amounts are automatically allocated if requested by March 15. If your Section needs more than the standard budget amount, this must be specifically requested by March 15. 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 posting electronic **Spring and Fall** newsletters and materials on AALS Section communication platform; consider whether your Section would like to sponsor posters.

4. File **Attachment C** (Final Program Form) by **April 22**. 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 28**.

6. Email AALS by **June 2** if your Section wishes to sponsor posters at the Annual Meeting.

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) posting electronic fall news on AALS Section communications platform by **mid-November**.
9. In early **fall/early winter**, have a conference call with your speakers in preparation for your Program(s).
10. Prepare for the Section business meeting—identify and encourage nominees for officer and Executive Committee Member positions.
11. **At the Annual Meeting**, conduct the Program(s) and the business meeting.
12. Submit Attachments D and E by **January 14, 2011**.

**B. AALS OFFICE AND STAFF**

**Association of American Law Schools**

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Washington, D.C. 20036-2717  
Telephone: (202) 296-8851 (main)  
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**Susan Westerberg Prager**, AALS Executive Director  
(E-mail: [sprager@aals.org](mailto:sprager@aals.org) / Phone: 202.296.3569)

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

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

**Tracie L. Thomas**, AALS Senior Meetings Manager  
(E-mail: [tthomas@aals.org](mailto: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  
Section Form Questions  
Name and Address Changes of Section Officers

**Mary Cullen**, AALS Meetings Manager  
(E-mail: [mcullen@aals.org](mailto: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

**Pati Abdullina**, AALS Research Associate  
(E-mail: [pabdullina@aals.org](mailto:pabdullina@aals.org) / Phone: 202.296.1594)  
Technical Questions on AALS Communication Platform

## 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 Managing Director

Identification of Section Officers and Name and Address Changes, Contact:  
Tracie Thomas, AALS Senior Meeting Manager

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 the AALS communications platform, and ensure your finances are in good order. If you as Section Chair do not have primary responsibility for the Annual Meeting, the AALS communications platform 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 must 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 up to eight 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 in your packet of materials mailed in February) and you can upload materials to the Section communications platform once yours is active. 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.

**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) in 2006 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 a position 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 14, 2011 (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 Managing 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' 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 as a discouragement to overspending. 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 15, 2010*)**

Attachment A is a Budget Request Form, which must be filed by March 15, 2010. The standard budget appropriation of \$900.00 is not automatically allocated. You must request at budget by submitting your Budget Request Form. If you do not submit a Budget Request Form by March 15, 2010, your Section will receive only a \$300.00 budget for the fiscal year.

If your Section has within the last two years issued or have added on the AALS Section's communication platform in the past year 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 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 reimburse a non-law school Annual Meeting speaker or panelist for expenses (discounted airfare, 2 hotel room nights, ground transportation and up to \$50 in meals per day); and to purchase for no more than \$50 including tax and shipping a plaque for an approved award or citation (i.e., if you have adopted award procedures in your Section bylaws 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 15, 2010. 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.

Requests made for additional funds above the standard budget will not be approved if received after March 2010 since the AALS budget is prepared and we have a finite amount of money for Sections.

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 contract, taxes and fees for single occupancy is \$176.00 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 3) a total charge of \$150.00 for ground transportation, tips, and miscellaneous expenses; and 4) discounted airfare. Because of limited funds it is imperative that your non-law school speaker seek a discounted airfare.

Estimated round-trip airfares to San Francisco, California are listed below as a reference.

<b><u>From:</u></b>	<b><u>Fare with Saturday Night :</u></b>	<b><u>Fare without discount:</u></b>
Atlanta, GA	\$345	\$1213
Boston, MA	\$270	\$876
Chicago, IL	\$329	\$751
Cleveland, OH	\$398	\$1057
Dallas, TX	\$375	\$805
Denver, CO	\$185	\$517
Detroit, MI	\$400	\$767
Houston, TX	\$368	\$835
Kansas City, MO	\$210	\$833
Los Angeles, CA	\$119	\$295
Miami, FL	\$269	\$909
New York, NY	\$269	\$900
New Orleans, LA	\$286	\$836
St. Louis, MO	\$324	\$839
San Diego, CA	\$119	\$332
Seattle, WA	\$169	\$435
Washington, DC	\$213	\$753

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 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 and officers of that Section.

### **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 microphone at the podium and one microphone on the head table). Any additional microphones requested by the Section will be charged to the Section's budget. The cost for each additional microphone is \$60 for table, floor, or podium microphone. A mixer is required with one or more microphones, with a 6-channel mixer @ \$70. A wireless handheld or wireless lavalier microphone costs \$175 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
- 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 @ \$375
- Audio-cassette or CD player @ \$100
- Internet connection @ \$100 per session

Please note that if your speaker requires a computer for their presentation, the speaker must bring their own laptop computer with the necessary software. Speakers should be prepared for technical failure and have downloaded their information from the web prior to the presentation.

Please note that Section budget funds do not cover foreign language translation services for speakers. If your speaker has a disability, please let us know by June 2010 so we can make the appropriate preparations.

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

There are only a couple of Sections that have collected funds in addition to the \$900.00 annual budget appropriation or that contemplate having income, normally from dues, contributions, or the sale of publications. These Sections 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 and Section purpose.

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

The following Sections have a 3 year average attendance of less than forty persons for the 2010, 2009, and 2008 Annual Meetings:

1. **Admiralty and Maritime Law**
2. **Aging & the Law**
3. **Agricultural Law**
4. **Art Law**
5. **Employee Benefits**
6. **Indigenous Nations & Peoples**
7. **Jewish Law**
8. **Law & Anthropology**
9. **Law & Economics**
10. **Law & Interpretation**
11. **Law & Sports**
12. **Nonprofit Law & Philanthropy**
13. **North-American Cooperation**
14. **Trusts & Estates**

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 **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 holding a joint program or co-sponsoring a program with another Section at the Annual Meeting.

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

If a Section should decide to publish a publication (this has been an infrequent occurrence), when the 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 21**

**G. APPLICATIONS FOR GRANTS: SEE PAGE 28**

## **IV. Annual Meeting**

Annual Meeting Questions Not Listed Below,  
Contact: Jane M. La Barbera, AALS Managing 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 (Wednesday, January 5 at 5:30 pm and Thursday, January 6 at 6:30 pm). 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 and required by AALS Executive Committee Regulations. This is where Sections elect officers including the Executive Committee. Preliminary nominations may have been done by call for nominations via the Section's communication platform. 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 29 -32). 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 following Sections, such as Indian Nations and Indigenous Peoples, Minority Groups, New Law Professors, Sexual Orientation and Gender Identity Issues, Women in Legal Education, for suggestions as to individuals whom you might want to encourage to become involved in your Section. With the new Section communications platform, you may want to assign one section member the job of

posting news; another updating the calendar; another uploading documents of interest to section members, another to post materials for new law teachers, etc.

## **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 on the Section's communication platform 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 speaker materials along with the digital recording of the program, this will allow law teachers 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 2010 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 are 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)

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**C. NEW ANNUAL MEETING SCHEDULE, PRELIMINARY PROGRAM FORM (DUE MARCH 15, 2010), AND FINAL PROGRAM FORM (DUE APRIL 22, 2010)**

**1. NEW Annual Meeting Schedule**

The 2011 Annual Meeting will be held in San Francisco, California. Registration will open at 9:00 a.m. on Wednesday, January 5, 2011. Section extended programs will be held from 9:00 a.m.–5:00 p.m. on Thursday, January 6. Section programs of standard length (1¾ hrs.) will be held all day on Friday and Saturday with a half-day programming on Wednesday. Section programs held on Wednesday, January 5 can be either an extended three-hour time slot from 2:00 -5:00 p.m. or the standard length of 1¾ hrs. from 2:00 – 3:45 p.m. Separate Section business meetings can take place Wednesday, January 5 at 5:30 p.m. and Friday, January 7 at 7:00 p.m.

If you want to request an extended program on Thursday, January 6, 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 15, 2010.

A schedule at-a-glance is listed below showing time slots available for Section programs:

**Wednesday, January 5, 2011**

9:00 a.m. - 7:00 p.m.	AALS Registration
9:00 a.m. - 7:00 p.m.	AALS Office and Information Center
2:00 – 5:00 p.m.	Section Extended Programs
2:00 – 3:45 a.m.	Section Programs
5:30 p.m.	Section Business Meetings
5:30 p.m.	School and Organization Receptions

**Thursday, January 6, 2011**

7:00 a.m. – 7:00 p.m.	AALS Registration
7:00 a.m. – 7:00 p.m.	AALS Office and Information Center
7:00 a.m. – 8:30 a.m.	Section Breakfasts
8:30 a.m. – 5:00 p.m.	Section Field Trips
8:45 a.m. – 5:00 p.m.	AALS Workshop on Criminal Justice
	AALS Workshop for Law Librarians
	AALS Workshop on Sexual Orientation, Gender Identity and the Evolving American Family
9:00 a.m. – 5:00 p.m.	Section Extended Programs
12:00 p.m. – 2:00 p.m.	Section Luncheons
12:00 p.m.-2:00 pm	Section on Minority Groups Luncheon ( <i>alternates every other year with Section on Women in Legal Education Luncheon</i> )
5:15 p.m. – 6:30 p.m.	House of Representatives, <i>First Meeting</i>
7:00 p.m. – 9:00 p.m.	AALS Gala Reception

**Friday, January 7, 2011**

7:00 a.m. – 6:00 p.m.	AALS Registration
7:00 a.m. – 6:00 p.m.	AALS Office and Information Center
7:00 a.m. – 8:30 a.m.	Continental Breakfast for Beginning Law Teachers
7:00 a.m. – 8:30 a.m.	Section Breakfasts
8:30 a.m. – 10:15 a.m.	Section Programs
10:30 a.m. – 12:15 p.m.	Section Programs
12:30 p.m. – 2:00 p.m.	AALS Luncheon
2:15 p.m. – 4:00 p.m.	AALS Presidential Programs
4:00 p.m. – 5:45 p.m.	Section Programs
5:45 p.m. – 7:00 p.m.	House of Representatives, <i>Second Meeting</i>
7:00 p.m.	Section Business Meetings
7:00-8:00 p.m.	AALS Reception for Law School Teachers of the Year and Emeriti Faculty Members
7:00 p.m. – 9:00 p.m.	School and Organization Receptions

**Saturday, January 8, 2011**

7:00 a.m. – 10:30 a.m.	AALS Registration
7:00 a.m. – 12:00 p.m.	AALS Office and Information Center
7:00 a.m. – 8:30 a.m.	Section Officers' Breakfast
8:30 a.m. – 10:15 a.m.	Section Programs
10:30 a.m. – 12:15 p.m.	Section Programs
12:15 p.m. – 1:30 p.m.	Section Luncheons
12:15 p.m. – 1:30 p.m.	Section on Women in Legal Education Luncheon ( <i>alternates every other year with Section on Minority Groups Luncheon</i> )
1:30 – 3:15 p.m.	Section Programs
3:30 – 5:15 p.m.	Section Programs
6:30 p.m. – 7:30 p.m.	AALS Reception for Legal Educators from Law Schools Outside the United States
6:30 p.m. – 8:00 p.m.	School and Organization Receptions

**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 H. Reese Hansen, Brigham Young University has announced his theme of the 2011 Annual Meeting.

**AALS Core Educational Values:  
Guideposts for the Pursuit of Excellence in Challenging Times**

The core values of the AALS, which are articulated in Bylaw 6-1, provide critically important guidance in the Association's activities and to our member schools. The core values emphasize excellent class room teaching across a rigorous academic curriculum. They focus on the importance of faculty scholarship, academic freedom, and diversity of viewpoints. The core values also establish an

expectation that member schools will value faculty governance and instill in our students commitments to justice and to public service in the legal community. All of these objectives are to be supported in an environment free of discrimination and rich in diversity among faculty, staff, and student body. These core values combine to provide an environment where students have opportunity to study law in an intellectually vibrant institution capable of preparing them for professional lives as lawyers instilled with a sense of justice and an obligation of public service.

Almost all of our member schools are dealing with extraordinary financial pressures as a result of the economic crisis in the country. Reductions in financial support from state legislatures and shrinking endowments have put unprecedented financial pressure on law schools in meeting their obligations to students and the profession. Almost all law schools are dealing with budget cuts which have produced a variety of cost saving strategies including hiring freezes, travel restrictions, program and course offering reductions, and even salary reductions and lay-offs.

Other events, including review of ABA accreditation standards relating to student learning outcomes, law school governance, and academic freedom and security of position as well as the changing nature of the legal profession which our graduates will enter, raise additional potentially challenging issues for the legal academy.

Our 2011 Annual Meeting in San Francisco provides us with an opportunity to discuss how the Association's core values guide law schools as they address the issues confronting legal education. It is precisely because law schools have pursued these values that legal education in the U.S. is the model and envy of the world. Especially in the face of daunting challenges it is important that law schools continue to be anchored in these values as we adapt to necessary changes in what we do and how we do it.

Because the core values focus on excellent teaching, a rich curriculum, high quality scholarship, academic freedom and faculty governance, nondiscrimination, and diversity, there will be much that can be highlighted. I am looking forward to meeting with you in San Francisco.

*H. Reese Hansen, Brigham Young University and AALS President*

### **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 (joint program may not co-sponsor a second program);

**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 no special priority. A Section "co-sponsoring" a program with another Section (their "main" program) is given no special priority.

**Automatically in Least 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 intentionally 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 Wednesday, January 5 at 5:30 p.m. or Thursday, January 6 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 Wednesday, January 5 at 5:30 p.m. or Thursday, January 6 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 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. Sections should notify the AALS with the name(s) of Sections cosponsoring their program by the April due date of the Final Program. After the final program due date, we will not add additional co-sponsors to a Section's program. We suggest that you notify your members of programs that would of interest to them. 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, let us say that AALS Section on Property plans a program on "Property in the 21<sup>st</sup> 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 holding 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 15, 2010. The speakers selected from the “Call for Papers” and their paper titles should be identified to AALS by October 1, 2010. Please note that if the Section holds a Call for Papers, we encourage you to provide a program description to be listed in the Final Program because this will generate interest in your program even without speakers listed. Explain the theme or focus of the Call for Papers Program. 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. If you have given us the Call for Papers description earlier, your program will still be included in the Call for Papers and Hot Topics special 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](mailto: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. Full-time faculty members of AALS member and fee-paid law schools are eligible to submit papers. Foreign, visiting and adjunct faculty members, graduate students, fellows and non law school faculty are not eligible to submit.

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. One section has a junior faculty call for papers and uses an open review to select. Another section uses a blind review 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 15, 2010 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 15, 2010 are given the lowest priority.

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

The following 14 Sections will be given a lower priority for the assignment of a time slot at the Annual Meeting because they have an average attendance below 40 persons for the 2010, 2009, and 2008 Annual Meetings:

**Admiralty and Maritime Law**  
**Aging & the Law**  
**Agricultural Law**  
**Art Law**  
**Employee Benefits**  
**Indigenous Nations & Peoples**  
**Jewish Law**  
**Law & Anthropology**  
**Law & Economics**  
**Law & Interpretation**  
**Law & Sports**  
**Nonprofit Law & Philanthropy**  
**North-American Cooperation**  
**Trusts & Estates**

**4. Preliminary Program Form, Attachment B (*Due March 15, 2010*)**

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 at top of page 16, 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.

It is important that you review the first draft of the Preliminary Program when it is sent in June. If you see major substantive conflicts, let us know immediately because at this point we may be able to move programs. We do not move Section programs due to speaker unavailability or for unrelated programs that someone may want to attend.

### **5. April 2010 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. This is also the time when you can communicate your Section's wish to co-sponsor programs of interest to your Section members. Remember, joint programs cannot cosponsor other section programs.

### **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 2009 Annual Meeting in San Diego, the Sections on Environmental Law and Natural Resources Law held a day-long joint program at the Scripps Institution of Oceanography. These programs required a lot of Section initiative, planning, and time. The field trips for the 2011 Annual Meeting will be scheduled on Thursday, January 6, 2011.

The Section needs to notify the AALS with a detailed proposal no later than March 15, 2010 if it wishes to schedule a field trip. By April 22, 2010, 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 pay the field trip fee. **Sections cannot hold field trips that are not listed in the Annual Meeting Brochure.** Any such gathering must be informal and in no way reflect that the Section is responsible for it. The AALS is responsible for Section field trips and possibly liable for mishaps, so they are planned and organized with AALS staff support and announced to all registrants.

## **7. Request for More Than One Program Session**

### **a. Extended Programs on Wednesday, January 5, 2011 or Thursday, January 6, 2011**

Half-day programs can be held the first day of the Annual Meeting, Wednesday, January 5, 2011. Day-long or half-day programs can be held on Thursday, January 6. A section extended program 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 15, 2010. On Thursday, January 6, 2011, 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 Workshop on Criminal Justice, Workshop for Law Librarians and the Workshop on Sexual Orientation, Gender Identity and the Evolving American Family. 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, January 6, 2011 at the Annual Meeting. Sections can consider the Wednesday, January 5, 2011, 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 6, 2011.

### **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 16**

### **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 and AALS will determine the ticket price based on the menu cost at the hotel. 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, **Sections should not hold business meetings at Section meal events.** We also advise that Sections not to have programs during meal events, but instead used those times for 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 2011 Annual Meeting” (Attachment B) form by March 15, 2010 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 poster presenter 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 since that time. Fifteen posters were selected by six Sections for 2008 and 19 posters were selected by 8 Sections for the 2009 Annual Meeting and twenty-four posters were selected by thirteen Sections for the 2010 Annual Meeting. 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 2010 Annual Meeting is:

- **May 1, 2010** – AALS staff sends out notice to Section Chairs and Chair-elects asking if the Section wants to sponsor posters.

- **June 2, 2010** - Deadline for Section Chairs or Chair-elects to e-mail [sections@aals.org](mailto:sections@aals.org) that it will sponsor posters.
- **June 16, 2010**– Deadline for AALS staff to issue announcement to Section members asking Section members to submit an abstract for a poster.
- **August 28, 2010** – Deadline for Section members to submit abstracts for their proposed poster.
- **September 4, 2010** – Deadline for AALS staff to send to Section Chairs and Chair-elects the poster abstracts that it receives from Section members
- **September 25, 2010** - Deadline for Section Chairs or Chair-elects to send to AALS the list of selected poster presenters the Section wishes to sponsor.
- **October 9, 2010** - AALS notifies each poster presenter of the date and time of the Section’s poster presentations at the Annual Meeting.
- **December 18, 2010** - 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 “bottom 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 a detailed description for a program topic along with possible speakers by the March 15, 2010 Preliminary Program deadline and submit the Final Program on April 22, 2010, 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.

## **10. HOT TOPIC PROGRAMS**

The AALS Executive Committee added the submission of Hot Topic programs to allow for programs with topics that could not have been planned prior to March 15, 2010 because the issue only emerged or became “hot” after that date. These programs are submitted by individuals, not Sections, organizations or schools. The deadline for submission is November 10, 2010 for the 2011 Annual Meeting in San Francisco. These programs, if selected, are provided a \$900 budget.

## **11. PODCASTING**

AALS will be recording most Section, Committee, and Presidential programs at the Annual Meeting. We will not be able to record speakers at concurrent or small group sessions. We are unable to record discussion groups. AALS asks presenters at the AALS Annual Meeting, NOT to sign the Refusal to Record Form and allow AALS to have your Section program recorded.

AALS, in extending the reach of the AALS Annual Meeting for attendees and non-attendees alike, will digitally audio record sessions and post on the AALS website for AALS member and fee paid law schools’ faculty and professional staff to listen from their personal computers (PC) or download and listen from their ipods or other MP3 players. Due to the sheer number of AALS presentations, it may take up to a month after the meeting to post the podcasts. To listen to past podcasts, go to [www.aals.org/am2010/](http://www.aals.org/am2010/) and click on the title of session to download the podcast.

AALS presentations often cover cutting-edge issues in legal scholarship. These recordings could be excellent resources for law students in upper-level courses. Not everyone can attend every session, but they can listen to presentations after the fact from any web-connected PC. Alternatively, faculty can download recordings to their MP3 players and listen to them while walking the dog, working out in the gym, driving to work, etc.

AALS asks your presenters not to sign “Refusal to Record form” and allow AALS to record your section’s program. If you have last minute speakers, it will be important that you make them aware that these sessions are being recorded and will be podcast.

### **Audio and Video Recording**

Sections cannot record or video program sessions and independently post them. Audio recordings or videos can only posted on the AALS website. Sections can link to the AALS website but cannot post them independently.

### **D. FINAL PROGRAM FORM, ATTACHMENT C (DUE APRIL 22, 2010)**

The Annual Meeting final program form (Attachment C) is due April 22, 2010. 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 arrangement information on hotels, reimbursement (if applicable) along with the Annual Meeting schedule.

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 chapter on finances of this Handbook (pages 7-9), reimbursement 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 maximum dollar amount 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 listed in the on-line program and are helpful in attracting more participants from among the meeting’s registrants. The program summary should be no more than 200 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 coffee and pastry breakfast will be held for Section officers on the last morning of the 2011 Annual Meeting on Saturday, January 8, 2011, 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 Executive Committee members, and if you have an 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 14, 2011*)**

Each Section's Chair is asked to provide the National Office with a report of the Section's activities for the preceding year by January 14, 2011. This report is the historical record of the Section's activities and will be published in the *AALS Proceedings of the 2011 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. New AALS Communications Platform**

Contact: Jane M. LaBarbera, AALS Managing Director  
Pati Abdullina, AALS Research Associate

### **Executive Committee Regulation §1.4(c), Relationship of Sections to the Association and Public**

The new AALS Communications Platform is now available to all AALS Sections. The communications platform will automatically update email addresses of all Section members as they change their email addresses for the *AALS Directory of Law Teachers* and as new Section members are added anytime during the year.

The Section Chair will designate, who other than the Chair, will be responsible for administrator rights to post on the platform. The platform will allow for the Section Chair to send out announcements, post newsletters, upload documents, have links to other sites, post events on the calendar, post news or other information on the home page, and with advance AALS National Office permission conduct polls and surveys of Section members. Section members will not be able to unsubscribe from the "announcement" messages, so please use this mechanism with infrequency and care.

Section members are also able to have a discussion listserv. The Section members can decide if they want to subscribe to this discussion or if they want to receive these emails either by visiting the Section website or receiving email as it is sent out or in periodic digest form.

We are posting on the AALS website at [www.aals.org/services\\_webinar.php](http://www.aals.org/services_webinar.php) under the "Sections" page, webinars for introducing the Section "administrators" to the communications platform with separate webinars on posting news, calendar events, uploading documents, adding links to websites of interest to your section, and other informational webinars. Once you have identified your section "administrators" and are comfortable posting on the platform, we can add the additional administrators to the communications platform.

Your electronic platform might include such items as messages from Chair, Annual Meeting Program or Report, committee reports, news of section members (appointments, grants honors), upcoming events, recent scholarship, faculty positions available, essays, 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, materials for new Section members, etc.

Communications of a Section must bear the following language and it will be posted on the AALS Communicating platform:

**This 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.**

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

Contact: Jane M. La Barbera, AALS Managing Director

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

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 Managing 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 Managing 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 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 Managing 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 Managing 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 Managing 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: 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. The liaison activities allowed are:

1. 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.
2. 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.

3. 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 Patterson, AALS Deputy Director

The Committee on Professional Development seeks proposals for a one-day workshop at the 2012 Annual Meeting and three different program topics resulting in some combination of two- to three-day programs at the 2012 Mid Year Meeting. Submit your Section's proposal by Friday, May 28, 2010, to the Deputy Director at [profdev@aals.org](mailto:profdev@aals.org). Proposals received by May 28<sup>th</sup> will receive preference in the selection process. The Deputy Director will forward the proposals to the AALS Professional Development Committee, which then makes recommendations for final programming 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, covers recent developments in a subject that would require more time than an ordinary Section time slot permits, or provides an opportunity for programs that cut across the curriculum. In 2011 there are three one-day Workshops entitled Workshop on Criminal Justice, Workshop for Law Librarians and Workshop on Sexual Orientation, Gender Identity and the Evolving Family. The Annual Meeting registration fee includes attendance at these workshops, so there is no separate registration fee. The workshops involve both plenary sessions and concurrent sessions. Workshops held during past AALS Annual Meeting generally attract 100 to 300 people.

#### **2. Mid-Year Meeting**

The AALS now holds its Mid Year Meeting in June. It is a meeting that typically combines a two-day workshop and two concurrent two to three-day conferences or some variation of the foregoing. The Mid Year Meeting usually has from four to five days of professional development programming. The two concurrent programs often share a few program sessions and/or lunch. The concurrent program topics often have had some commonality: Torts and Civil Procedure; Commercial and Contract Law; Environmental and Property Law.

##### **a. Workshops**

An AALS workshop at the Mid Year Meeting 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**

An AALS conference at the Mid Year Meeting 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 28, 2010 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 area. 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 AALS Executive Committee.

The AALS 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 of teachers in that subject area for that program with a specific appointment from the Section officers or Executive Committee to be the Section liaison, if a proposal was made by the Section. 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](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 prior year Section Executive Committee member of the relevant Section. The appointments are of teachers of the subject area. 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 28, 2010, so that the Committee on Professional Development will have the opportunity to review your proposal and obtain additional information from you before its summer meeting. At the fall 2010 meeting, the Committee on Professional Development recommends the

following academic year's programs, including the 2012 Annual Meeting Workshop and the 2012 Mid Year Meeting combination of workshops/conferences held in June. The Committee's recommendations will be reviewed by the Executive Committee at its November 2010 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 the AALS Managing Director.

#### **B. MENTORING PROGRAMS**

Some Sections have initiated mentoring programs. Normally, the Section's listserv 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 25-26)**

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 the Section wants to schedule a lecture or regional program, Executive Committee Regulations require the Section to receive advance approval by the AALS President. Send such requests to the Managing Director prior to any planning or scheduling. Usually notice should be at least one month before planning begins.

#### **E. AWARDS**

##### **Executive Committee Regulation §1.7**

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.

The eight Sections with approved award procedures are:

**Clinical Legal Education**  
**Criminal Justice**  
**Evidence**  
**Legal Writing, Reasoning and Research**  
**Minority Groups**  
**Pro Bono & Public Service**  
**Students Services**  
**Torts and Compensation Systems**

Each year, before your section award recipient(s) can be announced, a determination is made by the AALS that the Section's previously approved criteria and procedures have been followed in the selection of the winner. Should your Section decide to give an award this year, please send an email providing details on how the Section followed its award criteria and procedures to select the award winner.

Please tell us where the announcement requesting nominations was made (name specific listservs, newsletters, etc.). How many nominations were received? Who was on the awards selection committee, when nominations were reviewed, how many nominations received and why was award winner selected.

After it is determined that the Section has followed its approved criteria and procedures, you will receive a notice that the section's award winner may be announced. Please send your email with this information to [sections@aals.org](mailto:sections@aals.org)

## **VIII. Names of Newly Elected 2011 Section Officers, Attachment E (due January 14, 2011)**

**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 select 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 14, 2011. 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 2010 AALS Sections (Attachment G)**

Section Officer Name and Address Changes, Contact:  
Tracie Thomas, AALS Senior Meeting Manager

You have been given a list entitled "Who's Who in the 2010 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, AALS Managing Director**

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

The AALS currently has 91 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 communications platform 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.

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## **Appendix 1: Executive Committee Regulations Concerning Sections**

### **CHAPTER 1. SECTIONS**

*Amended through January 2008*

*Amended through January 2008*

### **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 1.2 (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 period. No person may serve as section chair of more than one section at the same time.

## **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 also post such a statement on its Section website so long as the statement is preceded immediately by the prominent posting of the disclaimer found in Executive Committee Regulation 1.4(c) with an additional notice that the official AALS position may be obtained by contacting the AALS National Office, with phone number and e-mail address provided. 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.

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## 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.
- (b) Associate members may participate in the programs, meetings, and activities of the Section, but may not vote or hold a position 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 and chair-elect shall be elected at each annual meeting of the Association, shall qualify by acceptance 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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