

AALS SECTION CHAIRS PLANNING GUIDE FOR 2024 – 2025



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Executive Summary

Congratulations on your new role as Chair or Chair-Elect of a Section of the Association of American Law Schools (AALS). You are joining a distinguished group of faculty and administrators who have served as past Section Chairs, many of whom have gone on to be leaders of AALS, their law schools, universities, and the nation.

Section programming and activities are the intellectual foundation of the Association. As a Section chair, you can help to shape AALS as a learned society and influence and enhance your scholarly field as well as the academic and professional lives of your members.

Successful Sections fulfill four basic functions:

1. Offer an outstanding program at the AALS Annual Meeting;
2. Use the Section Discussion List and website to keep members informed and involved throughout the year by posting newsletters, links, teaching materials, and other documents helpful to members;
3. Host events outside the Annual Meeting, whether virtual or in-person, by putting together Section Webinars, or Works-in-Progress Sessions; and
4. Arrange for the election of new Section leadership.

You can do much more beyond those duties. Remember your Section officers and members are a resource to help you. AALS staff are also dedicated to helping your Section thrive. You can enhance excellence in your field through the quality of the programs you organize, through your success in recruiting new faculty to join in the work of the Section, and by seeking feedback and suggestions from members.

An example of a section going beyond the duties of a section:

The Section on Women in Legal Education has its own YouTube Channel where they share videos on various topics of importance and relevance to the section members. The channel is managed by section officers who post and share videos, but members are encouraged to send content to be posted. The channel is shared with just section members even though it is a public channel. To gain access to this channel please request to [join the section](#).

Annual Meeting Activities

The AALS Annual Meeting is generally the highest-visibility interaction your Section will have each year. Sections are encouraged to host not only a main program for attendees, but also additional programs for junior faculty. AALS offers two types of programs specifically designed for new law teachers: “Works-in-Progress for New Law School Teachers Programs” and “Pedagogy for New Law Teachers Programs.” We encourage you to hold either a Works-in-Progress Program, a Pedagogy Program, or both. Doing so will not limit the scheduling preference for your main program. At the 2024 Annual Meeting, 34 Sections held Works-in-Progress sessions and 20 Sections held a program on Pedagogy for new law teachers. We hope to see even more programming for junior faculty at the 2025 Annual Meeting.

Suggestions from what successful Sections have done to maximize their Annual Meeting programming and activities include:

- Establish an award to recognize outstanding faculty in your field.
- Hold a Call for Papers to select one or more speakers for your program. This can improve attendance, bring in new voices, and foster scholarship in your field.
- Recruit a high-profile speaker(s) from the Annual Meeting host city.
- Invite a speaker from practice or from a discipline other than law. AALS waives the registration fee for non-law school speakers and can also allocate up to \$900 per section for reimbursement of transportation and lodging costs for a non-law speaker. Requests for travel reimbursement funds are due in March and should be made at the same time you complete the preliminary program online submission form.
- Seek (via your Section’s Discussion List or other methods) experienced faculty willing to mentor new teachers in the field and match them up to meet at the Annual Meeting or virtually.
- Hold a “Joint” program with another Section.
- Hold an informal networking event in addition to or as part of your regular program that enables new and more experienced teachers to meet and develop possible scholarly collaborations.
- Plan informal social gatherings for Section members outside the Annual Meeting hotels. This can be at a nearby restaurant or coffee shop.
- Arrange with local law schools, firms, or companies to host a breakfast or reception for Section members.

Important logistical information to keep in mind as you plan your Annual Meeting programming and activities:

- Audio visual equipment (microphones, laptop, projector & screen) will be provided for each Section program. Please bring a flash drive or make your presentation easily accessible.
- You may choose between an in-person business meeting at the Annual Meeting or holding a virtual election prior to the Annual Meeting to select next year’s leadership.
- The theme for the 2025 Annual Meeting selected by President-Elect Melanie D. Wilson is “Courage in Action”. Sections do not need to adhere to this topic but are encouraged to use it as inspiration.

Engaging New Members

The only way individuals can join sections is by visiting aals.org/sections/join which enables faculty and staff to request to join any number of Sections by checking the corresponding boxes. As your Section membership grows, it is important to be visible as leadership and to welcome new faculty and staff into the community. You will receive a monthly email from AALS detailing the new members who have joined your Section. We encourage every section to send welcome emails to those who join, please refer to the [model for welcoming new members](#).

Year-round Activities

Engaging your membership throughout the year is just as important as organizing a great Annual Meeting program. Many resources are available to help you make the most of your time as Chair, including *AALS News* Issues spotlighting Sections, guides on how to put on a Section webinar, templates for creating a Section newsletter, and information on mentorship programs can be found on the [Section Officer Resources page](#).

We encourage you to devise the best way to engage Section members and enhance their scholarly and professional lives. You might consider the following activities during your time as Chair:

- Produce a series of webinars or discussions focused on important issues in your field or to connect with one another. AALS has a Zoom and Microsoft account which we can provide to assist in this effort.
- Use your AALS Section Discussion List to communicate with members (Note that as a nonprofit, AALS Discussion Lists may not be used for electioneering purposes, and any references to support or opposition to political candidates are expressly disallowed).
- Develop a mentoring program. Request through the section's Discussion List for experienced teachers willing to mentor new teachers in the field throughout the year.
- Produce a Works-in-Progress workshop to assist junior faculty with their scholarship.
- Maintain continuity: Recruit a talented and diverse executive committee to educate future officers of the Section.
- Send teaching materials, newsletters, and other relevant Section resources to AALS for posting on the Section webpages.

Electing New Section Leadership

To elect next year's leadership sections, have a choice between an in-person business meeting at the Annual Meeting or holding a virtual election prior to the meeting. Sections should enlist at least five members to serve on the board: The Chair, Chair-Elect, and at least three additional committee members. For more details on board requirements, please review a copy of your Section bylaws found on your [Section's AALS webpage](#). Please also view the Section Election Tip Sheet on the Officer Resources Page.

AALS wishes you an engaging and productive year—and again, thank you for your willingness to lead your Section. We look forward to collaborating with you in the coming months.

For more information, please see the following appendices:

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Appendix A

Sections Related AALS Staff

Association of American Law Schools

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<http://www.aals.org>

Judith Areen, AALS Executive Director

E-mail: jareen@aals.org / Phone: 202.296.1526

- Matters Requiring Action by Executive Committee or the President
- Questions on Executive Committee Regulations

Tracie L. Thomas, AALS Director of Meetings & Section Services

E-mail: tthomas@aals.org / Phone: 202.296.4756

- Arranging Section Field Trips or Service Projects at Annual Meeting
- AALS Meeting Questions

Mary E. Cullen, AALS Associate Director of Meetings

E-mail: mcullen@aals.org / Phone: 202.296.4755

- Audio Visual Equipment Needs for the Annual Meeting
- Assist with accommodation requests for the annual Meeting

Shannon Leonard, AALS Section Services Manager

E-mail: sleonard@aals.org / Phone: 202.296.3218

- Main Point of Contact for Section Inquiries
- Name and Address Changes of Section Officers
- Section Programming at the Annual Meeting
- Section Webinars
- Technical Questions about Discussion Lists, Joining a Section, and Posting to Webpages
- General Section Inquiries

Hannah Hershfield, Senior Meetings Manager

E-mail: hhershfield@aals.org / Phone: 202.296.0333

- Scheduling of Annual Meeting Section Programs
- Manages presenters speaking at section programming (names, updates, cancellations)

[View the most up to date list of all AALS Staff Here.](#)

Appendix B

DEADLINES FOR SECTION LEADERSHIP

- I. **April 19, 2024 – Submit 2025 Annual Meeting Preliminary Program Information and Travel Reimbursement Request**
 - Please use the Preliminary Program online submission form to submit a draft of your section programming and request time slots for the 2025 Annual Meeting (including optional programs directed at new law teachers). Indicate if your Section is holding a Joint or Co-Sponsored program, a Call for Papers, publishing in an academic law journal, and if you are planning to invite a non-law school speaker and are requesting travel reimbursement funding. (see more information on this in Appendix G and I)

- II. **July 12, 2024 – Submit Voluntary Mid-Year Section Check-in**
 - You will use an online submission form to let AALS know how your Section is doing, what events your Section has put on and/or what you have planned for the remainder of the year.

- III. **August 9, 2024 – Submit Final Program Information**
 - You will use the Final Program Information online submission form to finalize your programming and submit your moderator, speakers, and program description. Put Call for Presentation speakers as TBD.

- IV. **September 20, 2024 – Submit Names of Call for Presentation Speakers**
 - Provide the names of presenter(s) selected from a Call for Presentation using the Annual Meeting Program Updates Form.

- V. **September 30, 2024 – Submit Names of Section Award Winners**
 - Provide the names of Section Award Winners using the online submission form. The form will also ask for the winner's email address, headshot, and why they were selected for the award.

- VI. **October 4, 2024 – Submit Nominations for AALS Awards**
 - This includes the Section of the Year, Michael Olivas Award, and Deborah L. Rhode Award

- VII. **January 10, 2025 – Submit Outgoing Chair Survey**
 - Please use the online submission form to tell us about your experience as a Section Chair. AALS is dedicated to helping our Sections succeed and that starts with learning from your feedback.

- VIII. **January 10, 2025 – Submit Names of Section Officers**
 - Please use the online submission form to provide the names of your Section's new Chair, Chair-Elect, Secretary, Treasurer, and three Executive Committee Members.

Appendix C

SECTION OFFICER RESOURCES WEBPAGE

In addition to the information found in this guide, AALS provides important tips and resources for Section leaders on the [AALS Section Officer Resources page](#). This page includes the answers to most questions, and important information such as:

AALS Executive Committee Regulations

Certain AALS Regulations govern Sections. Find answers to any questions regarding section funding, membership eligibility, bylaw requirements, board regulations, and more.

Section Webpages and Discussion Lists

Information on the AALS section pages and member-only Discussion Lists and how to use them. Directions on how to update notification settings. You will be added to the Section Chairs Discussion List which will be used frequently for reminders and easy communication between AALS and Chairs.

Section Events

Information on hosting Webinars and Discussions through AALS.

Section Awards

Information on Section of the Year and other AALS Awards, how to start an award, award plaque reimbursement, and previous section award winners.

Submission Forms

Whether you need to submit your request for a webinar, section officers for the new year, annual meeting program details, section award information, or posting a newsletter to your section page, all the forms you need will be posted on the webpage.

Templates

You can find templates for a newsletter, section bylaws, call for presentations, and more.

Tips

Leadership Tip Sheet, Best Practices for Virtual Section Elections, and more.

Online resources are continually updated and expanded to assist Sections chairs in the efforts to keep an engaged community year-round.

Appendix D

SECTION WEBPAGES AND ONLINE COMMUNITY

All AALS Sections have two important pages for communication: a public facing Section webpage, and a member only Discussion List in [Higher Logic](#). Higher Logic or “Connected Community” is the platform AALS uses for section Discussion Lists.

Public Facing Section Webpage

Public Facing Section webpages on the AALS Website can be accessed by anyone – members and non-members. Sections can list Purpose Statements and Welcome Messages; Section Bylaws; Annual Meeting Program Information; Calls for Papers; Upcoming Networking Events; Webinars and Recordings; Newsletters; Awards; and Resources.

All public facing information must be approved by AALS staff. The process for submitting public web content is outlined as follows:

- IX. Section leaders confirm the materials they are submitting are in accordance with the [core values of AALS](#). Political commentary, electioneering, and other information that do not relate to law teaching are examples of content that would not be posted.
- X. Section leaders can send materials to sections@aals.org and submit newsletters to be posted using the submission form on the Section Officer Resources Page.
- XI. Allow a few days for AALS to review the submitted content and post it on the webpage.

Our goal in adding these resources is to develop more inviting, useful, and relevant Section pages that benefit faculty and their scholarly community.

Member Only Section Discussion List – Higher Logic’s Connected Community Platform

AALS Section Members can access the Member Only Section Discussion Lists at connect.aals.org by logging in with their AALS credentials. This platform allows members to connect across the country about topics such as current events, seminars, course syllabi, court cases, and more.

What can I do on a Member-Only Section Page?

- Create a Discussion List post for all members of the Section
- Post/Share files and links
- View Members of the Section
- Add Events for your section such as upcoming webinars or seminars
- Pose questions to the section

What are Discussion Lists?

Discussion Lists are threads of posts from section members to easily connect with one another. Section Leadership and members may post to the Discussion List at any time to keep members informed and involved throughout the year.

Using the Section Discussion Lists

Section members may post and share files to Discussion Lists by either: sending an email to a Discussion List address unique to the Section; logging in to the individual Section website and posting directly to the site or by simply replying to a Discussion List email thread that has already been created.

Encouraging Seed Questions

The purpose of a seed question is to encourage engagement and reduce the social barriers of joining in on the discussion. Section members are much more likely to post for the first time (and regularly thereafter) if they see steady engagement in the community. Seed questions are also a great way to ensure your discussions are diverse in nature.

Updating your Notification Settings

All users have the capability to [manage their individual notification settings](#) on the Higher Logic Connected Community platform. Once logged in to the platform, select your profile circle in the top right corner. Under the “My Account” dropdown, select “Group Notifications” to consolidate emails. To opt out of emails, use the “My Account” dropdown and select “Email Preferences” and toggle the switch to No on email options. More information on community and discussion notifications can be found [here](#).

Terms of Use for Section Discussion Lists

Each Association of American Law Schools Section Discussion List is a forum for the exchange of points of view. Opinions expressed on a Section Discussion List do not necessarily represent the views of that Section or of AALS.

Your use of the AALS Section Discussion List is subject to the terms and conditions set forth below, and to all applicable laws and regulations. AALS may update the Terms of Use from time to time. By accessing or posting on an AALS Discussion List, you agree to these Terms of Use.

AALS reserves the right to bar participation on Section Discussion List for violations of these Terms of Use. Please be sure to read the Terms of Use for Section Discussion Lists [here](#).

All Discussion Lists are set up by default to self-moderation. This means that anyone can post but if someone finds the post is against community guidelines, they can report it for moderation. This action temporarily removes that post from the Discussion List. From there the AALS Section Services Manager and Chair of that section will review the post. Section chairs should also step in, in the unlikely occurrence of a tense Discussion List.

If you have any technical questions about the communication platform, contact support@aals.org.

Appendix E

SECTION WEBINARS AND DISCUSSIONS

It is important to keep your Section members engaged throughout the year outside of the Annual Meeting. Webinars serve as a gateway for the exchange of ideas and expertise across the legal education community. Hosting a webinar can demonstrate your leadership and expand your recognition and exposure within the legal education industry.

What is the difference between a Section Webinar and a Discussion?

A Section Webinar is more formal and can handle more attendees. Attendees are not visible and only the speakers are. A Discussion is a zoom or teams meeting where the attendees are visible, and it is easier to collaborate.

How do I schedule a Section Webinar?

To host a Section Webinar, please fill out the [submission form](#) on the AALS [Section Officer Resources Page](#). Once completed, AALS will contact you to schedule your Webinar.

What information is needed from you to host a Section Webinar?

We will need the following information from you to host a Section Webinar:

- The name of your Section
- Date, Time, and Length of the Webinar (typically 1 hour)
- Webinar Title
- Description (150 words or less)
- Three Learning Objectives
- The moderator's name and email
- The names and emails of all Speakers/Panelists

What AALS does to help with a section webinar:

AALS Section Webinars will be done on Microsoft Teams or Zoom

- AALS will create a registration webpage with the above information and share it with the section via the public facing webpage and member only page
- Host the webinar and assist with the technical aspects such as breakout rooms, polls, recording, and letting individuals into the meeting
- If the section chose to have the webinar recorded, it is added to the AALS YouTube page and linked to the Section's page and webinars page.

Appendix F

SECTION MENTORSHIP

What is Section Mentoring?

The mission of The Association of American Law Schools is to uphold and advance excellence in legal education. We encourage all Section Leaders to consider our core values when planning for the upcoming year. This means fostering excellence in teaching and scholarship, improving the legal profession, and offering guidance to faculty in the early stages of their careers. AALS recommends each Section develop a mechanism to connect mentors with mentees for career development, leadership skills, or broader technical abilities. Sections may put on Works-in-Progress for Junior Faculty, Speed Mentoring Sessions, or Match Mentors and Mentees for 1:1 Mentorship.

Beginning Steps for Sections Considering Starting a Mentorship Program

- Determine what mentoring style your Section would like to put on: *Traditional, Speed/Flash, or Works-in-Progress.*
- Determine what mentoring connection type you would like to have: *Mentor and Mentee (1:1), Peer-to-Peer, or Group.*
- Determine the mentoring duration.

Mentor and Mentee (1:1) Mentoring Example

The Section on Women in Legal Education offers an opportunity for one-on-one mentorship for faculty at all stages of their career. Every year they share a google spreadsheet to the Discussion List with the following questions:

- What is your mentorship need?
- Are you presently in a non-tenure track position with no scholarship requirement but would like to start producing scholarship?
- Are you a mid-career faculty member interested in seeking an administrative position or going on the lateral market?
- Would you like help navigating the law review article placement process to try to boost placements?
- Would you like to one day be a University Provost, but you need advice in plotting your path?
- Give us some hint on the spreadsheet as to area(s) in which you would like wisdom, advice, or guidance.

From there the Chair of the section works to get them matched with individuals who want to mentor faculty.

Speed/Flash Mentoring Examples

The Section on Balance in Well-Being in Legal Education has a “speed share” mentoring program where thoughts on balancing well-being for students and faculty were shared via six different virtual webinars. Last year students presented to law faculty on ways to be more mindful of student’s mental health in

the classroom. Once they selected presenters, AALS helped organize the registration and the announcement for sessions done via Microsoft Teams or Zoom.

The Section on Employment Discrimination Law frequently does a summer workshop series where section members can present research projects at different stages. Individuals can discuss their work and receive feedback and comments from select faculty and attendees. The chair shared the request for section members to present their work on the section's Discussion List. AALS helped set up and organize the virtual discussion.

Appendix G

SECTION FINANCES

I. Non-law Speaker Funding

- Sections may wish to invite a non-law school speaker to their annual meeting program. If your Section is considering this, keep the following AALS policies in mind:
 - o AALS will waive meeting registration fees for any non-law school speakers.
 - o A Section may request up to \$900 for reimbursement of a non-law school speaker's travel, meal, and lodging costs. The Section must request these travel funds in the preliminary program submission form by **April 19, 2024**.
 - o All speakers, moderators, and presenters from a U.S. law school (both AALS member/fee-paid schools and non-member, non-fee-paid schools) are required to pay the Annual Meeting registration fee and cover their own travel expenses.

II. Filing for Reimbursement of AALS Section Awards

- Sections with awards at the Annual Meeting may be reimbursed up to \$100 for award plaques. Section Chairs or their designee pay this cost upfront and are reimbursed upon submission of a request and receipts to AALS. Reimbursement requests should be sent in no later than **February 23, 2025**, to sections@aals.org. You can find the reimbursement request form on the Section Officer Resources Page.

III. Other Section Expenses and Co-sponsorship

- **For more information and answers about Section Finances please view [1.7 of the AALS Executive Committee Regulations](#).**

Appendix H

2025 ANNUAL MEETING PRELIMINARY SCHEDULE AT A GLANCE

Theme: Courage in Action

Wednesday, January 8 – Saturday, January 11, 2024

San Francisco, CA

The following schedule may be revised by AALS staff.

Wednesday, January 8, 2025

8:00 AM - 9:30 AM	Programs
9:50 AM - 11:20 AM	Programs
11:40 AM - 12:30 PM	Individual Section Award Ceremonies
12:50 PM – 2:20 PM	Programs
2:40 PM - 4:10 PM	Programs
4:30 PM – 6:00 PM	Programs
5:00 – 6:00 pm	AALS Session for First Time Attendees
6:00 – 7:00 pm	Reception for New Law Teachers

Thursday, January 9, 2025

8:00 AM - 9:30 AM	Programs
9:50 AM - 11:20 AM	AALS Presidential Opening Plenary Session
11:40 AM - 12:30 PM	Individual Section Award Ceremonies
12:50 PM – 2:20 PM	AALS Award Ceremony
2:40 PM - 4:10 PM	Programs
5:00 – 6:00 pm	AALS Opening Reception

Friday, January 10, 2025

7:30 – 4:15 pm	AALS Deans Forum Program
8:00 AM - 9:30 AM	Programs
9:50 AM - 11:20 AM	Programs
11:40 AM - 12:30 PM	Individual Section Award Ceremonies
12:50 PM – 2:20 PM	Programs
1:00 – 5:00 pm	AALS Workshop for Pretenured Law School Teachers of Color
2:40 PM - 4:10 PM	Programs
4:15 – 5:30 pm	AALS Deans Forum Reception
4:30 PM – 6:00 PM	Programs
5:00 – 6:00 pm	AALS Reception for Pretenured Law School Teachers of Color
5:00 – 6:00 pm	AALS Fellows Reception

Saturday, January 11, 2025

7:00 – 8:00 am	Section Leadership Information Session & Breakfast
7:30 am – 1:00 pm	AALS Advanced Workshop for Experienced Deans
8:00 AM - 9:30 AM	Programs
9:50 AM - 11:20 AM	Programs

11:40 AM - 12:30 PM

1:00 – 2:20 pm

2:40 PM - 4:10 PM

4:30 PM – 6:00 PM

4:30 – 5:30 pm

Individual Section Award Ceremonies

AALS House of Representatives Meeting

Programs

Programs

**AALS Reception for Legal Educators from Law Schools Outside
the United States**

Annual Meeting Information

I. Section Programming at the AALS Annual Meeting

Sections may hold a main program session. Most sessions are 1 hour and 30 minutes in length, but Sections may request an extended three-hour program. In addition, sections may hold a Works-in-Progress and/or a Pedagogy Program for New Law Teachers in the designated time slots.

- **Section's Main Program Time Slot**

- *Regular Program Time Slot*

The time slot for a Section program is 1 hour and 30 minutes and we highly recommend 1 hour for the panel and 30 minutes for audience participation and Q & A.

- *Extended Program Time Slot*

Sections may request a 3-hour program-

- **Works-In-Progress and Pedagogy Programs for New Law Teachers**

Sections are encouraged to host additional programming for junior faculty at the annual meeting. AALS offers two types of programs specifically designed for new law teachers: "Works-in-Progress for New Law School Teachers Programs" and "Pedagogy for New Law Teachers Programs."

Your Section may request both a Works-in-Progress and a Pedagogy Program. Opting to hold a Works-in-Progress Program, Pedagogy Program, or both does not weigh against the Section in terms of scheduling preference for your main program.

- **Section's Second Program Time Slot**

If you wish to hold a second Section program, you may request one, *subject to availability*. Works-in-Progress and the Pedagogy Programs for New Law Teachers are not counted as "main" or "second" Section programs.

- **Joint and Co-sponsored Programs**

Sections may choose to hold either a joint program or a co-sponsored program at the annual meeting. *Joint programs* are planned cooperatively between 2 or more Sections, and Sections participating in a joint program do not typically plan a separate independent program. *Co-sponsored programs* lend only a Section's support of a program. Sections do not have any involvement in the planning process of a program they are co-sponsoring. **Keep in mind AALS tries not to schedule your section's programs at times when your section is also co-sponsoring. We recommend co-sponsoring only a maximum of 3 programs to avoid overlap and conflicts.**

II. [Priorities used for Assigning Time Slots for the Annual Meeting](#)

AALS uses a Section scoring rubric to schedule annual meeting sessions; the rubric is based on the Section's past 3-year program attendance, membership, if holding a Joint program, Call for Papers, Co-sponsoring a program, Publishing in a Law Review or Journal, or if the Section has held a Webinar with AALS.

III. [Identifying Conflicts with Your Section's Program Time Slot Assignment](#)

In June, the preliminary program schedule for the 2024 Annual Meeting will be sent to all Section Chairs and Chair-elects. This is the time to review and, if necessary, inform AALS staff of any conflicts with your Section's time slot by **July 1, 2024**.

IV. [The Section's Business Meeting](#)

AALS Sections are required to hold either an in-person business meeting at the Annual Meeting or virtual election. For a virtual election the Section must first request and circulate nominations for the Chair, (unless the Chair-elect automatically becomes the Chair), Chair-elect, and at least three Executive Committee members, then vote and elect the new leadership of the Section in advance of the Annual Meeting. In the fall, many Sections already request nominations for these positions through the Section Discussion List. If a Section chooses to hold an in-person business meeting at the Annual Meeting, nominations from the floor should also be encouraged. There are also options for a 60-minute business meeting to be held in the morning or in the afternoon before and after section programming.

A Section's business meeting is also an opportunity to welcome new members and volunteers for various Section committees and project/planning groups. Expand your leadership beyond the "same faces" with outreach to achieve diversity (of viewpoint, type of school, geographic region, gender, race, and years of experience). This outreach is essential to maintaining your Section's vitality and relevance to your members.

Appendix J

Section Field Trips and Service Projects

I. Field Trips

Sections may propose field trips for the 2025 Annual Meeting. To balance staff resources for all aspects of the annual meeting, *a limited number of field trips will be approved*. Provided the proposal includes all required components (see below), approval will be made on a first-come basis. If your Section wants to conduct a field trip, please send a proposal to [Tracie Thomas](#) and [Shannon Leonard](#) by **April 19, 2024**, with the following information:

- The lead Section member(s) planning the field trip;
- Address and contact information for the destination(s);
- The purpose of the field trip and proposed start/end times of the field trip;
- Maximum number of attendees on the field trip;
- Program itinerary;
- Name of supporting university (see #1 below)
- Entry fees, if any;
- Transportation cost; and
- Whether a meal will be included and the cost. (Box lunch, catered, or held at a restaurant?)

Sections holding a field trip will be responsible for:

1. Conducting all administrative operations in connection with organizing the field trip, including arranging for transportation and catering (box lunch, catering lunch and/or refreshments). The Section must also obtain support either from a university or another approved party to enter into any necessary agreements, and to process payments, deposits and guarantees in connection with the field trip. A Section may not enter into any agreements on behalf of the AALS.
2. Submitting a budget to AALS by June 1st that outlines all line-item costs for the field trip. The budget should include the per person ticket price AALS will collect to cover all field trip costs.
3. Ensuring that all attendees sign a liability waiver prepared by the AALS and returned signed waivers from all attendees to AALS in advance of the Annual Meeting.
4. Reconfirming all transportation, catering, and other field trip arrangements prior to the start of the Annual Meeting.
5. Checking in field trip attendees at the departure and return points.

Field trips that meet the above criteria will be published in the AALS Annual Meeting registration brochure and final program. Attendees of the annual meeting may sign-up for approved field trips through the Annual Meeting registration process and AALS will accept payment on the Section's behalf. AALS will provide the Section with a list of attendees who have signed up for the field trip. AALS will remit field trip reimbursements to the field trip organizer after the Annual Meeting once a request for reimbursement is received with an itemization of expenses

along with receipts showing payment. Reimbursement of field trip expenses may take up to 30 days after the conclusion of the Annual Meeting.

II. [Service Projects](#)

AALS will approve one half-day service project during the Annual Meeting on a first come basis. One or more Sections may come together to organize the service project. There should be no fee charged for participation in the service project. If needed, AALS will reimburse bus transportation costs but typically, attendees take public transportation or shared rides to the service project. Past service projects have included preparing and serving meals, visiting an adult day health center, and working on a clothing program. If your Section wants to conduct a service project, please send a proposal to [Tracie Thomas](#) and [Shannon Leonard](#) by **April 19, 2024**, with the following information:

- The lead Section member(s) planning the service project;
- Contact information for the location of the service project;
- A description of the service project activity;
- The maximum number of participants who can participate;
- Name of supporting university (see #1 below); and
- Transportation options – shuttle bus, mass transit, walking, taxis/ubers

[Section\(s\)](#) are responsible for the following duties related to the service project:

1. Conducting all administrative operations in connection with organizing the service project, including arranging for transportation. The Section must also obtain support either from a university or another approved party to enter into any necessary agreements, and to process payments, deposits and guarantees related to the service project transportation. A Section may not enter into any agreements on behalf of the AALS.
2. Ensuring that all attendees sign a liability waiver prepared by the AALS and transmitting those waivers to AALS in advance of the Annual Meeting.
3. Reconfirming all transportation and other service project arrangements prior to the start of the Annual Meeting.
4. Checking in service project attendees at the departure and return points.

A service project that meets the above guidelines will be published in the AALS Annual Meeting registration brochure and final program. AALS also will allow attendees to sign-up for the approved service project through Annual Meeting registration. AALS will provide the Section with a list of attendees who have signed up for the service project. AALS will remit payment for the bus transportation to the service project organizer after the Annual Meeting once a request for reimbursement is received with an itemization of transportation expenses along with receipts showing payment. Reimbursement of expenses may take up to 30 days after the conclusion of the Annual Meeting.

Appendix K

FAQs

What are the benefits of joining an AALS Section?

As an AALS Section member you will have access to AALS's member-only Discussion Lists to connect with other faculty, exclusive Webinars, Mentorship Programs, and Annual Meeting recordings.

Who can I invite to join my Section?

All faculty and professional staff of member law schools are eligible to join Sections as regular members. Non-law individuals and faculty and staff at fee-paid law schools may join as associate members, but they cannot serve as Section officers or on Section Executive Committees.

Where do I sign up for AALS Sections?

Joining Sections is easy at aals.org/sections/join. When someone signs up for your Section, AALS staff will ensure that the member is added to the Section Discussion List, and you will receive a notice of new members each month.

How much time does AALS recommend I dedicate to my Section?

AALS appreciates all our volunteers who decide to take on Section leadership roles. Dedicating time to your Section will depend on several factors like the size of your membership and how many programs your Section intends to hold at the Annual Meeting. As a rule of thumb, we like to suggest 2-3 hours per month, this will allow you time to work on Annual Meeting programming, communicate to your members via Discussion Lists, review Call for Participation submissions, prepare Section e-newsletters, Webinars, and prepare for the leadership transition at the end of the year.

What are some ways that my Section can assist early-career professors?

Many sections have Works-in-Progress Sessions at the Annual Meeting for early-career members and send out calls for papers throughout the spring and summer each year. Works-in-Progress sessions provide the opportunity for junior scholars to present draft papers and obtain feedback from their colleagues. Sections may also hold Works-in-Progress sessions throughout the year virtually via Zoom. Contact the [Section Services Manager](#) to get a session on the Sections Calendar.

I am interested in starting a new Section, how do I petition to begin one?

If you are interested in starting a new AALS Section, we require a petition signed by at least 50 full-time faculty members or professional staff from at least 25 member schools, AALS's Executive Committee may provisionally establish a Section. The Executive Committee reviews section petitions in May. The petition should include: (1) the Section's proposed name, (2) subject area(s) that will be the Section's concern, (3) proposed programs and activities of the Section, (4) the names of the initial officers and executive committee members of the Section (who will serve until the first Annual Meeting of AALS after the Section is granted provisional status), and (5) the Section's proposed bylaws (which will become the initial bylaws of the Section, if provisional status is granted). Please refer to the [AALS Executive Committee Regulations](#), *Section 1.9 Establishing Sections*. Contact the [Section Services Manager if you are interested in starting a new Section](#).

Will there be a virtual option for the Annual Meeting?

Virtual and hybrid offerings are not available for the annual meeting. Accommodation may be made on an individual basis for speakers with a disability or health concern. The meeting will take place in person in San Francisco, CA. We look forward to the networking, relationship building, and celebration that comes with bringing the community of law school faculty together in person.

Does AALS reimburse Section Officers who attend the Annual Meeting?

AALS does not reimburse hotel or travel for Section Officers who attend the Annual Meeting. Section Officers pay the registration fee to attend the meeting.