



AALS SECTION CHAIRS PLANNING GUIDE FOR 2017-2018

Revised January 2017



Association of American Law Schools

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Congratulations on being selected as the 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 Section chairs, many of whom have gone on to serve in leadership roles in AALS, their law schools, universities and the nation.

Sections are the intellectual foundation of the Association. As a Section chair, you help steer the intellectual programming and activity that make AALS a learned society. In this way, you have the opportunity to influence and enhance your scholarly field as well as the academic and professional lives of your members.

Most successful sections fulfill three basic functions:

- 1) offering an outstanding program at the AALS Annual Meeting;
- 2) using the Section listserv and Section website to keep Section members informed and involved throughout the year by posting newsletters, links, events, teaching materials and other documents helpful to members; and
- 3) arranging for the election of new Section leadership.

As chair you have three corresponding basic duties: (1) establish and execute an effective schedule for planning the Annual Meeting program and securing speakers; (2) communicate with Section members throughout the year through the Section's listserv, website, newsletters, and other media; and (3) oversee the nomination and election of new Section leadership.

But you can do much more with the help of AALS staff. Using your imagination and creativity, and with the assistance of your Section officers, members, and AALS staff 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 on the work of the Section.

Here are suggestions based on what other successful Sections have done to improve their Annual Meeting program:

- Hold a Call for Papers to select one or more participants in your Annual Meeting Program. This can improve attendance, bring in new voices, and foster scholarship in your field.
- Recruit a high-profile speaker (or speakers) from the city where the Annual Meeting is being held.
- Seek experienced teachers via your Section's listserv willing to mentor new teachers in the field and match them up to meet at the Annual Meeting or virtually.

- Hold an informal networking event in addition to or as part of the regular program that enables new and more experienced teachers to meet and develop possible scholarly collaborations.
- Invite a speaker from a discipline other than law or from practice. You may ask AALS to cover a registration fee waiver, advance-purchase economy domestic airfare, up to two hotel room nights, and up to \$50 per day for meals, and ground transportation for one non-law school speaker (consistent with the AALS travel reimbursement policy).
- Hold a “Joint” program with another Section.
- Plan informal social gatherings for Section members during the Annual Meeting at a nearby restaurant or coffee shop.
- Arrange with local law schools, firms, or companies to host a breakfast or reception for Section members.
- Administer an award to recognize outstanding faculty in your field.

In recent years, AALS has made changes to this guide to better facilitate your work as a Section chair:

- 1) Sections complete an online submission form to submit their Annual Meeting Preliminary Program Information and indicate their preferences for a time slot instead of submitting a paper form.
- 2) Sections are no longer required to request a Section budget, nor to fill out budget forms. Instead, audio visual equipment (microphones and an LCD projector & screen) will be automatically provided for each Section program. In addition, Sections may request one out-of-town non law school speaker be reimbursed up to \$900 in accordance with the AALS travel reimbursement policy. Requests for travel reimbursement funds should be made by March 20, during the AALS budgeting cycle, when you complete the Preliminary Program online submission form.
- 3) Sections have the choice of holding an in-person business meeting at the Annual Meeting or holding a virtual election prior to the Annual Meeting to select next year’s Chair, Chair-Elect and Executive Committee.
- 4) The due date for the submission of the Preliminary Program Information is March 20, 2017 using the online submission form.
- 5) The due date for the submission of the Final Program Information is June 16, 2017 using the online submission form.

Two time slots were set aside at the 2017 Annual Meeting for programs directed at new teachers. And we are offering these program options again for 2018. A Section may plan a program focused on pedagogy or a works-in-progress for new teachers in the field.

There are many resources available to you to make the most of your time as a Section chair outside of the annual meeting. Online at www.aals.org/services/sections you will find information useful to your work, including prior issues of the AALS News: Spotlight on Sections, the Section Counselor (a periodic email communication sent to all Section chairs and chairs-elect designed to provide practical information that you can use to increase your Section's level of engagement), links to podcast recordings of prior annual meeting programs, Section newsletters, and a library of additional resources that we hope you find useful.

Outside of the annual meeting, AALS encourages you to think creatively about what is possible to engage Section members and enhance their scholarly and professional lives. In that vein, you might consider the following activities during your year as a section chair:

- Develop a mentoring program. Ask via your listserv for experienced teachers willing to mentor new teachers in the field throughout the year.
- Recruit an executive committee to educate and train future officers of the Section.
- Use both listservs that are available from AALS:
 - the *announcement listserv* enables the Section Chair and Chair-elect to send messages to the membership;
 - the *discussion listserv* enables Section officers and Section members to ask questions and share information with each other.
- Use the File Library on your Section's page on the AALS Communications Platform to collect and upload teaching materials or other documents of interest to Section members.

One more suggestion: the new Chair-elect should begin planning early in order to have enough time to develop an outstanding program for the 2018 Annual Meeting. You should know that only full-time faculty and professional staff of member schools are eligible to be officers or to serve on the Section's Executive Committee. Section chairs may serve for two consecutive years, but then may not serve again for another five years or may serve a one year term and not serve again for another 6 years.

Have questions? [Appendix A](#) lists staff at AALS to consult. You may also consult former chairs or other Section chairs for ideas.

We wish you an interesting and productive year—and again, thank you for your willingness to lead your Section. We look forward to working with you in the coming months.

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APPENDIX A

AALS Office and Staff

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Judith Areen, AALS Executive Director

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

Jeremy Merkelson, AALS General Counsel

Email: jmerkelson@aals.org / Phone: 202.296.2356

Section Bylaws and Amendments
Petitions for Establishment of New Sections
Petitions for Full Status of Provisional Sections

Tracie L. Thomas, AALS Director of Meetings

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

Name and Address Changes of Section Officers
Awards, Regional Programs, Surveys
Arranging Section Field Trips
Arranging Annual Meeting Section Meal Events
Budget Questions
Annual Meeting Program Schedule Questions
Annual Meeting Law Speaker Questions
Issues Not Covered in this Planning Guide

Mary E. Cullen, AALS Associate Director, Meetings and Exhibits

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

Annual Meeting Non-Law School Travel Speaker Questions
Audio Visual Equipment Needs for the Annual Meeting

Patrick Riley, AALS Manager of Section Services

E-mail: priley@aals.org / Phone: 202.296.1566

Technical Questions about the AALS Communications Platform (listservs, joining a section)
Virtual Business Meetings

APPENDIX B

Deadlines for Section Chairs and Co-Chairs

- I. Submit Preliminary Program by March 20, 2017
 - Please use the Preliminary Program online submission form for requesting program time slots at the 2018 Annual Meeting (including optional programs directed at New Law Teachers). If the Section is holding a Joint, Co-Sponsored program, a Call for Papers, or publishing in a law review, you may also inform us through the online submission form. If planning to invite a non-law school speaker and requesting travel reimbursement, please inform us through the online submission form.
- II. Submit Final Program by June 16, 2017
 - Please use the Final Program Information online submission form to submit your moderator, speakers, and program description.
- III. Submit Names of Presenters by September 28, 2017
 - Provide names of Presenter(s) selected from Call for Papers; and Presenters and Commentators for Works-in-Progress
- IV. Submit by January 12, 2018
 - Names of Section Officers for 2018

Recommended Times for Other Section Activities

- I. Spring
 - Best time for sending out Calls for Papers and/or Works-in-Progress requests.
 - Electronic newsletter.
- II. Fall
 - Submit names of selected presenters and commentators from Calls for Papers and/or Works-in-Progress by September 28, 2017.
 - Send out announcements to Section listservs, other listservs and blogs about your Section program(s).
 - Schedule conference call with speakers in preparation for Section program.
 - Identify and encourage nominees for Section officers and Executive Committee.
 - Electronic newsletter.
 - Use email or the Section listserv to elect Section officers and Executive Committee for the coming year.
 - Chair-elect begins planning for the next Annual Meeting program.

APPENDIX C

Budget Request Information

I. Budget Request

We have revised the Section budget process to simplify and streamline your work. Sections are no longer required to request budgets, nor to submit budget forms. Section program meeting rooms will be equipped with microphones (podium, head table and aisle mics) along with an LCD projector for presentations. You need not request audio visual equipment unless you need something beyond the standard equipment and microphones we will provide.

If a speaker is using the projector, the speaker should bring his or her laptop with the presentation already loaded. If more than one speaker is using the projector, we recommend loading all the presentations onto one laptop to avoid any delays due to switching between laptops.

Sections may request one out of town non-law school speaker be reimbursed up to \$900 in accordance with the AALS's travel reimbursement policy. Based on requests approved in past years, AALS will approve reimbursement for at least 35 non-law school speakers at Section programs. We ask Sections to make their request for reimbursement for one non law school speaker through the electronic submission form when submitting the Preliminary Program Information due on March 20. All non-law school speakers will have their registration fees waived. For a non-law school speaker who is local to San Diego, AALS will provide reimbursement for either parking or taxi. When issuing an invitation to a non-law school speaker, we recommend that you mention the AALS reimbursement policies.

All speakers who are teachers or professional staff at member or fee-paid law schools are required to pay the Annual Meeting registration fee.

Sections should not spend more than \$100 for award plaques for award winners.

II. Filing for Reimbursement of AALS Section Expenses

The AALS auditors request receipts for reimbursement for Section expenses.

Annual Meeting non-law school teacher speakers will each be sent by the AALS Office a travel reimbursement expense voucher to complete, attach receipts, sign and return to AALS by scanning or by mail.

APPENDIX D

AALS 2018 Annual Meeting Schedule at a Glance January 3-6, 2018 • San Diego

Wednesday, January 3, 2018

9:00 a.m. – 7:00 p.m.	AALS Registration Opens
1:30 – 3:15 p.m.	Section Programs
2:00 – 5:00 p.m.	Section Extended Programs
3:30 – 5:15 pm	Section Programs
5:30 – 6:30 p.m.	Orientation Session for First Time Meeting Attendees
5:30 p.m. or later	Section Business Meetings
5:30 p.m. or later	School and Organization Events
7:30 p.m.	Law and Film Series

Thursday, January 4, 2018

7:30 – 8:45 a.m.	Section Breakfasts or Business Meetings
9:00 – 10:00 a.m.	Opening Plenary
10:15 a.m. – 4:30 p.m.	Section Daylong Programs
10:15 a.m. – 12:00 p.m.	Section Programs
12:00 – 1:30 p.m.	Section Luncheons
1:30 – 3:15 p.m.	Section Programs
1:30 – 4:30 p.m.	Section Extended Programs
3:30 – 4:45 p.m.	Section Programs for New Law Teachers: Works-in-Progress and/or Pedagogy Program for New Law Teachers
3:30 – 4:30 p.m.	House of Representatives, <i>First Meeting</i>
4:30 – 6:00 p.m.	AALS Opening Reception
6:30 p.m.	School and Organization Events

Friday, January 5, 2018

7:00 – 8:30 a.m.	Section Breakfasts or Business Meetings
8:00 a.m. – 5:00 p.m.	Section on Institutional Advancement
8:00 a.m. – 4:00 p.m.	AALS Law School Deans Forum
8:30 a.m. – 3:30 p.m.	Section Daylong Programs
8:30 – 10:15 a.m.	Section Programs
10:30 a.m. – 12:15 p.m.	Section Programs
9:00 a.m. – 12:00 p.m.	Section Extended Programs
12:15 – 1:30 p.m.	Section Luncheons
12:15 – 1:30 p.m.	Section on Minority Groups Luncheon
1:30 – 3:15 p.m.	Section Programs
3:30 – 4:30 p.m.	Special Events in AALS Exhibit Hall
4:30 – 6:15 p.m.	House of Representatives, <i>Second Meeting</i>
5:30 p.m.	Law School and Organization Events

7:30 p.m.

Law and Film Series

Saturday, January 6, 2018

7:00 – 8:30 a.m.

Planning Meeting and Continental Breakfast for 2017 and 2018
Section Officers

8:00 a.m. - 12:00 p.m.

Section on Institutional Advancement

8:45 a.m. – 4:00 p.m.

AALS Workshop for Pretenured Law School Teachers of Color

8:30 – 10:15 a.m.

Section Programs

9:00 a.m. – 12:00 p.m.

Section Extended Programs

9:00 a.m. – 5:00 p.m.

Section Daylong Programs

10:30 a.m. – 12:15 p.m.

Section Programs

12:15 – 1:30 p.m.

Section Luncheons

12:15 – 1:30 p.m.

Section on Women in Legal Education Luncheon

1:30 – 3:15 p.m.

Section Programs

1:30 – 4:30 p.m.

Section Programs

3:30 – 5:15 p.m.

Section Programs for New Law Teachers: Works-in-Progress
and/or Pedagogy Program for New Law Teachers

5:30 p.m.

School and Organization Events

5:30 – 6:30 p.m.

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

APPENDIX E

2017 Preliminary and Final Program Information

I. The Preliminary Program Information

The Preliminary Program electronic submission form is due March 20, 2017.

A. Section Programming at the AALS Annual Meeting

Sections may hold a main program session. Most sessions are 1 ¾ hour in length, but Sections may request a half-day program or a day-long program. In additions, sections may hold a Works-in-Progress and/or a Pedagogy Program for New Law Teachers in specially designated time slots.

1. Section's Main Program Time Slot

a. One and Three-Quarter Hours Program Time Slot

The time slot for a Section program is usually 1 ¾ hours. The last 15 minutes may be reserved for an in-person business meeting if a Section chooses.

b. Extended Program Time Slot

Sections may request a three-hour program in designated time slots. If there are too many requests for these extended time slots, the Committee on the 2017 Annual Meeting Program will make the final selections.

2. Works-In-Progress and Pedagogy Programs for New Law Teachers

There are two program time slots specifically reserved for new law teachers: "Works-in-Progress for New Law School Teachers Program" and "Pedagogy for New Law Teachers Program." The two time slots available for these programs are on Thursday, January 4 from 3:30 – 4:45 p.m., and Saturday, January 5, at 3:30 – 5:15 p.m. Your Section may request both a Works-in-Progress and a Pedagogy Program. We do not expect to be oversubscribed for these types of programs, but if we are, the Section may select which of these two programs is to be presented. At the 2017 Annual Meeting, ten Sections held Works-in-Progress sessions and ten Sections held a program on pedagogy for new law teachers.

If you are interested in a Works-in-Progress session and have not offered one before, please refer to [Appendix H](#), titled “Frequently Asked Questions” for a description of how the AALS Section on Administrative Law has conducted its successful Works-in-Progress program.

3. 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 either “main” or “second” Section programs.

B. Priorities used for Assigning Time Slots for the Annual Meeting

- First priority: Hold a “joint” program with another Section.
- Second priority: Conduct a Call for Papers with at least one speaker selected from the Call.
- Third priority: Arrange to publish your Section’s Annual Meeting program in an academic journal.

C. Identifying Conflicts with Your Section’s Program Time Slot Assignment

In April 2017, the 2018 Annual Meeting preliminary program will be sent to all Section Chairs and Chairs-elect. This is the time to review and, if necessary, inform AALS staff of any conflicts with your Section’s time slot by May 31, 2017.

D. The Section’s Business Meeting

In past years AALS Sections were required to hold an in-person business meeting at the Annual Meeting. Beginning with the 2016 Annual Meeting, Sections have the choice of holding an in-person business meeting at the Annual Meeting, or holding a virtual election. The virtual election means 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, and then vote and elect the new leadership of the Section in advance of the Annual Meeting. In early fall, many Sections already request nominations for these positions through the Section listserv. If a Section chooses to hold an in-person business meeting at the Annual Meeting, nominations from the floor should also be encouraged.

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 from 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.

A fifteen minute in-person business meeting is too short a period of time to do much more than elect officers. For this reason, the AALS has opened up longer time slots for business meetings.

We encourage Sections to hold their business meetings without food service because cost can be a barrier for Section members to participate. Possible business meeting times are:

- During the final 15-minute period at the end of the Section's program
- Wednesday, January 3 from 5:30 p.m. or later
- Thursday, January 4 from 7:30-8:45 a.m.
- Friday, January 5 from 7:00-8:30 a.m.

If you decide to hold a virtual business meeting, please refer to the Section Counselor edition on holding virtual business meetings, available at the Sections page:
<https://www.aals.org/services/sections/>.

II. The Final Program Information

The Annual Meeting Final Program electronic submission is due June 16, 2017.

APPENDIX F

Section Field Trips and Service Projects

I. Field Trips

Sections may propose field trips for the 2018 Annual Meeting. In order to balance staff resources for all aspects of the meeting, a limited number 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 (tthomas@aals.org), on or before March 20, 2017 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;
- Proposed start and end times of the field trip;
- Maximum number of attendees that can be accommodated at the destination(s);
- Program itinerary;
- Name of supporting university (see #1 below)
- Entry fees, if any; and
- Transportation
- Whether a meal will be included. (If so, where? Will it be catered? 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 (busing, subway, ferry, etc.) and catering (if applicable – 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 the AALS by May 1st that outlines the line item costs for the field trip. The budget should include the per person ticket price to be charged to cover all 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. AALS also will allow attendees to sign-up for approved field trips through Annual Meeting registration and 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 payments 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

The 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 additional fee charged for participation in the service project. AALS will pay for transportation costs. 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 (tthomas@aals.org), on or before March 20, 2017, 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 be accommodated at the service project site; and
- Name of supporting university (see #1 below).
- Transportation

Section(s) are responsible for the following duties in connection with the service project:

1. Conducting all administrative operations in connection with organizing the service project, including arranging for transportation (busing, subway, ferry, etc.). 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 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 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 G

AALS Communications Platform: Connect.AALS.org

As a Section officer (and Section member), you will have access to **Connect.AALS.org**, a valuable online resource for communicating and engaging with your members throughout the year. The platform has the following features:

- **Announcement Listserv** for officers to share information best suited for one-way communication, such as a Call for Papers and awards announcements.
- **Discussion Listserv** where all members can send and receive messages. Members can share information or ask questions that can stimulate open discussion.
- **File Sharing Library** to upload files and documents, such as newsletters and teaching materials.
- **Landing Page** to post a welcome message or other important notices about the Section.

Joining a Section

To join one or more Sections, please e-mail support@aals.org. Once a faculty member or professional staff member signs up for your Section, AALS staff will ensure that the member is added to both Section listservs.

Using the Listserv

Section members may post to listservs or share files by either: (1) sending an email to a listserv address unique to the Section or (2) logging in to the individual Section website at Connect.AALS.org and posting directly to the site. Only Section officers and those granted permission by the Section chair may send messages through the Announcement listserv. Instructions on using Connect.AALS.org can be found on the AALS website at <http://www.aals.org/how-to-use-Section-listservs/>

Questions

If you are interested in developing these features or have any technical questions about the communication platform, contact support@aals.org.

APPENDIX H

Frequently Asked Questions

Why are meals so costly at the Annual Meeting?

The cost of a catered hotel meal covers food as well as the hotel's overhead for labor and benefits. Hotel staff labor costs include setting up the meeting room with tables, chairs, linens, place settings, and glassware; purchasing and preparing the selected menu; serving the meal; removing all furniture and cleaning up after the meal. There is typically a service charge of 20% or more plus sales tax added to the cost of the catered meal.

Why does AALS use the same cities: DC, New York, New Orleans, San Diego, and San Francisco?

The AALS Annual Meeting is large enough that it needs a "big box," which is a convention hotel that has sufficient meeting space to handle all concurrent meetings and meal events. Most "big box" hotels are located in big cities. Using a convention center would be much more expensive.

What is a possible model for a Works-in-Progress Session for New Law School Teachers?

A very successful works-in-progress session has been held by the AALS Section on Administrative Law. The purpose of the program was to bring together junior and senior administrative law scholars to help junior scholars ready their scholarship for the spring law review submission cycle.

The Section on Administrative Law first solicited participation from senior scholars. Each senior scholar was asked to commit to read no more than two papers, so that every paper would be read by two different senior scholars. They were also asked to attend and provide oral comments at the AALS Annual Meeting. Written comments were optional.

Once the Section had a commitment from a sufficient number of senior scholars, the Section sent out a call for works-in-progress seeking submissions from administrative law scholars with seven or fewer years of full-time teaching experience. The Section provided a very general topic, requested drafts that were near completion and expected to be submitted for the spring law review submission cycle, and provided deadlines. The Section had twenty submissions.

At the Annual Meeting, individual round tables were set up to accommodate the junior scholars, two senior commentators, and interested observers. The Section held two comment rounds of 50 minutes each, with a short break in the middle. The Section recommends that the junior scholar speak for 15-20 minutes and the commentators share the remaining 30-35 minutes.

Who can be a Regular Member of a Section and what are the benefits of membership?

All faculty and professional staff of AALS member law schools are eligible for regular membership in a Section. A regular Section member may vote and hold office in an AALS Section.

Who can be an Associate Member of a Section?

A Section is free to admit associate members consistent with AALS Executive Committee Regulations. Faculty and professional staff at non-member law schools may be eligible to become associate members. Adjuncts, visiting faculty (without a regular appointment at an AALS member law school), short term contract faculty or temporary professional staff at member or non-member paid law schools may also be eligible to be associate members of an AALS Section. An associate member may not vote or hold office in a Section.

How do I report the newly elected Section Officers to make sure the Section's information on the AALS website is up to date?

AALS maintains webpages with information about all AALS Sections. Go online to visit your Section's webpage and review the existing information posted, then email any changes or updates to Sections@aals.org. AALS has created an online form for the submission of the newly elected 2017 Section Officers.

How often may Sections with 30 or fewer in attendance for three years in a row have Annual Meeting Programs?

A Section that has 30 or fewer persons in attendance at its Annual Meeting program for three years in a row may hold a Section program every other year. Once the Section obtains an attendance of more than 30 persons in two consecutive years, it may hold a program every year.

What do AALS funds not cover?

AALS funds may not be used for reimbursement of expenses for a law school employee, whether on leave or not; for honoraria for any speaker; or for food, drink, or entertainment for Section members.

**This Planning Guide and other resources are available at
<http://www.aals.org/services/Sections>**

Please send additional questions to: Sections@aals.org

