



AALS SECTION CHAIRS PLANNING GUIDE FOR 2020-2021

Updated January 2020



Association of American Law Schools

1614 20th Street, N.W. Washington, DC 20009

(202) 296-8851 Fax (202) 296-8869 aals@aals.org | www.aals.org

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.

Most successful Sections fulfill three basic functions:

- 1) Offer an outstanding program at the AALS Annual Meeting;
- 2) Use the Section listserv and website to keep members informed and involved throughout the year by posting newsletters, links, events, teaching materials, and other documents helpful to members; and
- 3) Arrange 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 via the Section's listserv, website, newsletters, and other media; and (3) oversee the nomination and election of new Section leadership.

You can do much more beyond those basics. Remember your Section officers and members are a resource to help you, as are AALS staff dedicated to helping your Section thrive. Using your imagination and creativity, 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.

Annual Meeting Activities

The AALS Annual Meeting is likely the highest-visibility interaction your Section will have in a given year. Sections are encouraged to host not only a main program for attendees, but also additional programming for junior faculty. AALS offer 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." Opting to hold a Works-in-Progress Program, Pedagogy Program, or both does not count against the Section in terms of scheduling preference for your main program. At the 2020 Annual Meeting, 25 Sections held Works-in-Progress sessions

and 9 Sections held a program on pedagogy for new law teachers. We hope to see even more programming for junior faculty on 2021.

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

- 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 listserv 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, at a nearby restaurant or coffee shop.
 - Arrange with local law schools, firms, or companies to host a breakfast or reception for Section members.
 - Establish an award to recognize outstanding faculty in your field.

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

- 1) Audio visual equipment (microphones and a projector & screen) will be provided for each Section program. Laptops are **not** provided.
- 2) 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 Chair, Chair- Elect and Executive Committee.
- 3) The due date to submit your preliminary program information via the online form is March 20, 2020.
- 4) The due date to submit your final program information via the online form is June 19, 2020.
- 5) The theme for the 2021 Annual Meeting will be "The Power of Words". Sections do not need to adhere to this topic but are encouraged to use it as inspiration.

Please note that AALS does not allow speaker presentations via Skype, Zoom or other video conferencing platforms at the Annual Meeting. All speakers must attend the conference.

Engaging New Members

Joining Sections has never been easier. The revamped webpage at aals.org/sections/join allows faculty and staff to join any number of Sections in just seconds 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 an email from AALS each month detailing the new members who have joined your Section. We encourage every section to send welcome emails to those who join—for example:

Dear Professor [Insert Name],

Welcome to the AALS Section on [XYZ]. The Section has a number of activities planned for this academic year, including [insert]. I will keep you abreast of Section activities through the Section listserv, which you have been automatically added to by joining. As Chair, I welcome and encourage the participation of all Section members – if you have ideas for projects or programs the Section could undertake, please do not hesitate to share them with me or any other member of the Section executive board. Again, welcome and I look forward to working with you.

*Sincerely,
[Chair]*

Year-round Activities

Engaging your membership throughout the year is just as important as organizing a great Annual Meeting program. There are many resources available at <https://www.aals.org/sections/resources/> to help you make the most of the other 360 days of your chairship, including past Spotlights on Sections from *AALS News*, a complete archive of the Section Counselor (a periodic email communication from AALS designed to provide practical information to all Section chairs and chairs-elect), links to recordings of prior annual meeting programs, Section newsletters, and a library of additional resources that you may find useful.

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 chairship:

- Produce a series of webinars focused on important issues in your field. AALS has a Zoom account we can provide to assist in this effort.
- Develop a mentoring program. Ask via your listserv for experienced teachers willing to mentor new teachers in the field throughout the year.

- Host a networking event for new and existing faculty within your field.
- Maintain continuity: Recruit a talented executive committee to educate and train future officers of the Section.
- Use AALS Section listservs to communicate with members (Note that as a nonprofit, AALS listservs may not be used for electioneering purposes, and any references to support or opposition to political candidates are expressly disallowed).
- Send teaching materials and other relevant Section resources to AALS for posting on the Section webpages.

Electing New Section Leadership

As leader of a Section, your final responsibility is to arrange for the election of 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 to elect next year's board. Sections should enlist at least 5 members to serve on the board: The Chair, Chair-Elect, and at least 3 additional committee members. For more details on board requirements, please review a copy of your Section bylaws found on your Section's member-only page.

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 4 years.

Have questions? AALS Staff is happy to help. For a full list of staff members, see [Appendix A](#). 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.

For more information, please see the following appendices:

Appendix A. AALS Office and Staff	6
Appendix B. Deadlines for Section Chairs and Co-Chairs	7
Appendix C. Leadership Resources	8
Appendix D. Webpages and Online Community.....	9-10
Appendix E. Section Finances	11
Appendix F. 2021 Preliminary Annual Meeting Schedule	12-13
Appendix G. Annual Meeting Program Information	14-16
Appendix H. Section Field Trips and Service Projects	17-19
Appendix I. Frequently Asked Questions (FAQs)	20-21

Appendix A

AALS OFFICE AND STAFF

Association of American Law Schools

1614 20th Street, N.W.
Washington, D.C. 20009-1001
Telephone: 202.296-8851 Fax:
202. 296-8869
<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

E-mail: tthomas@aals.org / Phone: 202.296.4756
Annual Meeting Questions
Arranging Section Field Trips or Service Projects
Arranging Section Meal Events
Regional Programs

Mary E. Cullen, AALS Associate Director of Meetings

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

Josh Albertson, AALS Sections Services Manager

E-mail: jalbertson@aals.org / Phone: 202.296.1566
Main Point of Contact for General Section Inquiries
Section Awards
Name and Address Changes of Section Officers
Technical Questions about Listservs, Joining a Section, and Posting to Webpages
Virtual Business Meetings
Surveys

Appendix B

DEADLINES FOR SECTION CHAIRS AND CO-CHAIRS

- I. **Submit Preliminary Program and Travel Reimbursement Request by March 20, 2020**
 - Please use the Preliminary Program online submission form to request time slots at the 2021 Annual Meeting (including optional programs directed at new law teachers). If your Section is holding a Joint or Co-Sponsored program, a Call for Papers, or publishing in an academic law journal, indicate that you are doing so via the online form. If you are planning to invite a non-law school speaker and requesting travel reimbursement funding, inform us via the online form.
- II. **Submit Final Program by June 19, 2020**
 - Please use the Final Program Information online submission form to submit your moderator, speakers, and program description.
- III. **Submit Names of Presenters by September 25, 2020**
 - Provide names of presenter(s) selected from Call for Papers; and presenters and commentators for Works-in-Progress.
- IV. **Submit Names of Section Officers by January 15, 2021**
 - Online form provided in December.

Recommended Times for Other Section Activities

- I. **Spring**
 - Send out Calls for Papers and/or Works-in-Progress requests if applicable.
 - Create a newsletter.
 - Host a webinar.
- II. **Fall**
 - Submit names of selected presenters and commentators from Calls for Papers and/or Works-in-Progress by September 25, 2020.
 - 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.
 - Create a newsletter.
 - Use email or the Section listserv to elect Section officers and Executive Committee for the coming year.

Appendix C

LEADERSHIP RESOURCES

In addition to the information found in this guide, AALS provides important tips and other resources for Section leaders online at aals.org/sections/resources. This page houses important resources such as:

- **Section Action Plan**
Formulating goals is an important part of your leadership. Use the Section Action Plan to let us know what you want to achieve this year.
- **The Section Counselor**
A periodic publication from AALS highlighting important information for Section officers. Past issues have included topics such as how to grow your annual meeting program attendance, using Section membership reports, mentorship programs, starting a newsletter, and more.
- **Section Newsletter Template**
Starting a Section newsletter has never been easier. Download the editable template on the resources page to get started!
- **Submission Forms**
Whether you need to submit your list of Section officers for the new year, annual meeting program details, or information for a Section award, all the forms you need will be posted online.
- **Executive Committee Regulations**
Certain AALS Regulations govern Sections. Find answers to any questions regarding section membership eligibility, bylaw requirements, board regulations, and more.

Online resources are continually updated and expanded to assist Sections in your efforts to keep an engaged community year-round. If you have ideas for resources that would be helpful, let us know at support@aals.org.

Appendix D

WEBPAGES AND ONLINE COMMUNITY

Sections each have two important pages for communication: a public-facing Section webpage, and a login-protected member-only page.

1) Public-Facing Webpages

AALS has streamlined the process for adding information to public-facing webpages of each Section. Chairs can now add several resources to the public pages, including:

- Purpose Statements and Welcome Messages
- Date of Section Foundation
- Section Leadership
- Section Awards
- Annual Meeting Program Information
- Calls for Papers
- Newsletters
- Upcoming Events
- Photos from AALS events

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

1. Section leaders must confirm the materials they are submitting are in accordance with the core values of AALS. Political commentary, electioneering, and other information that does not relate to law teaching should not be posted.
2. Section leaders submit materials to sections@aals.org and specify whether they would like it placed on the member-only page or on the public-facing page of the Section site.
3. Allow about one week for AALS to review the submitted content and post it on the desired webpage.

2) Member-Only Pages

In addition to public facing Section pages, each Section has a member-only page accessible through connect.aals.org. This page can host different materials, such as:

- Section listserv addresses

- A protected file sharing library (for syllabi, rubrics, and other sensitive information)

Section leaders must add files to member-only pages using the same web content submission protocols outlined above.

Joining a Section

All faculty and professional staff of member law schools are eligible to join Sections. Non-law and non-AALS faculty and professional staff may still join as associate members with the approval of the Chair.

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 listserv and that you receive notice of new members each month.

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 (2) logging in to the individual Section website at Connect.AALS.org and posting directly to the site. Instructions on using Connect.AALS.org can be found on the AALS website at 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 E

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:

- AALS will waive meeting registration fees for any non-law school speakers.
- A Section may request up to \$900 for reimbursement of a non-law school speaker travel and lodging costs. The Section must request those travel funds in the preliminary program submission form by **March 20, 2020**.
- All speakers, moderators, and presenters from law schools (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 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 submitting a receipt to AALS.

III. Other Section Expenses and Co-sponsorship

Upon request by a Section, the AALS Executive Committee may appropriate general AALS funds to support Section activities or programs. Please note that co-sponsoring events outside of AALS (regardless of monetary donation) must be approved by the AALS Executive Committee.

Appendix F

2021 ANNUAL MEETING SCHEDULE AT A GLANCE

Theme: The Power of Words

January 5 - 9, 2021 • San Francisco

Tuesday, January 5, 2021

2 pm – 8 pm	AALS Registration
5:30 – 6:30 pm	Session for First Time Meeting Attendees
5:30 pm	Section Business Meetings
5:30 pm or later	School and Organization Events
6:30 – 7:30 pm	Reception for New Law Teachers

Wednesday, January 6, 2021

7:00 – 8:30 am	Section Breakfasts or Business Meetings
8:30 – 10:15 am	Section Programs
9 – 10 am	AALS Bar and Bench Coffee Reception (<i>by invitation</i>)
10:30 am – 12:15 pm	AALS Presidential Opening Plenary Session
12:15 – 1:30 pm	Section Luncheons
1:30 – 3:15 pm	Section Programs
3:30 – 5:15 pm	Section Programs - Works-in Progress and/or Pedagogy Programs for New Law Teachers
4:30 – 6:30 pm	AALS Opening Reception
6:30 pm	Law and Film Series
6:30 pm	School and Organization Events

Thursday, January 7, 2021

7 – 8:30 am	Section Breakfasts or Business Meetings
8 am – 5 pm	Section on Institutional Advancement
8:30 am – 10:15 pm	Section Programs
10:30 am – 12:15 pm	Section Programs
12:15 – 1:30 pm	Section Luncheons
12:15 – 1:30 pm	Section on Minority Groups Luncheon
1:30 – 3:15 pm	Section Programs
3:30 – 5:15 pm	Section Programs
5:30 – 6:30 pm	AALS Fellows Reception
5:30 pm	Section Business Meetings

5:30 pm School and Organization Events

Friday, January 8, 2021

7 – 8:30 am	Section Breakfasts or Business Meetings
7:30 am – 4:30 pm	AALS Deans Forum
8:30 – 10:15 am	Section Programs
10:30 am – 12:15 pm	Section Programs
12:15 – 1:30 pm	Section Luncheons
12:15 – 1:30 pm	Section on Women in Legal Education Luncheon
2 – 6 pm	AALS Workshop for Pretenured Law School Teachers of Color
1:30 – 3:15 pm	Section Programs
3:30 – 5:15 pm	Section Programs - Works-in-Progress and/or Pedagogy Program for New Law Teachers
4:30 – 5:45 pm	The Meeting of the AALS House of Representatives
6 – 7 pm	Reception for Workshop for Pretenured Law School Teachers of Color
6 – 7 pm	AALS Reception for Legal Educators from Law Schools Outside the United States
6 pm	Section Business Meetings

Saturday, January 9, 2021

7:00 – 8:30 am	Section Leadership 101 with Continental Breakfast
8:30 – 10:15 am	Section Programs
10:30 am – 12:15 pm	Section Programs

Appendix G

2021 ANNUAL MEETING PROGRAM INFORMATION

I. The Preliminary Program Information

The Preliminary Program submission form is due March 20, 2020.

A. Section Programming at the AALS Annual Meeting

Sections may hold a main program session. Most sessions are 1 hour and 45 minutes in length, but Sections may request a half-day program or a day-long program. In addition, 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 hour and 45 minutes. 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 3-hour program in designated time slots. If there are too many requests for these extended time slots, the Committee on the 2021 Annual Meeting Program will make the final selections.

2. 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 offer 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." The two time slots available for these programs are on Wednesday, January 6 from 3:30 – 5:15 p.m., and Friday, January 8, at 3:30 – 5:15 p.m. 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 count against the Section in terms of scheduling preference for your main program. At the 2020 Annual Meeting, 25 Sections held Works-in-Progress sessions and 9 Sections held a program on pedagogy for new law teachers. We hope to see even more programming for junior faculty on 2021.

If you are interested in a Works-in-Progress session and have not offered one before, please refer to [Appendix I](#), 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 "main" or "second" Section programs.

4. 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**, on the other hand, lend only a Section's name a session as a co-sponsor as a sign of support. Sections do not have any involvement in the planning process of a program they are co-sponsoring.

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

AALS uses a Section Scoring Rubric to schedule annual meeting activities.

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

In April 2020, the 2021 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 June 1, 2020.

D. The Section's Business Meeting

In past years AALS Sections were required to hold an in-person business meeting at the Annual Meeting. However, now 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, 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 to do much more than elect officers. For this reason, the AALS has provided longer time slots for business meetings if Sections so choose.

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
- Tuesday, January 5 from 5:30 p.m. or later
- Wednesday, January 6 from 6:30 p.m. or later
- Thursday, January 7 from 7 – 8:30 a.m.
- Friday, January 8 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 Section Resources page: <https://www.aals.org/sections/resources>.

II. The Final Program Information

The Annual Meeting Final Program electronic submission is due June 19, 2020.

Please note when planning your program that we do not schedule Skype, Zoom or other video conferencing presentations. Presenters must attend in person. Section program meeting rooms will be equipped with microphones (podium, head table and aisle mics) along with a projector for presentations. You do not need to 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 their 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.

Appendix H

SECTION FIELD TRIPS AND SERVICE PROJECTS

I. Field Trips

Sections may propose field trips for the 2021 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), by March 20, 2020 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 all line item costs for the field trip. The budget should include the per person ticket price AALS will collect 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

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. 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), by March 20, 2020 , 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 related to 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 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 I

FAQs

What is the Section of the Year Award and how does my Section apply?

The Section of the Year Award is presented annually and recognizes Sections going above and beyond in member engagement and promotion of the AALS core values. Nominations are accepted from March until September. Applications can be completed using an online form posted on the website and sent to Section Chairs in March.

Who can be a member of my 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. In addition, a Section is free to admit associate members consistent with AALS Executive Committee Regulations. Faculty and professional staff at non-member law schools are 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?

Use the online form found on the Section Officers Resources webpage.

What do AALS annual meeting funds cover?

Sections may apply for up to \$900 to reimburse travel and lodging expenses for one non-law school speakers at their annual meeting program. 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.

What is the difference between a Joint Program and a Co-Sponsored Program at the Annual Meeting?

Joint programs are planned cooperatively between two or more Sections, and Sections participating in a joint program do not typically plan a separate independent program. We encourage Sections to pursue joint programming, as these generally garner better attendance and a better timeslot assignment. **Co-sponsored programs**, on the other hand, lend only a Section's name a session as a co-sponsor as a sign of support. Sections do not have any involvement in the planning process of a program they are co-sponsoring.

Our Section would like to sponsor an event apart from the annual meeting. How can we do this?

Sections are encouraged to engage their members outside of the annual meeting. If a Section would like to co-sponsor a non-AALS event, it requires prior approval from the AALS Executive Committee. Sections should send information on what the program is that you want to sponsor and why it benefits the AALS to sections@aals.org for approval. Make sure to allow time for approval, and do not agree to sponsor an event without confirmation from AALS. For more information on sponsorships, see section 1.6b in the Executive Committee Regulations.

How do I start a newsletter for my Section?

Starting a Section newsletter has never been easier. Check out the editable Section Newsletter Template on the Section Officer Resources page of the website to get started.

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

Please send additional questions to: Sections@aals.org

