Handbook of Standard Operations and Procedures
2019 Edition
Purpose

The purpose of this Handbook is to provide officers and committee chairs of the Black Caucus of the American Association of Law Libraries (BCAALL) an outline of duties and timelines associated with the Caucus’s annual programs and operations.

The goal of this manual is to inform new and returning Caucus leaders of prior practices, important dates, and typical procedures applied in order to perform the duties of any given leadership position.

Users of this manual should note that prior practices do not bar innovation and should not prevent officers and committee chairs from amending this manual, as needed, to maintain its utility and relevance.

This Handbook should be reviewed and updated annually.
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General Caucus Information

Membership
- The Black Caucus’s membership year is revolving.
- Members are not required to pay dues.

AALL Caucus Guidelines
- In addition to the bylaws, the BCAALL Executive Board and members must comply with AALL’s Caucus Guidelines.

Black Caucus Records
- The incoming secretary shall invite new officers to BCAALL’s shared Dropbox folder containing past annual reports, meeting minutes, and other Caucus-related documents.
- Outgoing committee chairs should submit all relevant documents to the Secretary to be uploaded to BCAALL’s Dropbox folder, such as committee reports and any communications with committee members describing committee goals, related research, outcomes and the process used to accomplish tasks.

Black Caucus Website
- The Caucus website is hosted on AALLNET.
- BCAALL’s direct URL is: http://community.aallnet.org/blackcaususoftheamericanassociationoflawlibraries/home

AALL My Communities
- Members of AALL may join the Black Caucus My Communities group to receive announcements, job postings, share Caucus news, and participate in group discussions.

Black Caucus Email
- BC.AALL@outlook.com

Black Caucus Shutterfly
- A Shutterfly account was created to keep all of our memories in one place for the foreseeable future. Use the following credentials to add digital media:
  - Name: BC AALL
  - Username: bc.aall@outlook.com

Tax Exempt Status
- Although AALL (and thus BCAALL), is a 501(c)(3) non-profit corporation, it is not exempt from state sales tax.
Black Caucus on Social Media

- Facebook: @BlackCaucusAALL
- Twitter: @bcaall
BCAALL Chair

Charge
- Presides at all meetings.
- Responsible for the overall enforcement of Caucus bylaws, procedures and AALL’s Caucus guidelines.
- Serves as liaison to AALL.

Black Caucus Executive Board Meetings
- Prepares the meeting agenda.
- Sets the date and coordinates the conference calls for all BCAALL Executive Board meetings.

Black Caucus Annual Business Meeting
- Prepares the meeting agenda for distribution by the Caucus Secretary.
- Prepares and distributes certificates of recognition for all officers, committee chairs, and committee members serving during the current term.

Committees
- Communicates with newly appointed committee chairs to create goals for the year.
- Communicates on a regular basis with committee chairs or board liaisons regarding each committee’s progress.
- Communicates regularly with the Vice-Chair/Chair Elect for updates on the Program Committee and other committees, as assigned.
- Serves as Ex-Officio member of select committees. This duty may be shared with the Vice-Chair/Chair Elect. Committees may be selected based on skill sets, abilities, and interests.
- Committees may be selected based on prior service to a particular BCAALL committee.

Other Duties
- Provides names of newly elected officers and newly appointed committee chairs and members to the webmaster.
- Submits a year-end Black Caucus Annual Report to AALL in accordance with AALL’s deadline.
- Submits room and equipment requests for the Black Caucus Annual Business Meeting to AALL by announced deadlines.
- Requests AALL Annual Meeting and Conference Exhibit Hall space per BCAALL Executive Board’s approval.
• Recruits and assigns members to staff BCAALL’s exhibit hall space during no-conflict times.
• Writes Chair’s annual report by July 1 to be presented at the Black Caucus Annual Business Meeting and included in the BCAALL Annual Report.
• Submits the BCAALL Annual Report to AALL (per AALL’s submission requirements). Submits important BCAALL documents to the AALL Archives.
• Edits the BCAALL Newsletter that was created in 2017-18.

Important Dates for Chair

July
• Appoints committee chairs and assigns committee members.

July/August (first half of term, immediately after the Black Caucus Annual Business Meeting.)
• Sends welcome letter to board and committee chairs on or before August 1.

August
• Forwards committee member rosters to committee chairs.
• Communicates with committee chairs to set goals for the term.

September
• Fall Board Meeting 1 of 2

October
• Program Proposal Deadline (dates may vary).

Late October/Early November
• Fall Board Meeting 2 of 2

December
• AALL Room and Equipment Requests for AALL Annual Meeting and Conference (dates may vary).

February
• Spring Board Meeting 1 of 2

April/May
• Spring Board Meeting 2 of 2

May
• Reminds officers and committee chairs about the July 1 due date for committee reports.
• If unable to attend the Black Caucus Annual Business Meeting and/or the AALL Annual Meeting and Conference, the BCAALL Chair will begin delegating tasks to the Vice-Chair/Chair Elect.

June
• Prepares certificates of recognition for officers, committee chairs, and committee members.
• Prepares agenda for the Black Caucus Annual Business Meeting.
June/July

- Ships BCAALL’s promotional materials to the AALL Annual Meeting and Conference center, per AALL’s instructions and deadlines (dates may vary).
- Ships gavel to BCAALL’s Vice-Chair/Chair Elect, if unable to attend the AALL Annual Meeting and Conference.

July (second half of term, prior to the Black Caucus Annual Business Meeting.)

- Prepares Chair’s Annual Report by July 1.
- Presides over Black Caucus Annual Business Meeting (if able to attend).
Vice-Chair/Chair-Elect

Charge
- Serves as Chair of the Program Committee.
- Assists the Chair in conducting Caucus affairs.
- Prepares for and presides at all meetings in the Chair’s absence.
- Prepares for term of office as BCAALL Chair.

Program Committee
- Serves as Chair of the Program Committee.
- Communicates with Program Committee members to establish a timeline for planning and writing one or more program proposals to submit for the AALL Annual Meeting and Conference.
- Coordinates the submission of program proposals to the BCAALL Executive Board and AALL. Proposals approved by the BCAALL Executive Board may be submitted by the committee chair or a designated member of the Program Committee to AALL.

Board Liaison or Committee Ex-Officio
- Serves as board liaison for select committees, as agreed upon by BCAALL Chair and Vice-Chair/Chair Elect.
- Committees may be selected based on skill sets, abilities, and interests.
- Committees may be selected based on prior service to that committee.
- Communicates any themes or goals selected by the BCAALL Chair or Executive Board to committees, as assigned.

Other Duties and Responsibilities
- Performs duties of the BCAALL Chair in the chair’s absence at executive board and annual meetings.
- Presents recognition award to outgoing BCAALL Chair at the Black Caucus Annual Business Meeting.
- Writes Vice-Chair’s annual report and submits by July 1 to be presented at the Black Caucus Annual Business Meeting and included in the BCAALL Annual Report.
- Performs the election duties of the Secretary, if the current Secretary is nominated to run for the Vice-Chair/Chair-Elect position.

Important Dates for Vice-Chair
July/August
- Contacts Program Committee members to welcome them to the committee.
• Contacts chairs of committees for which Vice-Chair/Chair Elect serves as ex-officio or board liaison.

**August/September**
• Schedules conference call(s) with Program Committee members to brainstorm ideas, establish proposal timelines, and draft proposals.
• Solicits ideas from BCAALL members through My Communities (optional).

**September/October**
• Submits program proposal(s) to the BCAALL Executive Board for approval.

**October**
• Submits program proposals to AALL’s through the proposal submission website (deadline subject to change).
• Announces proposal topics to BCAALL membership through My Communities.

**October/November**
• Follows up with committees for which Vice-Chair/Chair Elect serves as ex-officio or board liaison.

**June (last half of term, prior to the Black Caucus Annual Business Meeting)**
• Invites members to volunteer for committees by using online committee sign-up sheets.

**July**
• Submits Vice-Chair’s Annual Program Committee Report to BCAALL Chair by July 1.
Secretary

Charge
- Records and reports minutes for all BCAALL Executive Board and annual business meetings.
- Maintains current roster of members.
- Keeps current copy of Bylaws and other official Caucus documents.

Minutes
- Attends all business and BCAALL Executive Board meetings in order to prepare the official minutes.
- The Secretary is responsible for notifying the BCAALL Chair in advance if unable to attend a business or BCAALL Executive Board meeting.
- Submits BCAALL Executive Board meeting minutes to the BCAALL Chair for approval of the minutes within one week after the date of the meeting.
- Prior year’s minutes for the Black Caucus Annual Business Meeting are submitted to Caucus members at least 10 days prior to first day of the AALL Annual Meeting and Conference.
- Submits the Black Caucus Annual Business Meeting minutes to Caucus members within two weeks after the date of the Black Caucus Annual Business Meeting.

Elections
- Works with Nominations Committee to prepare the official election ballot. The ballots should include: the candidate's name, title, institution and explanatory statement of their interest which should include any committee service, etc. for the BCAALL, AALL, etc. in running for the office. Statements of interest should not exceed 500 words and are vetted by the chair or co-chairs of the Nominations Committee. Statements in need of any changes should be returned to the candidates for editing.
- Reviews the BCAALL Bylaws sections governing nominations, elections, ballots, tabulation of votes, election results, and other details about BCAALL’s elections process.
- Current software used for the election is Survey Monkey. The Secretary can always make recommendations of free software that improves its current features.
- Counts and tabulates all votes cast.
- Sends tabulated votes and election results to the BCAALL Executive Board for acceptance.
- Notifies candidates of election results.
- If the current Secretary is nominated to run for the Vice-Chair/Chair-Elect position, the current Chair must assign the current Vice-Chair/Chair-Elect to assume the duties of the Secretary for the election process.
Other Duties and Responsibilities

- Maintains a desk copy of *Faces of BCAALL* as part of BCAALL’s official records.
- Serves as BCAALL’s archivist, if a BCAALL member has not been appointed by the BCAALL Chair.
- Writes Secretary’s annual report and submits by July 1 to be presented at the Black Caucus Annual Business Meeting and included in the BCAALL Annual Report.

Important Dates for Secretary

**July**
- Records minutes of the Black Caucus Annual Business Meeting.

**July/August**
- Submits Black Caucus Annual Business Meeting minutes to Caucus members (two weeks after conference).

**September**
- Records minutes from Fall BCAALL Executive Board Meeting 1 of 2.
- Submits Executive Board meeting minutes to the BCAALL Chair for approval.
- Uploads minutes to BCAALL’s Dropbox file.

**Late October/Early November**
- Records minutes from Fall BCAALL Board Meeting 2 of 2.
- Submits Executive Board meeting minutes to the BCAALL Chair for approval.
- Uploads minutes to BCAALL’s Dropbox file.

**February**
- Records minutes from Spring BCAALL Executive Board Meeting 1 of 2.
- Submits Executive Board meeting minutes to the BCAALL Chair for approval.
- Uploads minutes to BCAALL’s Dropbox file.

**March 15 – March 30**
- Prepares and distributes ballots.

**April 21**
- Deadline for election results.

**April**
- Prepares election results.
• Notifies BCAALL Executive Board of election results.
• Announces election results to BCAALL membership via My Communities.
• Coordinates run-off election, if required.
• Prepares run-off election ballot, if required.

**April/May**
• Records minutes from Spring BCAALL Executive Board Meeting 2 of 2.
• Submits Executive Board meeting minutes to the BCAALL Chair for approval.
• Uploads minutes to BCAALL’s Dropbox file.

**July**
• Submits Black Caucus Annual Business Meeting minutes from the preceding year to BCAALL members, via My Communities, 10 days prior to start of the AALL Annual Meeting and Conference.
• Submits Secretary’s Annual Report to BCAALL Chair by July 1.
Immediate Past-Chair

Charge
- Serves on the BCAALL Executive Board.
- Serves as chair of the Bylaws Committee.
- Advises BCAALL Chair and Executive Board of Caucus practices, procedures, and general Caucus knowledge.
- Serves as the Board Liaison for the Marketing Committee.
- Updates and revises the BCAALL Operations Handbook.

Duties and Responsibilities
- Advises the BCAALL Chair on issues of compliance with BCAALL’s Bylaws.
- Advises the BCAALL Chair on issues of compliance with AALL’s Caucus Guidelines.
- Advises the BCAALL Chair and Executive Board on consistency in Caucus practices, procedures, and decisions, when necessary.
- Writes and submits the Black Caucus Annual Report to AALL after the Black Caucus Annual Business Meeting.
- The Black Caucus Annual Report compiles and summarizes BCAALL’s accomplishments and activities during the Immediate Past-Chair’s term of office as the BCAALL Chair.
- Serves as the Board Liaison for the Marketing Committee.
- Updates and revises the BCAALL Operations Handbook as necessary at the direction of the BCAALL Executive Board.

Important Dates for Immediate Past Chair

July/August
- Submits the Black Caucus Annual Report to AALL after the Black Caucus Annual Business Meeting (deadline may vary).
Members-at-Large

**Charge**
- Develops and oversees the BCAALL Annual Dinner.
- Assists the Chair and Vice-Chair/Chair Elect in other duties as requested.

**BCAALL Annual Dinner Committee**
- Co-chairs the BCAALL Annual Dinner Committee.
  Assigns duties, schedules conference calls and regularly communicates with committee members.
- Communicates planning timelines to committee members and BCAALL Chair.
- Coordinates and announces committee’s dining proposal to the BCAALL Executive Board for approval.
- Designs the dinner invitation.
- Announces dinner, reception or dine-arounds to membership per BCAALL Executive Board approval.
- Coordinates and announces committee’s dining proposal to the BCAALL Executive Board for approval.
- Communicates with the BCAALL Executive Board to coordinate special invitations to the dinner.
- Communicates to the BCAALL Executive Board whether there will be a speaker(s) presenting at the dinner. In consultation with the Community Service Committee, communicates to the Executive Board whether there will be a representative from the Community Service partner organization attending the dinner.
  - In the event that there is a speaker(s) and/or a Community Service organization representative attending the dinner, the Executive Board will provide each speaker and one representative from the Community Service organization with a complimentary ticket to the dinner the costs of which will be shared equally amongst the Executive Board members.

**Other Duties and Responsibilities**
- Provides a report of the BCAALL Annual Dinner, reception, or dine-arounds at the Black Caucus Annual Business Meeting.
- Writes the Members-at-Large annual report which includes the BCAALL Annual Dinner Committee Report, and submits within four days following the Black Caucus Annual Business Meeting to be included in the BCAALL Annual Report.

**Important Dates for Member-at-Large**
**July/August**
- Contacts BCAALL Annual Dinner Committee members to welcome them to the committee.
- Works with BCAALL Chair to recruit additional committee members, as needed.
- Reviews or creates timelines and checklists, as needed.

**September**
- Determines tasks and assigns to committee members.
- Determines whether a BCAALL Annual Dinner Committee member lives in the convention city.
- Sets planning timelines for the committee.

**October/November/December**
- Regularly communicates with members of the committee, via e-mail or conference call.

**October November**
- Sends a summary of ideas or progress report to the BCAALL Chair and Executive Board.

**January**
- Makes final selection of the BCAALL Annual Dinner venue and secures any selected speakers, preferably by January 30.

**February**
- Sets and sends the proposed ticket price to the BCAALL Chair.
- Submits proposal to BCAALL Executive Board.
- Designs BCAALL Annual Dinner invitation to submit to BCAALL Executive Board by March 1.

**March**
- Members-At-Large submit the BCAALL Annual Dinner invitation to the BCAALL Executive Board for approval by March 1.

**April**
- Contacts any speakers by April 30, when the restaurant, date, time, and other logistics are finalized.

**May**
- Sends approved BCAALL Annual Dinner invitation to BCAALL members and guests.
  - The invitation should be sent out every three weeks to BCAALL members via My Communities.

**June**
- Contacts restaurant to confirm dinner reservation.
• Reminds any speakers of their commitment to speak at the BCAALL Annual Dinner and asks if they have any questions.

July
• Calls or visits the selected convention city restaurant to pay deposits, sign documentation, confirm that microphones or A/V equipment is in place, or handle other logistics as needed.
• Submits the Member-at-Large/BCAALL Annual Dinner Committee Annual Report to BCAALL Chair within four days following the Black Caucus Annual Business Meeting to be included in the BCAALL Annual Report.

General BCAALL Annual Dinner Practices

• On the occasion that a BCAALL member purchases an annual dinner ticket with the express purpose of donating the ticket, every effort should be made to ensure that the donated ticket is given to a minority law or librarianship student within BCAALL, AALL, or the host city.
Community Service Committee

Charge
- Identifies and promotes opportunities for BCAALL members to donate or volunteer services to the law, library and/or greater community, with a particular focus on organizations serving minority needs.
- Coordinates an annual community outreach project targeting a local community in the convention city of AALL’s Annual Meeting and Conference on behalf of the Black Caucus of AALL.

Committee Composition
- The Community Service Committee (CSC) shall consist of a chair (or co-chairs) and members appointed by the BCAALL Chair.

Duties and Responsibilities
- Researches and compiles a list of non-profit organizations, located in the host city of the AALL Annual Meeting and Conference, that comply with BCAALL’s outreach theme and CSC charge (see Organization Ratings Form in the Appendix).
- Uses the CSC Organization Ratings Form to rank the organizations nominated by CSC members.
- Sends the proposed community partner to the committee’s Board Liaison or Ex-Officio to be presented to the BCAALL Executive Board for approval.
- Communicates with community partner to determine whether in-kind or monetary donations (or both) will be solicited and creates a plan for soliciting donations. Chair or co-chairs may ask community partner if a special webpage or donation portal can be set up on the organization’s website to track donations from BCAALL members.
- Communicates and advertises the community service project to BCAALL members every 3-4 weeks. The deadline for all donations will coincide with the date of the Annual Dinner. Members may bring donations to the dinner as well.
- Coordinates with community partner’s representative to attend BCAALL’s Annual Dinner and hand off in-kind donations.
- Requests the sum of BCAALL donations (in-kind and monetary) from the community service partner prior to the BCAALL dinner. This figure will be included in the preliminary CSC report made at the Black Caucus Annual Business Meeting. Final calculations will be made after the Annual Dinner to include any donations made in-person at the dinner or online via the organization’s website up to the date of the Black Caucus Annual Business Meeting. The final calculations of the value of in-kind plus monetary donations will be included in the CSC’s written annual report.
- Provides BCAALL webmaster with content about the community service project to add to the Community Service section of BCAALL’s website.
• Reports on the community service project at the Black Caucus Annual Business Meeting. The report will include a summary of the in-kind items donated and estimated value of those items, plus the amount of monetary donations.

• Writes CSC annual report and submits within four days following the Black Caucus Annual Business Meeting to be included in the BCAALL Annual Report.

**Important Dates for CSC Chair**

**July/August**

• Contacts Community Service Committee members to welcome them to the committee and provide an anticipated date for the committee to convene.

**October**

• BCAALL Chair or Executive Board may choose a theme or permit the committee to choose a theme.

**October/November**

• Committee announces theme to BCAALL Executive Board through Board Liaison for approval.

• Committee researches and nominates non-profit organizations as potential BCAALL partners.

**December/January**

• Committee rates community partner nominees.

**January**

• Committee announces proposed partner to BCAALL Executive Board and requests board approval.

**January/February**

• Contacts selected community partner and provides a progress report to the committee’s Board Liaison to present at the BCAALL Executive Board meeting.

**February**

• Coordinates, in conjunction with community partner, BCAALL’s donation process.

**March/April**

• Announces community service outreach project to BCAALL members via My Communities.

**May**

• Sends a reminder to members to make donations.
June
- Sends a reminder to members to make donations.
- Coordinates with community partner’s representative to attend BCAALL’s Annual Dinner and hand off in-kind donations.

July
- Sends final donation reminder(s) to members.
- Submits the CSC Annual Report to BCAALL Chair four days after the Black Caucus Annual Business Meeting, instead of July 1 (as members may make donations during the AALL Annual Meeting and Conference).
Marketing Committee

Charge
- Explores all opportunities to publicize and promote the activities and goals of BCAALL.

Committee Composition
- The Marketing Committee shall consist of a chair and members appointed by the BCAALL Chair.

Duties and Responsibilities
- The Marketing Committee Chair communicates with BCAALL Chair to set preliminary goals for the committee.
- Committee members communicate regularly via conference call and/or email to coordinate a marketing strategy to promote BCAALL’s activities to the law library and greater law and library communities and to library and information science students who may be interested in pursuing a career in law librarianship.
- Oversees, maintains, and regularly updates BCAALL’s social media pages.
- Revises and updates the BCAALL Exploring Law Librarianship e-brochure.
- Sends the BCAALL Exploring Law Librarianship e-brochure to ALA-accredited programs. The committee may also choose to target only those programs that offer training in legal research or a dual JD/MLIS course of study.
- Encourages ALA-accredited library and information science programs to share details about the George A. Strait Minority Scholarship with their student body.
- Performs other duties as assigned by the BCAALL Chair or Executive Board.
- Provides regular progress reports to the Board Liaison or Ex-Officio committee member.
- Writes annual report on the committee’s marketing efforts to be presented at the Black Caucus Annual Business Meeting and included in the BCAALL Annual Report.

Important Dates for Marketing Committee

July/August
- Contacts Marketing Committee members to welcome them to the committee and provide an anticipated date for the committee to convene.

September/October
- Contacts committee members to brainstorm new ideas and submits those ideas to the Board Liaison or Ex-Officio member for approval by the BCAALL Executive Board.
- Sends assignments and timelines to committee members.
• Sends the current BCAALL Exploring Law Librarianship e-brochure to ALA-accredited programs. Encourages ALA-accredited library and information science programs to share details about the George A. Strait Minority Scholarship with their student body. These activities may continue through November/December.

• Evaluates whether social media pages are being adequately overseen, maintained, and regularly updated.

February
• Revises and updates the BCAALL Exploring Law Librarianship e-brochure for distribution in the upcoming fall.
• Follows up on committee assignments.

July
• Submits the Marketing Committee Annual Report to BCAALL Chair by July 1.
Nominations Committee

Charge
- Selects a slate of candidates among BCAALL members for the offices of Vice-Chair/Chair-Elect, Secretary, and two Members-at-Large.

Committee Composition
- The Nominations Committee shall consist of a chair (or co-chairs) and at least two members appointed by the BCAALL Chair.

Duties and Responsibilities
- Nominates eligible BCAALL members as candidates for open BCAALL Executive Board positions.
- Nominations Committee members are ineligible to run for BCAALL’s Executive Board during their tenure on the committee.
- If the current Secretary is nominated for Vice-Chair/Chair-Elect, the Chair must be informed immediately so that the Chair can assign the Vice-Chair/Chair-Elect to perform the Secretarial election duties.
- Writes the Nominations Committee annual report by July 1 to be presented at the Black Caucus Annual Business Meeting and included in the BCAALL Annual Report.

Elections
- Selects candidates for the following positions during each election year, at the indicated intervals:
  1. Vice Chair/Chair (annually)
  2. One Member-at-Large (annually, staggered terms): there are two Member-at-Large positions.
     a. One Member-at-Large candidate shall be elected in odd number years.
     b. One Member-at-Large candidate shall be elected in even number years.
  3. Secretary (biannually): elected once every two years in even numbered years.
- The Nominations Committee must do all it can to nominate multiple candidates for each position. If that is impossible then one candidate for a position is acceptable.
- Notifies the BCAALL Chair of the names of the candidates and their acceptances by March 15.

Ballots
- Works with BCAALL Secretary to prepare the official election ballot. The ballots should include: the candidate's name, title, institution and explanatory statement of their interest in running for the office. Statements of interest should not exceed 500 words and are
vetted by the chair or co-chairs of the Nominations Committee. Statements in need of any changes should be returned to the candidates for editing.

- Voting is by secret ballot. Ballots are distributed electronically by the BCAALL Secretary to the members no later than March 30. The deadline for the results to be returned is April 21.

**Important Dates for Nominations Committee**

**July/August**
- Contacts Nominations Committee members to welcome them to the committee, provide an anticipated date for the committee to convene, and explain duties and responsibilities.

**February**
- Call for Nominations.

**February/March**
- Seeks acceptances from nominees. In seeking acceptances from nominees be aware of the timing of Spring Break periods as these may interfere with the ability to contact nominees.

**March 15**
- Notifies BCAALL Chair of the candidates and acceptance of nominations.

**March 15 – March 30**
- Assists BCAALL Secretary in preparing ballots and ensures that the Secretary distributes ballots no later than March 30.

**April 21**
- Deadline for election results.

**April**
- Ensures that BCAALL Secretary notifies Board of election results.

**July**
- Submits the Nominations Committee Annual Report to BCAALL Chair by July 1.
Program Committee

Charge
- Develops, prepares, and submits program proposals to the AALL Annual Meeting Program Committee (AMPC).
- Keeps in contact with the AALL Diversity and Inclusion Committee and offers assistance as needed for the Diversity Symposium (with approval of the BCAALL Chair).

Committee Composition
- The Program Committee shall consist of the Vice-Chair, who serves as committee chair, and any other members appointed by the BCAALL Chair.
- Members of the Program Committee shall be appointed to serve two-year terms in a staggered format in order to provide continuity within the committee’s operations.

Program Proposals
- The committee chair convenes committee members in mid-August to alert members of AALL’s program proposal deadlines and to begin soliciting program ideas.
- Creates a timeline for committee members, including draft submission deadlines.
- Program Committee members shall review the AALL AMPC proposal collection to explore the list of “must have” program topics, proposer resources, takeaways and other tips.
- The committee must develop and submit at least one proposal to the BCAALL Executive Board for approval. The committee is encouraged to develop more than one proposal, whenever possible.
- All approved program proposals shall be submitted to AALL’s AMPC, per AMPC’s proposal submission guidelines.
- The committee chair may appoint a member or members of the committee to serve as a proposal lead and submit the committee’s proposal(s) to the AMPC. The committee chair may serve as the proposal lead, as well.
- For programs that are not accepted by the AMPC, the committee should encourage members to revise and resubmit the proposals to the AMPC in following years if appropriate or submit the proposals to AALL Chapter conferences and meetings. When programs are revised and resubmitted to the AMPC or submitted to AALL Chapter conferences and meetings, they should always be credited as having been developed by BCAALL.

Other Duties and Responsibilities
• Writes Program Committee Annual Report and submits to BCAALL chair by July 1 to be presented at the Black Caucus Annual Business Meeting and included in the BCAALL Annual Report.
• The Committee Chair shall ask a member of the committee to give the annual report if she or he is unable to attend the Black Caucus Annual Meeting. The BCAALL Chair shall be notified immediately if a member of the committee will not be able to attend the BCAALL annual meeting.

Important Dates for Program Committee

July/August
• Contacts Program Committee members to welcome them to the committee, or thank them for returning to the committee, and to provide an anticipated date for the committee to convene.

August
• Program Chair convenes committee members and sets timelines.

September
• Committee meets to discuss and select proposal topics; committee chair assigns tasks to committee members, as needed.

October
• Submits program proposal(s) to BCAALL Executive Board for approval.
• Submits program proposal(s) to AALL’s AMPC submission portal.
• Announces program proposal topics to BCAALL members via My Communities.

November/December
• Reports proposal acceptance or denial to Program Committee members, BCAALL Executive Board, proposed speakers (if needed), and BCAALL members via My Communities.

January – July
• Follows AALL’s timelines for any accepted programs.
• Maintains frequent contact with confirmed speaker(s), which includes forwarding AALL communications, as needed.
• Submits equipment and room configurations requests.
• Submits AALL speaker contracts to all program coordinators, moderators and speakers to AALL, as requested.
- Program Committee Chair submits regular updates to BCAALL Executive Board on committee’s progress.

**June**
- Submits program proposal description(s), if accepted, to BCAALL’s webmaster to update the Black Caucus Programs web page.

**July**
- Submits Vice-Chair’s/Program Committee Annual Report to BCAALL Chair by July 1.
Webmaster

Charge
- Maintains the BCAALL My Communities webpage.
- Ensures information to BCAALL members through the BCAALL website and AALL My Communities webpage is transmitted successfully.

Duties and Responsibilities
- Implements changes or updates to substantive web content within a reasonable time frame.
- Contacts BCAALL members to feature as a Member of the Month on the BCAALL My Communities webpage.
  - Transfers posts of previously featured members to the “Past Featured Members” page and ensures that the link to archived posts remains active.
- Sends a message to BCAALL members via My Communities announcing newly featured members.
- Works with the AALL Director of Information Technology to implement any changes to the website as necessary.
- Periodically checks links on webpage to reduce link rot.

Important Dates for Webmaster

August
- Updates BCAALL website with the names, photographs, and contact information of current officers and board members.
- Updates BCAALL website with current committee rosters, community service projects, and any BCAALL programs accepted by AALL.
- Submits names of BCAALL Executive Board members with editing privileges and authorization to update BCAALL website to AALL’s Director of Information Technology.

August – July
- Coordinates, contacts, and features BCAALL members for Member of the Month on the BCAALL My Communities webpage.
- Troubleshoots BCAALL website (as needed).
- Updates and maintains content on BCAALL website.

July
- Submits Webmaster’s Annual Report to BCAALL Chair by July 1.
Appendices

- BCAALL BYLAWS ................................................................. 32
- SAMPLE BUSINESS MEETING AGENDA FOR BCAALL CHAIR ........................................... 38
- SAMPLE IN-PERSON COMMITTEE SIGN-UPS FOR BCAALL CHAIR ................................. 39
- SAMPLE ONLINE COMMITTEE SIGN-UPS FOR BCAALL CHAIR ........................................ 41
- SAMPLE RATINGS FORM FOR COMMUNITY SERVICE COMMITTEE ............................. 42
- BCAALL SOCIAL MEDIA POLICY ......................................................................................... 49
Article I - Name

This organization shall be known as the Black Caucus of the American Association of Law Libraries (BCAALL).

Article II – Purpose

The purpose of BCAALL is to further the professional development, recruitment and social interests of Black law librarians.

Article III – Membership

Section 1
Membership shall be open to any AALL member requesting affiliation with BCAALL as provided in the AALL Bylaws who has an interest in issues concerning Black law librarians.

Section 2
Membership in BCAALL, or participation in any activity of BCAALL, shall not be denied or abridged to any individual on account of race, color, religion, gender, age, national origin, disability, sexual orientation, or gender identity.

Article IV - Officers and Executive Board

Section 1
Officers - The officers shall consist of the Chair, Vice-Chair/Chair-Elect and Secretary.

Section 2
Executive Board - There shall be an Executive Board consisting of six (6) members including the officers named above, the Immediate Past-Chair and two Members-at-Large.

Section 3
BCAALL shall elect a Vice Chair/Chair-Elect, Secretary and two Members-at-Large.

Section 4
Terms of Office:
A. The Vice-Chair/Chair-Elect shall serve three years. The first year he/she shall serve as Vice-Chair. The second year he/she shall serve as Chair. The third year he/she shall serve as Immediate Past-Chair.
B. The Secretary shall serve a two-year term.
C. The Members-at-Large shall each serve a two-year term.

Section 5
Duties:

A. The Chair shall:
   (i) provide leadership for the Caucus and serve as a liaison to AALL.
   (ii) preside at the meetings.
   (iii) prepare an agenda for the meetings.
   (iv) reserve a date and time for the meeting to be held during the AALL Annual Meeting.
   (v) provide a Chair’s report at the meeting.
   (vi) provide a Caucus report to AALL.
   (vii) transfer past records (print and electronic) to the succeeding Chair within 60 days after leaving office.
   (viii) transfer a print and electronic copy of organization materials to the AALL archives at the end of his/her term. An accompanying cover letter shall indicate the organization’s name, Chair’s name and term of office, and a brief description of the documents submitted.
   (ix) appoint any persons to perform duties for the Caucus as needed.

B. The Vice-Chair shall:
   (i) perform duties of the Chair if she/he is unable.
   (ii) assist the Chair in fulfilling his/her duties.
   (iii) serve as chair of the Program Committee.
   (iv) provide a Vice-Chair/Chair-Elect’s report at the business meeting.
   (v) transfer past records (print and electronic) to the succeeding Vice-Chair/Chair-Elect within 60 days after leaving office.

C. The Secretary shall:
   (i) record and report the minutes of all Caucus meetings.
   (ii) provide a Secretary’s report at the business meeting.
   (iii) keep a current roster of members.
   (iv) disseminate notices of meetings to members.
   (v) keep an official, current copy of the Bylaws and other records of the Caucus.
   (vi) assist the Chair and Vice-Chair/Chair-Elect in the administration of their duties as requested.
   (vii) transfer past records (print and electronic) to the succeeding Secretary within 60 days after leaving office.

D. The Immediate Past-Chair shall:
   (i) serve on the Executive Board.
   (ii) serve as chair of the Bylaws Committee.

E. The Members-at-Large shall:
   (i) co-chair the BCAALL Annual Dinner Committee.
(ii) provide a report on the Annual Dinner at the business meeting.
(iii) assist the Chair and Vice-Chair/Chair-Elect in other duties as requested.

Article V – Nominations and Elections

Section 1

Nominations Committee
A. The Chair shall appoint a Nominations Committee to be responsible for developing a slate of candidates for the offices of Vice-Chair/Chair-Elect, Secretary and Members-at-Large.
B. All candidates must be members of BCAALL.
C. The Vice-Chair/Chair-Elect shall be elected every year.
D. The Secretary shall be elected once every two years in even numbered years.
E. The two Members-at-Large shall be elected in alternating years.
   (i) One Member-at-Large shall be elected in an odd numbered year.
   (ii) One Member-at-Large shall be elected in an even numbered year.
F. By March 15, the committee will notify the Chair of the names of the candidates and their acceptances.

Section 2

Ballot
A. Voting will be by secret ballot. The Secretary and Nominations Committee will prepare the official ballot. Ballots should include the candidates’ names, titles, institutions and statements explaining their interest in running for the office.
B. Ballots will be distributed electronically to the members no later than March 30. Ballots must be returned by April 21 for tabulation.

Section 3

Election
A. The Secretary is charged with counting and tabulation of all votes cast.
B. The candidate receiving the majority of votes shall be declared elected to the office. In the case of a tie vote, the winner shall be decided by a majority vote of members at the business meeting held at the AALL Annual meeting. The vote at the business meeting will be by secret paper ballot. The Secretary will count the paper ballots at the business meeting and declare the winner. In the case of a tie vote at the business meeting, the winner shall be determined by lot conducted by the tellers. The Chair shall appoint at least one teller who with the Secretary shall be charged with counting and tabulating all votes cast.
C. The Secretary shall notify all candidates of the results of the election. The results of the election will be made known to the members after all candidates have been informed of the results.

Section 4

Terms of Office
A. Terms of office shall begin at the end of the annual Caucus meeting.
B. If a position becomes vacant during the year, the Chair shall appoint for the:
• Immediate Past-Chair vacant position, the current Immediate Past-Chair. If the current Immediate Past-Chair is unwilling or unable to continue to serve, the Chair should ask a previous BCAALL Board member;
• Secretary or Member-at-Large a previous BCAALL Board member; to serve in the position until the next annual Caucus meeting held during the AALL annual meeting.

C. In the case of the death or resignation of the Chair of the Caucus the Vice-Chair/Chair-Elect shall become Chair and shall serve until the end of the Vice-Chair/Chair-Elect’s own elected term.

Article VI- Meetings

Section 1
A business meeting shall be held during the Annual Meeting of AALL.

Section 2
At the discretion of the Executive Board, other BCAALL meetings may be held during the Annual Meeting of AALL.

Section 3
The Secretary shall notify the members of the date and time of all meetings. He/she shall post to the BCAALL Communities announcing the date and time of the BCAALL meeting(s).

Section 4
Quorum
A quorum for the transaction of business shall be ten (10) members in good standing. If less than a quorum is present at a meeting, it is the duty of the presiding officer to adjourn the meeting without further notice.

Article VII - Committees

Section 1
The charge for each committee shall be approved by the Executive Board and posted on the BCAALL website.

Section 2
The Program Committee shall be in charge of developing programs to be submitted to the AALL Annual Meeting Program Committee. In addition, the Program Committee shall keep in contact with the AALL Diversity Committee and offer assistance as needed for the Diversity Symposium, with approval of the BCAALL Chair. The Program Committee shall consist of the Vice-Chair, who serves as committee chair, and any other members appointed by the BCAALL Chair.

Section 3
The Bylaws Committee shall be in charge of reviewing and updating the Bylaws. The Bylaws Committee will consist of the Immediate Past-Chair, who will serve as the committee chair, and members to be appointed by the BCAALL Chair.
Section 4
The Community Service Committee identifies and promotes opportunities for BCAALL members to donate or volunteer services to the law, library or greater community, with a particular focus on organizations serving minority needs. The Community Service Committee shall consist of a chair and members appointed by the BCAALL Chair.

Section 5
Ad hoc and task force committees may be created to carry out functions or activities of short duration. Such committees shall cease upon completion of their specific assignments. The members of these committees will be appointed by the BCAALL Chair.

Section 6
The Nominating Committee shall be responsible for developing a slate of candidates for the positions of Vice-Chair, Secretary and Members-at-Large. The committee shall consist of a chair and at least two members.

Section 7
The Marketing/Publicity Committee shall explore opportunities to publicize and promote the activities and goals of BCAALL. The Marketing/Publicity Committee shall consist of a chair and members appointed by the BCAALL Chair.

Section 8
The BCAALL Annual Dinner Committee shall coordinate and announce the annual dinner to the BCAALL membership after BCAALL Executive Board approval. The BCAALL Annual Dinner Committee shall consist of the Members-at-Large as co-chairs and members appointed by the BCAALL Chair.

Section 9
Each committee shall give an annual report at the business meeting. Copies of the reports shall be given to the Officers. All reports and other documents of value shall be submitted to the AALL Archives by the BCAALL Chair.

Article VIII – Amendments

Section 1
Members shall submit proposed Bylaws amendments to the Bylaws Committee before the annual business meeting. Proposed amendments to the Bylaws shall be submitted to the AALL Bylaws Committee by the Secretary for approval before the membership votes on them at the business meeting. After receiving approval of proposed Bylaws amendments from the AALL Bylaws Committee, if time permits, the Bylaws Committee shall notify the membership of proposed amendments prior to the business meeting. Amendments must be approved by a two-thirds vote of BCAALL members attending the business meeting.
Article IX - Procedural Matters

Procedural matters not covered by these Bylaws shall be governed by the rules of parliamentary procedure currently in use by AALL.

Revised and adopted at the annual meeting of BCAALL, San Antonio, TX July, 2005.
Revised and adopted at the annual meeting of BCAALL, St. Louis, MO, July 8, 2006.
Revised and adopted at the annual meeting of BCAALL, Portland, OR, July 13, 2008.
Revised and adopted at the annual meeting of BCAALL, Seattle, WA, July 15, 2013.
Revised and adopted at the annual meeting of BCAALL, San Antonio, TX, July 14, 2014. Revised and adopted at the annual meeting of BCAALL, Austin, TX, July 17, 2017.
Revised and adopted at the annual meeting of BCAALL, Washington, D.C., July 15, 2019.
Call to Order
Approval of Minutes from San Antonio
Moment of Silence for Ruth J. Hill, Director of Library Services, Southern University Law Center

Old Business
- Committee Reports
  - Chair’s Report, Prepared by Michelle Cosby, Chair, mcosby@nccu.edu
  - Program Committee, Richelle Reid Chair rreid@emory.edu
  - Nominations Committee, Druet Klugh, Chair druettklugh@uiowa.edu
  - Marketing Committee, April M. Hathcock, Chair april.hathcock@nyu.edu
  - Members-at-Large Report, Trezlen Drake, Co-Chair tdrake1@nd.edu & Janice Henderson, Co-Chair janiceehenderson@att.net
  - Community Service, Lisa Goodman, Co-Chair lisa.goodman@law.lsu.edu & Tiffany Camp, Co-Chair tiffany.camp@law.uconn.edu
  - Web Master, Betty Wright, bwright@sgrlaw.com
  - Job Search Liaison, Brittany Persson, Brittany.persson@shu.edu
- Executive Board Changes
  - Election Results
    - Lisa Goodman elected Vice-Chair/Chair-Elect
    - Betty Wright elected Member-at-Large
  - Other Changes
    - Richelle Reid will assume the position of Chair.
    - Michelle Cosby will assume the position of Immediate Past Chair.
    - Janice Henderson will continue as Member-at-Large.
    - Janeen Williams will continue as Secretary.
    - Thank you to Trina Holloway. Trina has completed her three-year term serving the Caucus, most recently as Immediate Past Chair.
    - Thank you to Trezlen Drake. Trez has completed her two-year term as Member-at-Large.
- Certificates

[Insert Passing the Gavel if both the Chair and Vice-Chair will be able to attend the Business Meeting.]

New Business
- New Committee Assignments
• [Other topics may include Bylaws Amendments, call for volunteers for specific committees, and other topics.]
• Chair’s Goals

Adjourn

SAMPLE IN-PERSON COMMITTEE SIGN-UPS FOR BCAALL CHAIR

______________ Committee
______________, Chair
2015-2016

<table>
<thead>
<tr>
<th>NAME</th>
<th>EMAIL</th>
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**NOTE**
The incoming BCAALL Chair may also create an online sign-up through Sign-Up Genius or a comparable company, free of charge. Managing the list of volunteers for various committees is much easier with an online recruitment form. A sample of Sign-Up Genius’ web form is as follows:
Greetings, BCAALL Members!
Thank you for visiting our committee sign-up site. A brief description of each committee is included below. Feel free to volunteer for multiple committees. We look forward to working with you this year!

Created by: Richelle Reid

### Available Slot

<table>
<thead>
<tr>
<th>Committee</th>
<th>Slot Status</th>
<th>Names of Volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Service Committee</td>
<td>4 slots filled - more available</td>
<td>Sign Up button</td>
</tr>
<tr>
<td>The Community Service Committee identifies and promotes opportunities for BCAALL members to donate or volunteer services to law, library and greater community, with a focus on organizations serving minorities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing Committee</td>
<td>2 slots filled - more available</td>
<td>Sign Up button</td>
</tr>
<tr>
<td>The Marketing/Publicity Committee explores opportunities for publicizing and promoting the activities and goals of the Caucus.</td>
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</tr>
<tr>
<td>Nominations Committee</td>
<td>3 slots filled - more available</td>
<td>Sign Up button</td>
</tr>
<tr>
<td>The Nominations Committee runs the yearly elections for BCAALL.</td>
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</tr>
<tr>
<td>Program Committee</td>
<td>4 slots filled - more available</td>
<td>Sign Up button</td>
</tr>
<tr>
<td>The Program Committee prepares program proposals for the AALL Annual Meeting.</td>
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</table>
2016 BCAALL Community Service Project
Organization Ratings Form

Please submit by Tuesday, January 5, 2016.

Please rate the nominees based on a scale of 1-5, with 5 being the highest rating, using the following criteria:

1. **Meets the charge of BCAALL:** "The Community Service Committee identifies and promotes opportunities for BCAALL members to donate or volunteer services to the law, library and greater community, with a particular focus on organizations serving minority needs."

2. **Meets the 2016 outreach theme:** A Chicago-based nonprofit that promotes **Literacy and Education** for high school dropouts, victims of domestic violence, juvenile inmates, children and adults in general.

3. **Easy to Make Donations (Monetary or In-Kind):**
   - **Monetary Donations:** Donations, in particular monetary donations, are easier than volunteering in person (which would involve arranging transportation). Many members may not be able to travel with items or even travel to Chicago for the conference. We’d like these members to feel encouraged to support our chosen organization by making a donation online. Does the organization’s website clearly display a link for making online monetary donations? Is the link active (meaning, does it function properly)?
   - **In-Kind Donations:** If in-kind donations are sought by the organization, you may consider items suitable for travelling that can be easily packed in a suitcase. Is a wish list posted on the organization's website? Would it be easy for BCAALL members visiting this website to determine what to donate? Are in-kind donations easy to drop off?

4. **Flexible factors:**
   Consider other factors that would make the organization perfect for BCAALL’s outreach efforts. For example, does the organization have a mission you strongly believe in, is it...
easy to find the organization’s financial or annual report, or has the organization had a high success rate, etc.?
Mission: A nonprofit social venture that provides literacy experiences for thousands of readers each year through inspiring programs and creative capitalization of books.

<table>
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<tr>
<th>Meets BCAALL Charge</th>
<th>Meets Outreach Theme</th>
<th>Easy to Donate</th>
<th>Flexible Factors</th>
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</table>

2) **Chicago Legal Aid to Incarcerated Mothers (CLAIM)** [http://www.cgla.net/claim](http://www.cgla.net/claim)
Mission: Provides legal and educational services to incarcerated mothers, formerly incarcerated mothers, and the caretakers of their children.

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</table>

3) **One Million Degrees** [http://www.onemilliondegrees.org/](http://www.onemilliondegrees.org/)
Mission: One Million Degrees empowers low-income, highly motivated community college students to succeed in school, in work, and in life. One Million Degrees believes that when given a solid system of support, every student has the ability to reach his or her full personal and professional potential.

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4) **Chicago City Wide Literacy Alliance** [http://www.chicagocitywideliteracy.org/](http://www.chicagocitywideliteracy.org/)
Mission: The Chicago Citywide Literacy Coalition helps Chicago’s Adult Education organizations secure resources and training so that underserved adult learners can become economically successful.

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5) **Better Boys Foundation** [http://www.betterboys.org/](http://www.betterboys.org/)
Mission: Within the walls of our state-of-the-art BBF Center, we have created a solid foundation of holistic programming to address the various needs of the North Lawndale community. Beginning from infancy through adulthood, we provide wrap-around services to nurture hope, build confidence and give people the strength, support and skills they need to build a brighter future.

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6) **Year Up**, http://www.yearup.org/
Mission: Year Up’s mission is to close the Opportunity Divide by providing urban young adults with the skills, experience, and support that will empower them to reach their potential through professional careers and higher education. We achieve this mission through a high support, high expectation model that combines marketable job skills, stipends, internships and college credits. Our holistic approach focuses on students’ professional and personal development to place these young adults on a viable path to economic self-sufficiency.

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7) **Youth Guidance**, http://www.youth-guidance.org/
Mission: Youth Guidance creates and implements school-based programs that enable at-risk children to overcome obstacles, focus on their education and, ultimately, to succeed in school and in life.

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8) **Chicago Child Care Society**, http://www.cccsociety.org/
Mission: Chicago Child Care Society provides innovative, community-based education and social service programs that address the current and emerging needs of vulnerable children and their families.

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9) **Literacy Chicago**, http://literacychicago.org/mission/
Mission: In 1968, two organizations—Literacy Volunteers of Chicago and Literacy Council of Chicago—separately formed to address the needs of Chicago adults in the areas of language and literacy. Both successful in their missions to connect tutors and students, the groups merged in 1992 to establish a larger and stronger single organization called Literacy Chicago. For more than four decades, literally thousands of area adults have participated in the broad range of programs Literacy Chicago has developed, including basic literacy, GED preparation, and English as a Second Language. Literacy Chicago continues its learner-focused programming by relying heavily on the efforts of volunteer tutors, and frequently offers ancillary classes such as health literacy, computer literacy, and financial literacy, to support the language/literacy options.

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Mission: We uniquely select, train, & mentor academically ambitious students from under-resourced communities to complete college & become the next generation of leaders who will transform their neighborhoods & our city.

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11) **iMentor**, [https://imentor.org/chicago](https://imentor.org/chicago)

Mission: iMentor builds mentoring relationships that empower students from low-income communities to graduate high school, succeed in college, and achieve their ambitions.

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Mission: Working in Schools is a 501(c)3 organization that promotes literacy and the love of reading among Chicago's youth by providing one-on-one tutoring and mentoring.

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13) **Reading in Motion**, [http://readinginmotion.org/](http://readinginmotion.org/)

Mission: Reading in Motion's goal is to get every student reading at grade level or above during their early years, especially students whose environment or other circumstances put them in greater need of support. To accomplish this, the organization partners with schools and teachers to deliver an engaging and innovative reading curriculum, in both English and Spanish, together with our on-site specialized coaches to inspire students to learn and teachers to grow.

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Mission: Literacy Works' mission is to strengthen adult literacy, parent education, and workforce development programs by developing and providing innovative training and knowledge-sharing opportunities for professionals and volunteers.

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Mission: Cluster Tutoring is a nonprofit, community-based organization that provides free one-to-one tutoring to more than 100 students primarily in the Austin neighborhood of Chicago’s West Side. The program was founded in 1990 by a ‘cluster’ of local churches and community groups in response to the disturbing statistic that less than half of Chicago Public School students graduate from high school. Each tutor is matched with a student, and the tutor-student pair works together during the school year to prepare the student for a successful academic career.

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BCAALL SOCIAL MEDIA
POLICY

This is the policy for social media use on behalf of the Black Caucus of the American Association of Law Libraries (BCAALL). This policy is based on and in part comports with the social media policy of the American Association of Law Libraries. [1]

Social Media is defined as any web site or application that enables individuals to post and share content that others can view and also share. Social Media tools include, but are not limited to, social-networking sites, social sharing sites, social bookmarking, microblogging tools, wikis, and blogs, among other tools.

Scope
This policy applies to all administrators of BCAALL social media accounts and any and all posts published therein.

Guidelines:
The prevalence of Social Media has blurred the lines between public and private, personal and professional. We expect all who participate in social media on behalf of BCAALL to understand and follow this policy. This policy only applies to the extent that BCAALL members are using social media to promote BCAALL, its events, programs, or publications in a public forum.
1. If you publish content related to BCAALL, you need to ensure that the content is not proprietary or confidential to BCAALL. Ask permission to publish or report on conversations that are meant to be private or internal to BCAALL.

2. If you see misrepresentations made about BCAALL, contact a member of the Marketing/Publicity committee. They will work with the leadership of BCAALL to get inaccurate content about the Association corrected. Be the first to correct your own mistakes, and do not alter previous posts without indicating that you have done so. BCAALL social media administrators have the right of final review if posts contain questionable content.

3. Accurately attribute material that is not your own. Respect copyright, fair use and financial disclosure laws.

4. If you are responsible for posting to Social Media on behalf of BCAALL, make your scheduled posts in a timely fashion. How often posts are made, and how current they must be, should be agreed upon when anyone takes on the duty of posting to Social Media for BCAALL.

5. Make sure it is easy for people to contact you by providing your email or phone number should viewers wish to connect with BCAALL.

6. Posting relevant images especially as relates to postings of other BCAALL committees, and standard BCAALL events or activities such as a request for grant applicants are encouraged and preferred.

7. If designated hash tags or other social media indicators have been agreed upon with respect to a particular event or publication, be sure to use them as designated. As a courtesy, also use any other hashtags or other social media indicators designated by AALL for particular events or publications. The following hash tags are considered standard and should be used as indicated:
   A. For the AALL Annual Meeting: #BCAALL (Year)
   B. For the BCAALL Annual Dinner: #BCAALLDinner(Year)