



MIDWEST ACADEMY OF LEGAL STUDIES IN BUSINESS

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OFFICERS' DUTIES

At Annual MALSBS Meeting:

Program Chairperson + President:

Meet with MBAA - INTERNATIONAL (MBAA) Wednesday for dinner.

MALSBS Executive Committee:

Traditional meeting: Breakfast Friday or Wednesday Afternoon

(President, Vice-President, Secretary, Treasurer, and Immediate Past President:

President:

Gets two nights complimentary if the proceeding year 50 or more primary registrations were recorded for MALSBS.

Attends MBAA – International Annual meeting on Thursday afternoon.

Get report from Midwest Law Review Editor-in-Chief.

Runs MALSBS Business Meeting - Friday a.m.

Report from incoming Program Chairperson (Vice President) for next meeting:

Gets Awards for Best Papers presented at MALSBS Annual Meeting.

Vice President:

Attends MBAA Program Chairs meeting on Friday afternoon.

Gets Award to be presented to outgoing President at MALSBS Annual Meeting.

Prepares errata sheet(s) if sessions change since publishing of MBAA program.

President:

1. See the new officer(s) know where to find the location of MALSBS Constitution, history, minutes, deadlines and sample mailings.
2. Provide Academy of Legal Studies in Business (ALSBS) with updated list of Officers – Immediately after MALSBS meeting.
3. Co-Ordinate the preparation of the Display AD for ALSBS, with VP, announcing the following years' MALSBS meeting for inclusion in ALSBS Newsletter (Same deadline as #2).
4. Provide MBAA – INTERNATIONAL Executive Secretary with list of new officers and Program Chairperson of the MALSBS.
5. See #2 above. Provide Vice President Program Chairperson with a summary of any key information from the ALSBS meeting for inclusion in the early September mailing.
6. Coordinate Awards for Best Paper and Articles. (Determine who has responsibility, may shift from year to year.)
7. MBAA Best Paper Award - Vice President/Program Chair coordinates (given since 1981)
 - Papers due (date as established by MBAA).
 - Max: 20 single spaced pages of text plus footnotes.
 - Get three judges.
 - Decision is due to MBAA at November Program deadline.
 - MBAA will obtain plaque.

8. Set agenda for MALSBS business meeting (Prepare copies for business meeting).
9. Preside at MALSBS business meeting.
10. Be sure that incoming officers have necessary information on MALSBS deadlines and duties. Ex officio member of Midwest Law Journal.
11. Check with publishing companies to see if any will sponsor MALSBS Annual Conference. (Done in '06 & '07 by Thomson.)
12. Co-Ordinate preparation of participation letters (with Secretary).

IMMEDIATE PAST PRESIDENT:

1. Meet/consult as part of MALSBS Executive Committee.

VICE PRESIDENT (PROGRAM CHAIRPERSON):

Review deadlines, mailings, and programs of former MALSBS Program Chairpersons.
 Confirm MBAA – INTERNATIONAL deadlines.
 Obtain updated list of paid MALSBS members.

TENTATIVE DEADLINES:

June 1 and Labor Day: Mass Mailings

October 1: Discussant Tract Papers (to Vice President)

November 1: Topics of Papers for Regular Track (to Vice President)

November 15: MALSBS Program to MBAA

November 15: Best Paper Award Designee to MBAA

December 1: Best Paper - - Papers due (to President)

January 15: Proceedings (to Secretary)

Late March (Th. – Fri.) - Annual MALSBS Meeting (Chicago Palmer House)

- 1 Attend MBAA – International Program Chairs meeting on Friday of Conference.
 Get MBAA-International theme, include in Call.
- 2 MALSBS will reimburse Program Chair for purchase of Microsoft Publisher to prepare Program Call in a professional manner.
- 3 First Major Mailing – Early Summer (After June 1)
 - a) Mail to all current members and all who attend the MALSBS meetings or paid dues to MALSBS in the last three years.
 - b) Include call for papers and deadlines.
- 4 Second Major Mailing (Labor Day)
 - a) Check with President for report or additions.
 - b) Call for papers: Include deadlines and guidelines for all areas – papers, proceedings, awards.
 - c) Include form for paper title and topic, panel participation or ideas, discussant or session chair sign up.
 Hints: Ask for categorization of paper topic; seek panel topics. Ask about schedule conflicts and “impossible” presentation times.

5. Format Program
 - a) Organize papers topically
 - b) Hint: Leave a Friday afternoon session for late additions.
 - c) Obtain discussants and panel members
 - d) Schedule session chair persons
 - e) Check with President for additional meetings and items
6. Program due to MBAA late November (November 15)
 (Additions can generally be made through the first week of December)
 *If possible, be sure to request our traditional room (6th Floor Drake # 625) and second room on the same floor (6th Floor Drake # 629). Reiterate to MBAA the importance of predictable meeting rooms on same floor. (We have requested two adjoining rooms since 1992.)
7. Send confirmation notes and preliminary program to participants.
8. Within two weeks of the MALSBS meeting:
 - a) Confer with other officers
 - b) Get agenda of business meeting from President
 - c) Type an update of MALSBS program (with incoming Program Chair) and make copies for distribution at ALSB registration desk
 - d) Remember to make copies of last year's minutes

Recommendation: MALSBS may reimburse up to \$100 for mailing costs. If possible, officer's institution should absorb balance.

Secretary:

1. Seek nominations for next years Secretary of MALSBS*.
2. Coordinate MALSBS Proceedings.
 - a) Papers are due to Secretary by date in Call.
 - b) Have Proceedings bound and available on Wednesday before Registration opens at MBAA Registration desk.
 - c) Make copies (20-25) for authors/office distribute at annual meeting
3. Take minutes at meeting as outgoing secretary. Type and have copies for distribution at next MALSBS annual meeting.
4. Send letters to appropriate deans re their faculty members elected as MALSBS officers. (Send in April in year elected)
5. Send Participation letters for member(s) who participated at the Annual Meeting (with President).
6. Send letters to secretarial candidates re their nominations.
7. Send letters to Proceedings authors in March (about 2 – 3 weeks before MALSBS) re where/when Proceedings will be distributed.
8. Provide MBAA Registration Desk with copies of MALSBS Proceedings by Wednesday morning no later than Noon.

* Executive Committee shall accept nominations or nominate 2 - 3 candidates for the office of secretary (when sufficient qualified interest exists). Additional nominations may be made at the MALSBS business meeting.

Treasurer:

1. Keep MALSb books, records and checks.
2. Provide other officers with updated membership list as soon as possible after each annual meeting of the MALSb.
3. Pay authorized expenses of the MALSb, officers and Midwest Law Review.

ALSb Delegate

- 1 Attend the ALSb Annual meeting and represent MALSb on the ALSb House of Delegates.
- 2 Communicate with MALSb Executive Board any important decisions or information received at ALSb Annual meeting.
- 3 Prepare a Report for the MALSb Annual Meeting on important events that occur at the ALSb Annual Meeting. Report date and location of next ALSb meeting.
- 4 Delegate expenses of up to \$400.00 will be reimbursed from MALSb funds if delegate's university does not reimburse in full.