

THE BOARD BOOK

May 2008 Edition

Society of North Carolina Archivists

Introduction

This Board Book is designed to serve as a guide for the Executive Board of the Society of North Carolina Archivists. It contains board member duties and responsibilities, retention schedules for Society records and the constitution and by-laws of the society. Amendments to the Board Book are made when necessary to maintain the currency for the Society.

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Executive Board

All Executive Board members are expected to:

- serve as an active, participating member of the Executive Board
- attend Board meetings to the best of their ability
- monitor the Board listserv
- vote on various matters (in person at board meetings or electronically through the listserv)
- follow retention schedule

1. Committees are subject to approval by the Board.
2. Budgets (annual and meeting) are subject to approval by the Board.

President: (1 year: elected as Vice-President/President Elect). Responsible for calling and presiding over Executive Board meetings, official communication from the Society to external organizations, and opening of the Business Meeting during the annual spring meeting. Other duties when needed could include help with other committee work, assisting the secretary in assignments, and work with the treasurer on financial matters for the Society. Over-sight of society-wide initiatives.

- directs and coordinates the affairs of the Society
- presides at all meetings of the Society and the Executive Board
- performs duties as directed by the Executive Board
- welcome letters to new members
- agendas for Executive Board meetings
- maintenance of the Board Book

Vice President/President-Elect: (1 year). Chair of the program committee, including the formation of the committee, calling and presiding over Program Committee meetings, official communications for program participants. Other duties as requested by President. Serves as president if necessary.

- performs the duties of the president in case of the president's resignation or absence
- serves as president-elect
- plans and coordinates Fall and Spring Society meetings

Secretary: (2 years) Serves as the official recorder and archivist of the society.

- keeps active records of the Society including minutes of the Society's business and Executive Board meetings
- conducts correspondence necessary to transacting the Society's business including the sending of notices to members concerning meetings
- serves as archivist for the Society
- maintenance of retention schedules for the Executive Board

Treasurer: (2 years) Responsible for the fiscal aspects of the Society. Responsible for appointing an assistant treasurer. Works with the Membership Chair to track the timely payment of membership dues.

- has custody of all funds belonging to the Society and shall disburse them in accordance with the annual budget
- keeps accurate records of all financial transactions
- may recommend an assistant treasurer who may attend Board meetings as a non-voting member or as a voting member in the treasurer's absence

Development Officer: (3 years) Oversees development efforts for the Society, including promotion of the Michelle Francis Endowment. Works with the Program Committee and Publication Committee in the promotion of SNCA meetings and publications.

- Oversees the Thornton W. Mitchell Award committee, awarded at Fall Meetings
- Endowment gift letters

Education Chair: (1 year: served as president the previous year). Directs and coordinates the activities of the Education Committee, including the formation of various subcommittees as needed. The Education Committee has as its charge the promotion of archival education and outreach, the selection of the Gene Williams Award, C. David Jackson Scholarship and Student Society grant recipients. Responsible for archival education initiatives undergone by the Society.

- promotes various education awards, scholarships and grants to current and prospective members
- forms Gene Williams Award committee for selection of the annual Gene Williams Award in Fall meeting
- coordinates C. David Jackson Scholarship for attendance to Spring meeting
- reviews Student Chapter grant applications
- oversees education initiatives (such as SHRAB archives bootcamp) for the Society
- works with Program Committee for education efforts offered in conjunction with Fall and Spring meetings

Electronic Resources Chair: (2 years) Oversees the SNCA listserv and web sites (including assisting the Web Master). Responsible for electronic resources initiatives undergone by the Society.

- oversees the maintenance of the Society's web page, listserv, and other electronic resources

Membership Chair: (2 years). Oversees maintenance, design and efficiency of the membership database, sends out renewal notices. Maintains the list of current

members and works with the Publications and Electronic Resources chair in the publication of an on-line membership directory. In conjunction with the Program and Development chairs, publicizes the Society's meetings and the benefits of society membership. May coordinate social outings/mixers.

- coordinates with President for welcome letters for new members
- oversees the maintenance of membership lists, send out dues notices, and contact those members who do not renew
- supervises the membership committee in solicitation of new members including staffing an information table at the Society's meetings
- notifies archival and manuscript institutions of the Society's meetings in their geographical area and encourage participation and membership in the Society.
- works with the publications committee on the issuance of the membership directory
- coordination of information table at Society's meetings

Archives Week Chair (2 years): Coordinates the planning and promotion of Archives Week.

- heads the Archives Week Committee
- collaborates with the Development Committee regarding funding and marketing
- communicates with SNCA membership to encourage activities and awareness

Nomination Committee Chair: (1 year: served as Continuing Education Chair the previous year). Responsible for convening a committee to solicit nominations for any vacant positions on the Executive Board for the annual business meeting.

- submits nominations of officers for Spring meeting

Publications Chair: (2 years) Oversees the publication of the Society's newsletter and membership directory, and other Society's publications. Responsible for publication initiatives undergone by the Society.

- monitors the work of the newsletter editor and the *Journal's* managing editor and reports progress and concerns to the Executive Board.
- recommends publications' budget for the fiscal year
- oversees and supports (as needed) the production and publication of the newsletter, *The North Carolina Archivist*, in the spring and fall
- in collaboration with the newsletter editor and the *Journal's* managing editor, compiles an annual report on publications for the business meeting
- recommends new publication initiatives
- forms and chairs ad hoc publication committees (for new, revised, or one-time publications)
- ensures that photographs are taken at SNCA meetings

Members at Large: (1 year) Duties as assigned by the Executive Board. Assists in discussion and decision making processes.

- has duties as assigned by the Executive Board

RECORDS RETENTION AND DISPOSITION SCHEDULE
SOCIETY OF NORTH CAROLINA ARCHIVISTS

* Note this records retention schedule was constructed by an ad hoc committee led by Janis Holder, Education Chair, and including Suellyn Lathrop and Ed Southern. It was finalized and approved by the Board on May 6, 2004. It was amended in May 2008 following the creation of the Archives Week Chair at the March 2008 spring meeting.

PRESIDENT

Item 1. Committees File

Reference copies of records created and/or maintained in paper and electronic format concerning the activities of various SNCA committees. File may include directives, memorandums, official committee correspondence, reports, and other related records. *Record copies are maintained by the appropriate committee chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to incoming President.

Item 2. Correspondence File

Records created and/or maintained in paper and electronic format concerning the duties and activities of the office of SNCA President. File may include directives, memorandums, official office correspondence, reports, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming President after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 3. Meeting Minutes File

Reference copies of records created and/or maintained in paper and electronic format concerning the minutes of meetings of the SNCA Executive Board and other committee meetings. *Record copies are maintained by the individual officers and by the SNCA Secretary.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to incoming President.

Item 4. Publications File

Reference copies of official SNCA publications, including issues of *North Carolina Archivist* and *Journal for the Society of North Carolina Archivists*. *Record copies are maintained by SNCA Publications Chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to incoming President.

Item 5.

Reports File

Records created and/or maintained in paper and electronic format concerning the annual report of the President to the SNCA membership at the Society's spring business meeting as well as reports created for executive board meetings throughout the year. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming President after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 6.

Reports of Other Officers File

Reference copies of reports submitted by other officers of the SNCA Executive Board for distribution at Executive Board meetings and for presentation at the Society's spring business meeting. *Record copies should be maintained by the individual officers and by the SNCA Secretary.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to incoming President.

VICE-PRESIDENT AND PROGRAM COMMITTEE CHAIR

Item 1.

Committees File

Reference copies of records created and/or maintained in paper and electronic format concerning the activities of various SNCA committees. File may include directives, memorandums, official committee correspondence, reports, and other related records. *Record copies are maintained by the appropriate committee chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to incoming Vice-President/Program Committee Chair.

Item 2.

Correspondence File

Records created and/or maintained in paper and electronic format concerning the duties and activities of the SNCA Vice-President/Program Committee Chair. File may include directives, memorandums, official committee correspondence, reports, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Vice-President/Program Committee Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 3. Fall Meeting File
Records created and/or maintained in paper and electronic format concerning the planning of and arrangements for the Society's fall meeting. File may include directives, memorandums, official committee correspondence, meeting minutes, reports, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Vice-President/Program Committee Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 4. Meeting Minutes File
Records created and/or maintained in paper and electronic format concerning the minutes of meetings of the SNCA Program Committee. Records in electronic format should be printed out for incorporation into the paper file. *Note: Record copies of the minutes of meetings of other SNCA Committees and the SNCA Executive Board are maintained by other officers and by the SNCA Secretary.*

Disposition Instructions:

Transfer previous 3 years' files to the incoming Vice-President/Program Committee Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 5. Publications File
Reference copies of official SNCA publications, including issues of *North Carolina Archivist* and *Journal for the Society of North Carolina Archivists*. *Record copies are maintained by SNCA Publications Chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to incoming Vice-President/Program Committee Chair.

Item 6. Reports File
Records created and/or maintained in paper and electronic format concerning the annual report of the Vice President/Program Committee Chair to the SNCA membership at the Society's spring business meeting as well as reports created for executive board meetings throughout the year. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Vice President after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 7. Reports of Other Officers File

Reference copies of reports submitted by other officers of the SNCA Executive Board for distribution at Executive Board meetings and for presentation at the Society's spring business meeting. *Record copies should be maintained by the individual officers and by the SNCA Secretary.*

Disposition Instruction:

Destroy when administrative value ends, and before transfer of other records to incoming Vice President.

Item 8.

Spring Meeting File

Records created and/or maintained in paper and electronic format concerning the planning of and arrangements for the Society's spring meeting. File may include directives, memorandums, official committee correspondence, meeting minutes, reports, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Vice-President/Program Committee Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 9.

Workshop File

Records created and/or maintained in paper and electronic format concerning the planning of and arrangements for workshops coordinated and/or presented by SNCA. File may include directives, memorandums, official committee correspondence, meeting minutes, reports, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Vice-President/Program Committee Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

SECRETARY

Item 1.

Committees File

Reference copies of records created and/or maintained in paper and electronic format concerning the activities of various SNCA committees. File may include directives, memorandums, official committee correspondence, reports, and other related records. Records in electronic format should be printed out and incorporated into the paper file. *Record copies are maintained by the appropriate committee chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to incoming Secretary.

Item 2. Constitution and By-Laws File

Records created and/or maintained in paper and electronic format concerning proposed or actual changes to the SNCA Constitution and By-Laws. File may include proposals for constitutional amendments or changes, records of membership votes, and copies of previous and revised constitutions and by-laws. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 4 years' files to the incoming Secretary after the Society's spring meeting. *At least one copy of the current constitution and by-laws should be kept by the Secretary at all times.* Transfer files older than 4 years to the State Archives for permanent retention.

Item 3. Correspondence File

Records created and/or maintained in paper and electronic format concerning the duties of the office of SNCA Secretary. File may include directives, memorandums, official office correspondence, reports, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 4 years' files to the incoming Secretary after the Society's spring meeting. Transfer files older than 4 years to the State Archives for permanent retention.

Item 4. Executive Board Meeting Minutes File

Records created and/or maintained in paper and electronic format concerning the minutes of meetings of the SNCA Executive Board. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions;

Transfer previous 4 years' files to the incoming Secretary after the Society's spring meeting. Transfer files older than 4 years to the State Archives for permanent retention.

Item 5. Fall Meeting File

Records created and/or maintained in paper and electronic format concerning the planning of and arrangements for the Society's fall meeting. File may include directives, memorandums, official committee correspondence, meeting minutes, reports, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 4 years' files to the incoming Secretary after the Society's spring meeting. Transfer files older than 4 years to the State Archives for permanent retention. *Note: As a member and official record-keeper of the Program Committee, the Secretary may maintain some duplicates of records*

also kept by the Vice-President. The Secretary should merge the Vice-President's records with his/her own before transferring to the State Archives.

Item 6. Meeting Minutes File

Reference copies of records created and/or maintained in paper and electronic format concerning the minutes of meetings of various SNCA Committees. Records in electronic format should be printed out and incorporated into the paper file. *Record copies are maintained by the appropriate committee chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to incoming Secretary.

Item 7. Members at Large File

Records created and/or maintained in paper and electronic format concerning the activities and special projects of the SNCA Members at Large. File may include directives, memorandums, correspondence, reports, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 4 years' files to the incoming Secretary after the Society's spring meeting. Transfer files older than 4 years to the State Archives for permanent retention.

Item 8. Publications File

Reference copies of official SNCA publications, including issues of *North Carolina Archivist* and *Journal for the Society of North Carolina Archivists*. *Record copies are maintained by SNCA Publications Chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to incoming Secretary.

Item 9. Record of SNCA Meetings: Places and Themes

Records created and/or maintained in paper and electronic format concerning the official record of past SNCA Meetings: Places and Themes. The Secretary is responsible for maintaining this file and keeping it up to date. Records in electronic format should be both maintained in electronic format and printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 4 years' files to the incoming Secretary after the Society's spring meeting. *At least one copy of the current Record of SNCA Meetings should be kept by the Secretary at all times.* Transfer files older than 4 years to the State Archives for permanent retention.

Item 10. Records Schedule File

Records created and/or maintained in paper and electronic format concerning the records retention and disposition schedules for the Society's officers. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 4 years' files to the incoming Secretary after the Society's spring meeting. *At least one copy of the current records retention and disposition schedule should be kept by the Secretary at all times.* Transfer files older than 4 years to the State Archives for permanent retention.

Item 11. Reports File

Reference copies of reports submitted by other officers of the SNCA Executive Board for distribution at Executive Board meetings and for presentation at the Society's spring business meeting. *Record copies should be maintained by the individual officers and by the SNCA Secretary.*

Disposition Instructions:

Transfer previous 4 years' files to the incoming Secretary after the Society's spring meeting. Transfer files older than 4 years to the State Archives for permanent retention. *Note: As official record-keeper for SNCA, the Secretary may maintain some duplicates of records also kept by the other officers. The Secretary should merge the records of other officers with his/her own before transferring to the State Archives.*

Item 12. Spring Meeting File

Records created and/or maintained in paper and electronic format concerning the planning of and arrangements for the Society's spring meeting. File may include directives, memorandums, official committee correspondence, meeting minutes, reports, mailings to the membership, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 4 years' files to the incoming Secretary after the Society's spring meeting. Transfer files older than 4 years to the State Archives for permanent retention. *Note: As a member and official record-keeper of the Program Committee, the Secretary may maintain some duplicates of records also kept by the Vice-President. The Secretary should merge the Vice-President's records with his/her own before transferring to the State Archives.*

Item 13. Workshop File

Records created and/or maintained in paper and electronic format concerning the planning of and arrangements for workshops coordinated and/or presented by SNCA. File may include directives, memorandums, official committee correspondence, meeting minutes, reports, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 4 years' files to the incoming Secretary after the Society's spring meeting. Transfer files older than 4 years to the State Archives for permanent retention. *Note: As a member and official record-keeper of the Program Committee, the Secretary may maintain some duplicates of records*

also kept by the Vice-President. The Secretary should merge the Vice-President's records with his/her own before transferring to the State Archives.

TREASURER

Item 1. Budgets File

Records created and/or maintained in paper and electronic format concerning the Society's fiscal year budget. File may include correspondence, reports, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Treasurer after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 2. Committees File

Reference copies of records created and/or maintained in paper and electronic format concerning the activities of various other SNCA committees. File may include directives, memorandums, correspondence, reports, and other related records. *Record copies are maintained by the appropriate committee chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of records to incoming Treasurer.

Item 3. Correspondence File

Records created and/or maintained in paper and electronic format concerning the duties and activities of the Treasurer. File may include directives, memorandums, official correspondence, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Treasurer after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 4. Endowment File

Records created and/or maintained in paper and electronic format concerning the Society's endowment fund. File may include correspondence, annual statement of funds, monthly statements, receipts/invoices, and deposit slips. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Treasurer after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 5. Meeting Deposits File

Records created and/or maintained in paper and electronic format concerning the deposits made when members register for meetings and workshops. File may include correspondence, reports, printouts, and other related records. Records in electronic format should be printed out and attached to deposit slip.

Disposition Instructions:

Erase/destroy records in paper and electronic format after 3 years.

Item 6. Membership Deposits File

Records created and/or maintained in paper and electronic format concerning deposits made when members renew. File may include correspondence, reports, printouts, and other related records. Records in electronic format should be printed out and attached to deposit slip.

Disposition Instructions:

Erase/destroy records in paper and electronic format after 3 years.

Item 7. Publications File

Reference copies of official SNCA publications, including issues of *North Carolina Archivist* and *Journal for the Society of North Carolina Archivists*. *Record copies are maintained by SNCA Publications Chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to incoming Treasurer

Item 8. Reports File

Records created and/or maintained in paper and electronic format concerning the annual report of the Treasurer to the SNCA membership at the Society's spring business meeting as well as reports created for executive board meetings throughout the year. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Treasurer after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 9. Reports of Other Officers File

Reference copies of reports submitted by other officers of the SNCA Executive Board for distribution at Executive Board meetings and for presentation at the Society's spring business meeting. *Record copies should be maintained by the individual officers and by the SNCA Secretary.*

Disposition Instruction:

Destroy when administrative value ends, and before transfer of other records to incoming Treasurer.

Item 10. State Employees Credit Union File

Records created and/or maintained in paper and electronic format concerning the Society's accounts with the State Employees Credit Union. File may include bank

statements (checking, money market, CD, and share), receipts/invoices, and deposit slips. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Erase/destroy records in paper and electronic format after 5 years.

Item 11.

Tax Information File

Records created and/or maintained in paper and electronic format concerning the tax-exempt status of the Society. File may include correspondence, forms, and other related records.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Treasurer after the Society's spring meeting. File should be maintained permanently by the Society's Treasurer.

Item 12.

Transaction Database File

Records created and/or maintained in paper and electronic format concerning the transactions on all financial accounts maintained by the Society. File includes electronic account transaction information and is used to generate reports. After reports are generated, they are transferred to the Reports File.

Disposition Instructions:

Erase/destroy when superseded or obsolete.

DEVELOPMENT COMMITTEE CHAIR

Item 1.

Committees File

Reference copies of records created and/or maintained in paper and electronic format concerning the activities of various SNCA committees. File may include directives, memorandums, official committee correspondence, reports, and other related records. *Record copies are maintained by the appropriate committee chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to incoming Development Chair.

Item 2.

Correspondence File

Records created and/or maintained in paper and electronic format concerning the duties and activities of the Development Committee Chair. File may include directives, memorandums, official office correspondence, reports, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Development Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA

Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 3. Endowment File

Records created and/or maintained in paper and electronic format concerning the Society's endowment fund. File may include correspondence, annual statement of funds, monthly statements, receipts/invoices, and deposit slips. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Development Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 4. Meeting Minutes File

Reference copies of records created and/or maintained in paper and electronic format concerning the minutes of meetings of the SNCA Executive Board and other committee meetings. *Record copies are maintained by the individual officers and by the SNCA Secretary.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to incoming Development Chair.

Item 5. Mitchell Service Award File

Records created and/or maintained in paper and electronic format concerning the Society's Thornton W. Mitchell Service Award for outstanding service to the archival profession in the state of North Carolina. File may include directives, memorandums, correspondence, forms, reports, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to incoming Development Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 6. Publications File

Reference copies of official SNCA publications, including issues of *North Carolina Archivist* and *Journal for the Society of North Carolina Archivists*. *Record copies are maintained by SNCA Publications Chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to incoming Development Chair.

Item 7. Reports File

Records created and/or maintained in paper and electronic format concerning the annual report of the Development Chair to the SNCA membership at the Society's spring business meeting as well as reports created for executive board meetings throughout the year. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Development Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 8. Reports of Other Officers File

Reference copies of reports submitted by other officers of the SNCA Executive Board for distribution at Executive Board meetings and for presentation at the Society's spring business meeting. *Record copies should be maintained by the individual officers and by the SNCA Secretary.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to incoming Development Chair.

EDUCATION COMMITTEE CHAIR

Item 1. Committees File

Reference copies of records created and/or maintained in paper and electronic format concerning the activities of various other SNCA committees. File may include directives, memorandums, correspondence, reports, and other related records. *Record copies are maintained by the appropriate committee chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of records to incoming Education Committee Chair.

Item 2. Correspondence File

Records created and/or maintained in paper and electronic format concerning the duties and activities of the Education Committee. File may include directives, memorandums, official committee correspondence, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Education Committee Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 3. Grants to Student Societies File

Records created and/or maintained in paper and electronic format concerning the grants that SNCA offers to student archival associations. File may include directives, memorandums, correspondence, forms, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Education Committee Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 4. Jackson Scholarship File

Records created and/or maintained in paper and electronic format concerning the C. David Jackson Scholarship awarded to members for attendance at the Society's spring meeting. File may include directives, memorandums, correspondence, forms, budget information, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Education Committee Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 5. Meeting Minutes File

Records created and/or maintained in paper and electronic format concerning the minutes of meetings of the SNCA Education Committee. Records in electronic format should be printed out and incorporated into the paper file. *Note: Record copies of the minutes of meetings of other SNCA Committees and the SNCA Executive Board are maintained by other officers and by the SNCA Secretary.*

Disposition Instructions:

Transfer previous 3 years' files to the incoming Education Committee Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 6. Publications File

Reference copies of official SNCA publications, including issues of *North Carolina Archivist* and *Journal for the Society of North Carolina Archivists*. *Record copies are maintained by SNCA Publications Chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to incoming Education Committee Chair.

Item 7. Reports File

Records created and/or maintained in paper and electronic format concerning the annual report of the Education Committee Chair to the SNCA membership at the Society's spring business meeting as well as reports created for executive board

meetings throughout the year. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Education Committee Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 8. Reports of Other Officers File

Reference copies of reports submitted by other officers of the SNCA Executive Board for distribution at Executive Board meetings and for presentation at the Society's spring business meeting. *Record copies should be maintained by the individual officers and by the SNCA Secretary.*

Disposition Instruction:

Destroy when administrative value ends, and before transfer of other records to incoming Education Committee Chair.

Item 9. Williams Award File

Records created and/or maintained in paper and electronic format concerning the Gene Jerome Williams Award presented by the Society for the best student paper on an archival topic. File may include directives, memorandums, correspondence, forms, papers, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Education Committee Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

ELECTRONIC RESOURCES CHAIR

Item 1. Committees File

Reference copies of records created and/or maintained in paper and electronic format concerning the activities of various other SNCA committees. File may include directives, memorandums, correspondence, reports, and other related records. *Record copies are maintained by the appropriate committee chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of records to incoming Electronic Resources Chair.

Item 2. Correspondence File

Records created and/or maintained in paper and electronic format concerning the duties and activities of the Electronic Resources Chair. File may include directives, memorandums, official committee correspondence, and other related

records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Electronic Resources Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 3. Management File (Restricted)

Records created and/or maintained in paper and electronic format concerning the management of the Society's electronic resources, including the website, email lists, discussion forums, and electronic payment tools. File may include passwords, FTP and maintenance instructions, and other documentation related to electronic resource management. Records in electronic format should be printed out and incorporated into the paper file. *Note: some records in this file may be restricted because they contain passwords or other sensitive information.*

Disposition Instructions:

Transfer previous 3 years' files to the incoming Electronic Resources Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 4. Meeting Minutes File

Records created and/or maintained in paper and electronic format concerning the minutes of meetings of the SNCA Electronic Resources Committee. Records in electronic format should be printed out and incorporated into the paper file. *Note: Record copies of the minutes of meetings of other SNCA Committees and the SNCA Executive Board are maintained by other officers and by the SNCA Secretary.*

Disposition Instructions:

Transfer previous 3 years' files to the incoming Electronic Resources Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 5. Publications File

Reference copies of official SNCA publications, including issues of *North Carolina Archivist* and *Journal for the Society of North Carolina Archivists*. *Record copies are maintained by SNCA Publications Chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to incoming Electronic Resources Chair.

Item 6. Reports File

Records created and/or maintained in paper and electronic format concerning the annual report of the Electronic Resources Chair to the SNCA membership at the Society's spring business meeting as well as reports created for executive board meetings throughout the year. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Electronic Resources Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

MEMBERSHIP CHAIR

Item 1. Committees File

Reference copies of records created and/or maintained in paper and electronic format concerning the activities of various other SNCA committees. File may include directives, memorandums, correspondence, reports, and other related records. *Record copies are maintained by the appropriate committee chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of records to incoming Membership Chair.

Item 2. Correspondence File

Records created and/or maintained in paper and electronic format concerning the duties and activities of the Membership Chair. File may include directives, memorandums, official membership correspondence, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Membership Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 3. Meeting Minutes File

Records created and/or maintained in paper and electronic format concerning the minutes of meetings of the SNCA Membership Committee. Records in electronic format should be printed out and incorporated into the paper file. *Note: Record copies of the minutes of meetings of other SNCA Committees and the SNCA Executive Board are maintained by other officers and by the SNCA Secretary.*

Disposition Instructions:

Transfer previous 3 years' files to the incoming Membership Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

- Item 4. Membership Database File**
Records created and/or maintained in paper and electronic format concerning the SNCA membership database. File may include planning and design documents, procedures for using the database, printouts of the database (taken at time of the Society's spring meeting), and the electronic version of the database. Records in electronic format should be printed out and incorporated into the paper file.
- Disposition Instructions:**
Transfer previous 3 years' files to the incoming Membership Chair after the Society's spring meeting, including the current membership database in electronic format. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.
- Item 5. Membership Renewals File**
Records created and/or maintained in paper and electronic format concerning membership renewals for current year. File may include membership forms and renewal letters. Records in electronic format should be printed out and incorporated into the paper file.
- Disposition Instructions:**
Transfer current membership renewal forms to incoming Membership Chair after the Society's spring meeting. Erase/destroy earlier records in paper and electronic format when administrative value ends.
- Item 6. Publications File**
Reference copies of official SNCA publications, including issues of *North Carolina Archivist* and *Journal for the Society of North Carolina Archivists*. *Record copies are maintained by SNCA Publications Chair.*
- Disposition Instructions:**
Destroy when administrative value ends, and before transfer of other records to incoming Membership Chair.
- Item 7. Reports File**
Records created and/or maintained in paper and electronic format concerning the annual report of the Membership Chair to the SNCA membership at the Society's spring business meeting as well as reports created for executive board meetings throughout the year. Records in electronic format should be printed out and incorporated into the paper file.
- Disposition Instructions:**
Transfer previous 3 years' files to the incoming Membership Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.
- Item 8. Reports of Other Officers File**
Reference copies of reports submitted by other officers of the SNCA Executive Board for distribution at Executive Board meetings and for presentation at the

Society's spring business meeting. *Record copies should be maintained by the individual officers and by the SNCA Secretary.*

Disposition Instruction:

Destroy when administrative value ends, and before transfer of other records to incoming Membership Chair.

ARCHIVES WEEK CHAIR

Item 1.

Committees File

Reference copies of records created and/or maintained in paper and electronic format concerning the activities of various SNCA committees. File may include directives, memorandums, official committee correspondence, reports, and other related records. *Record copies are maintained by the appropriate committee chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to incoming Archives Week Chair.

Item 2.

Correspondence File

Records created and/or maintained in paper and electronic format concerning the duties and activities of the Archives Week Committee Chair. File may include directives, memorandums, official office correspondence, reports, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Archives Week Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 3.

Meeting Minutes File

Reference copies of records created and/or maintained in paper and electronic format concerning the minutes of meetings of the SNCA Executive Board and other committee meetings. *Record copies are maintained by the individual officers and by the SNCA Secretary.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to incoming Archives Week Chair.

Item 4.

Publications File

Reference copies of official SNCA publications, including issues of *North Carolina Archivist* and *Journal for the Society of North Carolina Archivists*. *Record copies are maintained by SNCA Publications Chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to

incoming Archives Week Chair.

Item 5.

Reports File

Records created and/or maintained in paper and electronic format concerning the annual report of the Archives Week Chair to the SNCA membership at the Society's spring business meeting as well as reports created for executive board meetings throughout the year. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Archives Week Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 6.

Reports of Other Officers File

Reference copies of reports submitted by other officers of the SNCA Executive Board for distribution at Executive Board meetings and for presentation at the Society's spring business meeting. *Record copies should be maintained by the individual officers and by the SNCA Secretary.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to incoming Archives Week Chair.

PUBLICATIONS COMMITTEE CHAIR

Item 1.

Committees File

Reference copies of records created and/or maintained in paper and electronic format concerning the activities of various other SNCA committees. File may include directives, memorandums, correspondence, reports, and other related records. *Record copies are maintained by the appropriate committee chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of records to incoming Publications Committee Chair.

Item 2.

Correspondence File

Records created and/or maintained in paper and electronic format concerning the duties and activities of the Publications Committee Chair. File may include directives, memorandums, official committee correspondence, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Publications Committee Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

- Item 3. Drafts File**
Records created and/or maintained in paper and electronic format concerning earlier drafts of official SNCA publications, including SNCA brochure, twentieth anniversary booklet, etc.
- Disposition Instructions:**
Destroy when administrative value ends and after any problems or issues with publication are resolved.
- Item 4. Meeting Minutes File**
Records created and/or maintained in paper and electronic format concerning the minutes of meetings of the SNCA Publications Committee. Records in electronic format should be printed out and incorporated into the paper file. *Note: Record copies of the minutes of meetings of other SNCA Committees and the SNCA Executive Board are maintained by other officers and by the SNCA Secretary.*
- Disposition Instructions:**
Transfer previous 3 years' files to the incoming Publications Committee Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.
- Item 5. Publications File**
Record copies of official SNCA publications in paper and/or electronic format, including issues of *North Carolina Archivist*, *Journal for the Society of North Carolina Archivists*, SNCA brochure and other official SNCA publications.
- Disposition Instructions:**
Transfer previous 3 years' files to the incoming Publications Committee Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention. Destroy records in electronic format when administrative value ends. *(Note: Two print versions of each official publication should be retained permanently in the State Archives).*
- Item 6. Photographs File**
Photographs taken at SNCA meetings or other events. Photographs in electronic format should be preserved and described in accordance with established policies and archival best practices
- Disposition Instructions:**
Transfer previous 3 years' files to the incoming Publications Committee Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention. Do not destroy photographs that are electronic format.
- Item 7. Reports File**
Records created and/or maintained in paper and electronic format concerning the annual report of the Publications Committee Chair to the SNCA membership at the Society's spring business meeting as well as reports created for executive

board meetings throughout the year. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Publications Committee Chair after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 8. Reports of Other Officers File

Reference copies of reports submitted by other officers of the SNCA Executive Board for distribution at Executive Board meetings and for presentation at the Society's spring business meeting. *Record copies should be maintained by the other officers and by the SNCA Secretary.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to incoming Publications Chair.

**PUBLICATIONS COMMITTEE
J-SNCA MANAGING EDITOR**

Item 1. Contracts and Agreements File

Records created and/or maintained in paper and electronic format concerning contracts and/or agreements with contributors to the *Journal for the Society of North Carolina Archivists*.

Disposition Instructions:

Erase/destroy records in paper and electronic format 3 years after termination of agreement/contract if no official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 2. Correspondence File

Records created and/or maintained in paper and electronic format concerning the duties and activities of the Managing Editor of the *Journal for the Society of North Carolina Archivists*. File may include directives, memorandums, official journal correspondence, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Managing Editor after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 3. Drafts File

Records created and/or maintained in paper and electronic format concerning drafts of articles, reviews, advertisements, etc. for publication in *The Journal for the Society of North Carolina Archivists*.

Disposition Instructions:

Erase/destroy records in paper and electronic format one year after publication of the corresponding journal.

Item 4.

J-SNCA File

Reference copies in paper and/or electronic format of the SNCA journal, *Journal for the Society of North Carolina Archivists*. *Note: Record copies of Journal for the Society of North Carolina Archivists are maintained by the Publications Committee Chair.*

Disposition Instructions:

Transfer two copies of the journal in print format to the Publications Committee Chair for the Publications File. Other reference copies in print and electronic format may be destroyed when administrative value ends.

Item 5.

Meeting Minutes File

Records created and/or maintained in paper and electronic format concerning the meetings of the *J-SNCA* editorial board. File may include agendas, summaries, and informal meeting minutes. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Managing Editor after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 6.

Template File

Records created and/or maintained in electronic format concerning the template for the SNCA journal in electronic format.

Disposition Instructions:

Transfer template in electronic format to the incoming Managing Editor after the Society's spring meeting.

**PUBLICATIONS COMMITTEE
NEWSLETTER EDITOR**

Item 1.

Correspondence File

Records created and/or maintained in paper and electronic format concerning the duties and activities of the Newsletter Editor. File may include directives, memorandums, official office correspondence, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous 3 years' files to the incoming Newsletter Editor after the Society's spring meeting. Transfer files older than 3 years to the SNCA Secretary, who will coordinate transfer to the State Archives for permanent retention.

Item 2. Drafts File

Records created and/or maintained in paper and electronic format concerning drafts of articles, advertisements, etc. for publication in SNCA's newsletter, *The North Carolina Archivist*.

Disposition Instructions:

Erase/destroy records in paper and electronic format one year after publication of the corresponding newsletter.

Item 3. Newsletter File

Reference copies in paper and/or electronic format of the SNCA newsletter, *The North Carolina Archivist*. *Note: Record copies of The North Carolina Archivist are maintained by the Publications Committee Chair.*

Disposition Instructions:

Transfer one copy of the newsletter in electronic format to SNCA webmaster for publication on the SNCA web site, and two copies in print format to the Publications Committee Chair for the Publications File. Other reference copies in paper and electronic format may be destroyed when administrative value ends.

Item 4. Template File

Records created and/or maintained in electronic format concerning the template for the SNCA newsletter in electronic format.

Disposition Instructions:

Transfer template in electronic format to the incoming Newsletter Editor after the Society's spring meeting.

MEMBERS AT LARGE

Item 1. Committees File

Reference copies of records created and/or maintained in paper and electronic format concerning the activities of various SNCA committees. File may include directives, memorandums, official committee correspondence, reports, and other related records. *Record copies are maintained by the appropriate committee chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to SNCA Secretary.

Item 2. Correspondence File

Records created and/or maintained in paper and electronic format concerning the duties and activities of the member at large. File may include directives,

memorandums, official office correspondence, reports, and other related records. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous years' file to SNCA Secretary after the Society's spring meeting.

Item 3. Meeting Minutes File

Reference copies of records created and/or maintained in paper and electronic format concerning the minutes of meetings of the SNCA Executive Board and other committee meetings. *Record copies are maintained by the individual officers and by the SNCA Secretary.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to SNCA Secretary.

Item 4. Publications File

Reference copies of official SNCA publications, including issues of *North Carolina Archivist* and *Journal for the Society of North Carolina Archivists*. *Record copies are maintained by SNCA Publications Chair.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to SNCA Secretary.

Item 5. Reports File

Records created and/or maintained in paper and electronic format concerning the reports of the member at large created for executive board meetings throughout the year. Records in electronic format should be printed out and incorporated into the paper file.

Disposition Instructions:

Transfer previous years' file to SNCA Secretary after the Society's spring meeting.

Item 6. Reports of Other Officers File

Reference copies of reports submitted by other officers of the SNCA Executive Board for distribution at Executive Board meetings and for presentation at the Society's spring business meeting. *Record copies should be maintained by the individual officers and by the SNCA Secretary.*

Disposition Instructions:

Destroy when administrative value ends, and before transfer of other records to SNCA Secretary.

SOCIETY OF NORTH CAROLINA ARCHIVISTS
CONSTITUTION AND BYLAWS

SOCIETY OF NORTH CAROLINA ARCHIVISTS CONSTITUTION

I. NAME

The name of the organization is the Society of North Carolina Archivists.

II. OBJECTIVES

The purpose of the Society of North Carolina Archivists is to promote cooperation and exchange of information among individuals and institutions interested in the preservation and use of the archival and manuscript resources of North Carolina; to share information on archival methodology and the availability of research materials; to provide a forum for discussion of matters of common concern as they pertain to the archival profession in North Carolina; and to cooperate with organizations and professionals in related disciplines.

The purpose for which the Society is organized is exclusively educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

III. MEMBERSHIP

A) Membership is open to any person interested in the purposes of the Society upon payment of annual dues.

B) Dues shall be recommended by the Executive Board of the Society and shall be established by a majority vote of the membership.

IV. OFFICERS & EXECUTIVE BOARD

A) The officers of the Society shall be president, vice president, secretary, and treasurer. The vice president shall be elected at the annual business meeting for a term of one year and shall serve as president elect of the Society, automatically succeeding to the presidency the following year. The secretary and treasurer shall be elected at alternate annual business meetings for two year terms.

In case of a vacancy in the presidency, the vice president shall assume that office and hold it for the remainder of the term. A vacancy in any of the offices, except president, may be filled by a majority vote of the Executive Board. The person designated shall hold the position for the remainder of the unexpired term. However, a vice president elected by the Executive Board shall not succeed automatically to the presidency the following year, but rather a president as well as a vice president shall be elected at the next annual business meeting.

B) The Executive Board shall consist of the officers, a publications chairperson, membership chairperson, immediate past president, an electronic resources chairperson, a development chairperson, an Archives Week chairperson and two members at large elected by the Society.

C) The government of the Society, the management of its affairs and the regulation of its procedures, except as otherwise provided in this Constitution, shall be vested in the Executive Board.

D) The Executive Board shall be responsible for Society funds, establishing appropriate procedures for accounting and auditing.

V. MEETINGS

A) The Society shall meet semi-annually in the spring and in the fall in order to transact any business to come before it and to provide a program of general interest to the members. The annual business meeting shall be held at the spring meeting. Written notice of the spring and fall meetings shall be mailed to the membership at least forty-five (45) days in advance.

B) Special meetings of the Society may be called by the president, upon approval of the Executive Board, or at the written request of one-third (1/3) of the membership. These may be called in order to transact special business or special workshops. Written notice of such meetings shall be mailed to the membership at least forty-five (45) days in advance.

C) Members present shall constitute a quorum for the transaction of business.

VI. BYLAWS

The Society is authorized and directed to prepare, adopt, or amend such Bylaws as may be desirable to carry out the administrative practices of the Society. An up-to-date copy of these Bylaws shall be available to any member upon request to the secretary. Any part of the Bylaws shall be subject to review by the membership at any meeting of the Society and may be changed by a majority vote of the members present.

VII. DISSOLUTION

Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future federal tax code, or shall be distributed to the federal, state, or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes.

VIII. AMENDMENTS

Amendments to the Constitution must be proposed in writing by a least five (5) members of the Society and filed with the secretary. Copies of the proposed amendments shall be put before the membership by mail referendum within twenty-one (21) days of the filing of the amendment. Completed ballots must be returned to the secretary within forty-five (45) days of the date of mailing. Three fifths (3/5) of the votes cast by referendum shall constitute a majority for the passage of an amendment.

SOCIETY OF NORTH CAROLINA ARCHIVISTS BYLAWS

I. Duties of Officers & Executive Board Members

A. The president shall direct and coordinate the affairs of the society, shall preside at all meetings of the Society and the Executive Board, and shall perform such duties as may be directed by the Executive Board.

B. The vice president shall perform the duties of the president in case of the president's resignation or absence. The vice president shall serve as president-elect.

C. The secretary shall keep active records of the Society including the minutes of the Society's business and Executive Board meetings and shall conduct the correspondence necessary to transacting the Society's business including the sending of notices to members concerning meetings. The secretary shall serve as the archivist for the Society. The secretary may recommend a member to arrange the Society's records of enduring value.

D. The treasurer shall have custody of all funds belonging to the Society and shall disburse them in accordance with the annual budget or upon the expressed authority of the Executive Board. The treasurer shall keep accurate records of all financial transactions. The treasurer may recommend an assistant treasurer who may attend Board meetings as a non-voting member with the treasurer or as a voting member in the treasurer's absence.

E. The publications chairperson shall oversee the publication of the Society's newsletter and membership directory, and other Society publications.

F. The membership chairperson shall oversee the maintenance of membership lists, send out dues notices and contact those members who do not renew. Furthermore, the membership committee will actively solicit new members including staffing an information table at the Society's meetings. The membership committee will notify archival and manuscript institutions of the Society's meetings in their geographical area and encourage their participation and membership in the Society. The membership committee will work with the publications committee on the issuance of the membership directory.

G. The electronic resources chairperson shall oversee the maintenance of the Society's web page, listserv and other electronic resources that may be developed.

H. The development chairperson will encourage and facilitate both sponsorships of SNCA conference events and philanthropic donations, explore and recommend methods of increasing the endowment and investing the Society's funds, and explore and recommend new ways to use the endowment funds.

I. The Archives Week Chairperson will coordinate the planning and promotion of Archives Week, including collaboration with the Development Committee regarding funding and marketing and communication with SNCA membership to encourage activities and awareness.

J. The members at large shall have duties as assigned by the Executive Board.

K. The immediate past president shall serve on the Board and provide continuity.

II. Budget and Fiscal Year

A. The Executive Board shall prepare an annual budget within one month after the annual business meeting.

B. The fiscal year for the Society's budget shall be May 1st to April 30th.

III. Election of Officers and Terms of Office

The Nominating Committee will annually nominate one candidate for vice president and two candidates for member at large. The candidates for secretary and treasurer shall be elected at alternate annual business meetings for two-year terms. The membership chair, electronic resources chair, the Archives Week chair and the publications chair will be elected for two year terms. The development chairperson will be elected for a three-year term at the annual business meeting. All candidates will be members of the Society prior to being nominated. The recommendations of the Nominating Committee shall be formally reported to the membership at least forty-five (45) days before the annual

business meeting. Nominations may be made from the floor in addition to the slate proposed by the Nominating Committee. Voting will be by secret ballot and election by simple majority of votes cast. Candidates unopposed for office shall be elected by acclamation. In the event of a ballot, a teller shall be appointed by the presiding officer at the annual meeting. Nominations and voting for each position shall be completed successively.

IV. Committees and Other Appointments

A. Standing committees shall be created or abolished as required by vote of the Executive Board. The president shall appoint the members of standing committees with the appointments to be confirmed by the majority of the Executive Board.

B. A Nominating Committee of not less than three members of the Society shall be appointed each year by the Executive Board. The chairperson of the committee shall have served on the Executive Board within the past three years. No member of the Nominating Committee shall be appointed from among the present members of the Executive Board.

V. Parliamentary Procedure

Robert's Rules of Order, Revised shall govern the proceedings of the Society, except as otherwise provided for in the Constitution or Bylaws of the Society. The president shall appoint a parliamentarian for each meeting.

VI. Access to Organizational Records

The Executive Board shall designate an institution to preserve the Society's records of enduring value. All records of the Society shall be open for public inspection.