

# THE BOARD BOOK

February 2011 Edition

Society of North Carolina Archivists

## Introduction

This Board Book is designed to serve as a guide for the Executive Board (hereafter referred to as “the Board” or “Board”) of the Society of North Carolina Archivists (hereafter referred to as “the Society” or “Society”). 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 currency for the Society.

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## Executive Board

All Board members are expected to:

- serve as an active, participating member of the 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 Board listserv)
- follow retention schedule guidelines

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 Board meetings, issuing official communication from the Society to external organizations, overseeing Society-wide initiatives and opening the business meeting during the annual meeting. Other duties when needed could include helping with other committee work, assisting the secretary in assignments, and working with the treasurer on financial matters for the Society.

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

**Vice President/President-Elect:** (1 year). Chairs the program committee, including the formation of the committee, schedules and presides over program committee meetings, issues official communications for program participants. Other duties as requested by the president. Serves as president as the need arises.

- performs the duties of the president in the event of the president's resignation or absence
- serves as president-elect
- plans and organizes annual Society meeting, which includes but is not limited to the following: securing a venue (for both the meeting and the reception), arranging workshops, speakers and panels, and coordinating lunch and refreshments.

**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 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
- maintains retention schedules for the Board

**Treasurer:** (2 years). Responsible for the fiscal aspects of the Society. Appoints 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 to promote Society meetings and publications.

- oversees the Thornton W. Mitchell Award committee, awarded at annual meetings
- sends out Endowment gift letters

**Education Chair:** (2 years). 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 undertaken 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
- coordinates C. David Jackson Scholarship for attendance to annual 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 the annual meeting

**Electronic Resources Chair:** (2 years). Oversees the Society listserv and websites (including assisting the webmaster). Responsible for electronic resources initiatives undertaken by the Society.

**Membership Chair:** (2 years). Oversees maintenance, design and efficiency of the membership database, and 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 the president for welcome letters to new members
- oversees the maintenance of membership lists, sends out dues notices, and contacts those members who do not renew
- supervises the membership committee in solicitation of new members including coordinating and 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 electronic resources chair on the issuance of the membership directory

**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 Society membership to encourage activities and awareness

**Nomination Committee Chair:** (1 year: served as President the previous year). Responsible for convening a committee to solicit nominations for any vacant positions on the Board for the annual business meeting and submission of officer nominations for the annual business meeting.

**Publications Chair:** (2 years). Oversees the publication of the Society's newsletter and other Society publications. Responsible for publication initiatives undertaken by the Society.

- monitors the work of the newsletter editor and the *Journal for the Society of North Carolina Archivists'* managing editor and reports progress and concerns to the 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 annual and fall
- in collaboration with the newsletter editor and the *Journal for the Society of North Carolina Archivists'* 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 Society meetings

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

**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 included 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 annual meeting.

***PRESIDENT***

**Item 1.        Committees File**

Reference copies of records created and/or maintained in paper and electronic format concerning the activities of various Society 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 the Society 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 meeting. Transfer files older than 3 years to the Society 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 Board and other committee meetings. *Record copies are maintained by the individual officers and by the Society 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 Society publications, including issues of *North Carolina Archivist* and *Journal for the Society of North Carolina Archivists*. *Record copies are maintained by 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 Society membership at the Society's annual business meeting as well as reports created for 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 annual meeting. Transfer files older than 3 years to the Society 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 Board for distribution at Board meetings and for presentation at the Society's annual business meeting. *Record copies should be maintained by the individual officers and by the Society 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 Society 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 Society 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 annual meeting. Transfer files older than 3 years to the Society secretary, who will coordinate transfer to the State Archives for permanent retention.

- Item 3. Annual Meeting File**  
Records created and/or maintained in paper and electronic format concerning the planning of and arrangements for the Society's annual 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 annual meeting. Transfer files older than 3 years to the Society 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 Society 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 Society Committees and the Board are maintained by other officers and by the Society secretary.*
- Disposition Instructions:**  
Transfer previous 3 years' files to the incoming vice-president/program committee chair after the Society's annual meeting. Transfer files older than 3 years to the Society secretary, who will coordinate transfer to the State Archives for permanent retention.
- Item 5. Publications File**  
Reference copies of official Society publications, including issues of *North Carolina Archivist* and *Journal for the Society of North Carolina Archivists*. *Record copies are maintained by Society 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 Society membership at the Society's annual business meeting as well as reports created for 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/program committee chair after the Society's annual meeting. Transfer files older than 3 years to the Society 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 Board for distribution at Board meetings and for presentation at the Society's annual

business meeting. *Record copies should be maintained by the individual officers and by the Society secretary.*

**Disposition Instruction:**

Destroy when administrative value ends, and before transfer of other records to incoming vice-president/program committee chair.

**Item 8. 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 the Society. 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 annual meeting. Transfer files older than 3 years to the Society 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 Society 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 Society Constitution and Bylaws. File may include proposals for constitutional amendments or changes, records of membership votes, and copies of previous and revised constitutions and bylaws. 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 annual meeting. *At least one copy of the current constitution and bylaws should be kept by the secretary at all times.* Transfer files older than 4 year 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 Society 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 annual 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 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 annual meeting. Transfer files older than 4 years to the State Archives for permanent retention.

**Item 5. Annual Meeting File**

Records created and/or maintained in paper and electronic format concerning the planning of and arrangements for the Society's annual 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 annual 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/program committee chair. The secretary should merge the vice-president/program committee chair'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 Society 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 Society 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 annual meeting. Transfer files older than 4 years to the State Archives for permanent retention.

**Item 8. Publications File**

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

**Disposition Instructions:**

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

**Item 9. Record of Society Meetings: Places and Themes**

Records created and/or maintained in paper and electronic format concerning the official record of past Society 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 annual meeting. *At least one copy of the current record of Society 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 annual 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 Board for distribution at Board meetings and for presentation at the Society's annual business meeting. *Record copies should be maintained by the individual officers and by the Society secretary.*

**Disposition Instructions:**

Transfer previous 4 years' files to the incoming secretary after the Society's annual meeting. Transfer files older than 4 years to the State Archives for permanent retention. *Note: As official record-keeper for the Society, 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.**

**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 the Society. 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 annual 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/program committee chair. The secretary should merge the vice-president/program committee chair'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 annual meeting. Transfer files older than 3 years to the Society 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 Society 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 annual meeting. Transfer files older than 3 years to the Society 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 annual meeting. Transfer files older than 3 years to the Society 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 Society publications, including issues of *North Carolina Archivist* and *Journal for the Society of North Carolina Archivists*. *Record copies are maintained by the Society 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 Society membership at the Society's annual 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 annual meeting. Transfer files older than 3 years to the Society 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 Board for distribution at Board meetings and for presentation at the Society's annual business meeting. *Record copies should be maintained by the individual officers and by the Society secretary.*

**Disposition Instructions:**

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 annual 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 Society 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 annual meeting. Transfer files older than 3 years to the Society 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 annual meeting. Transfer files older than 3 years to the Society 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 Board and other committee meetings. *Record copies are maintained by the individual officers and by the Society 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 annual meeting. Transfer files older than 3 years to the Society secretary, who will coordinate transfer to the State Archives for permanent retention.

**Item 6. Publications File**

Reference copies of official Society publications, including issues of *North Carolina Archivist* and *Journal for the Society of North Carolina Archivists*. *Record copies are maintained by Society 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 Society membership at the Society's annual business meeting as well as reports created for 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 annual meeting. Transfer files older than 3 years to the Society 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 Board for distribution at Board meetings and for presentation at the Society's annual business meeting. *Record copies should be maintained by the individual officers and by the Society 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 Society 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 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 chair after the Society's annual meeting. Transfer files older than 3 years to the Society 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 the Society 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 chair after the Society's annual meeting. Transfer files older than 3 years to the Society 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 annual 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 chair after the Society's annual meeting. Transfer files older than 3 years to the Society 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 Society 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 Society committees and the Board are maintained by other officers and by the Society secretary.*

**Disposition Instructions:**

Transfer previous 3 years' files to the incoming education chair after the Society's annual meeting. Transfer files older than 3 years to the Society secretary, who will coordinate transfer to the State Archives for permanent retention.

**Item 6.**

**Publications File**

Reference copies of official Society publications, including issues of *North Carolina Archivist* and *Journal for the Society of North Carolina Archivists*.

*Record copies are maintained by the Society publications chair.*

**Disposition Instructions:**

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

**Item 7. Reports File**

Records created and/or maintained in paper and electronic format concerning the annual report of the education chair to the Society membership at the Society's annual 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 annual meeting. Transfer files older than 3 years to the Society 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 Board for distribution at Board meetings and for presentation at the Society's annual business meeting. *Record copies should be maintained by the individual officers and by the Society secretary.*

**Disposition Instructions:**

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 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 chair after the Society's annual meeting. Transfer files older than 3 years to the Society 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 Society 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 annual meeting. Transfer files older than 3 years to the Society 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 annual meeting. Transfer files older than 3 years to the Society 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 Society 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 Society committees and the Board are maintained by other officers and by the Society secretary.*

**Disposition Instructions:**

Transfer previous 3 years' files to the incoming electronic resources chair after the Society's annual meeting. Transfer files older than 3 years to the Society secretary, who will coordinate transfer to the State Archives for permanent retention.

**Item 5. Publications File**

Reference copies of official Society publications, including issues of *North Carolina Archivist* and *Journal for the Society of North Carolina Archivists*. *Record copies are maintained by the Society 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 Society membership at the Society's annual business meeting as well as reports created for 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 annual meeting. Transfer files older than 3 years to the Society 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 Society 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 annual meeting. Transfer files older than 3 years to the Society 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 Society 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 Society committees and the Board are maintained by other officers and by the Society secretary.*

**Disposition Instructions:**

Transfer previous 3 years' files to the incoming membership chair after the Society's annual meeting. Transfer files older than 3 years to the Society 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 Society 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 annual 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 annual meeting, including the current membership database in electronic format. Transfer files older than 3 years to the Society 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 annual meeting. Erase/destroy earlier records in paper and electronic format when administrative value ends.

**Item 6. Publications File**

Reference copies of official Society publications, including issues of *North Carolina Archivist* and *Journal for the Society of North Carolina Archivists*. Record copies are maintained by the Society 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 Society membership at the Society's annual business meeting as well as reports created for 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 annual meeting. Transfer files older than 3 years to the Society 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 Board for distribution at Board meetings and for presentation at the Society's annual business meeting. *Record copies should be maintained by the individual officers and by the Society secretary.*

**Disposition Instructions:**

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

**ARCHIVES WEEK COMMITTEE CHAIR**

**Item 1. Committees File**  
Reference copies of records created and/or maintained in paper and electronic format concerning the activities of various Society 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 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 annual meeting. Transfer files older than 3 years to the Society 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 Board and other committee meetings. *Record copies are maintained by the individual officers and by the Society 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 Society publications, including issues of *North Carolina Archivist* and *Journal for the Society of North Carolina Archivists*. *Record copies are maintained by Society 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 Society membership at the Society's annual business meeting as well as reports created for 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 annual meeting. Transfer files older than 3 years to the Society 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 Board for distribution at Board meetings and for presentation at the Society's annual business meeting. *Record copies should be maintained by the individual officers and by the Society 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 Society 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 chair.

**Item 2. Correspondence File**

Records created and/or maintained in paper and electronic format concerning the duties and activities of the publications 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 chair after the Society's annual meeting. Transfer files older than 3 years to the Society 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 Society publications, including Society 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 Society 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 Society committees and the Board are maintained by other officers and by the Society secretary.*

**Disposition Instructions:**

Transfer previous 3 years' files to the incoming publications chair after the Society's annual meeting. Transfer files older than 3 years to the Society secretary, who will coordinate transfer to the State Archives for permanent retention.

**Item 5. Publications File**

Record copies of official Society publications in paper and/or electronic format, including issues of *North Carolina Archivist*, *Journal for the Society of North Carolina Archivists*, Society brochure and other official Society publications.

**Disposition Instructions:**

Transfer previous 3 years' files to the incoming publications chair after the Society's annual meeting. Transfer files older than 3 years to the Society 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 Society 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 chair after the Society's annual meeting. Transfer files older than 3 years to the Society 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 chair to the Society membership at the Society's annual 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 chair after the Society's annual meeting. Transfer files older than 3 years to the Society 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 Board for distribution at Board meetings and for presentation at the Society's annual business meeting. *Record copies should be maintained by the other officers and by the Society secretary.*

**Disposition Instructions:**

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

**PUBLICATIONS COMMITTEE**

***Journal for the Society of North Carolina Archivists (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 annual meeting. Transfer files older than 3 years to the Society 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. Journal for the Society of North Carolina Archivists File**  
Reference copies in paper and/or electronic format of the Society 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 chair.*
- Disposition Instructions:**  
Transfer two copies of the journal in print format to the publications 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 *Journal for the Society of North Carolina Archivists* 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 annual meeting. Transfer files older than 3 years to the Society 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 *Journal for the Society of North Carolina Archivists* in electronic format.
- Disposition Instructions:**  
Transfer template in electronic format to the incoming managing editor after the Society's annual 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 annual meeting. Transfer files older than 3 years to the Society 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 Society'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 Society newsletter, *The North Carolina Archivist*. *Note: Record copies of The North Carolina Archivist are maintained by the publications chair.*

**Disposition Instructions:**

Transfer one copy of the newsletter in electronic format to Society webmaster for publication on the Society website, and two copies in print format to the publications 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 Society newsletter, *The North Carolina Archivist*, in electronic format.

**Disposition Instructions:**

Transfer template in electronic format to the incoming newsletter editor after the Society's annual 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 Society 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 Society secretary.

- Item 2. Correspondence File**  
Records created and/or maintained in paper and electronic format concerning the duties and activities of the members 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 Society secretary after the Society's annual 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 Board and other committee meetings. *Record copies are maintained by the individual officers and by the Society secretary.*
- Disposition Instructions:**  
Destroy when administrative value ends, and before transfer of other records to Society secretary.
- Item 4. Publications File**  
Reference copies of official Society publications, including issues of *North Carolina Archivist* and the *Journal for the Society of North Carolina Archivists*. *Record copies are maintained by the Society publications chair.*
- Disposition Instructions:**  
Destroy when administrative value ends, and before transfer of other records to Society 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 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 Society secretary after the Society's annual meeting.
- Item 6. Reports of Other Officers File**  
Reference copies of reports submitted by other officers of the Board for distribution at Board meetings and for presentation at the Society's annual business meeting. *Record copies should be maintained by the individual officers and by the Society secretary.*
- Disposition Instructions:**  
Destroy when administrative value ends, and before transfer of other records to Society secretary.

## **SOCIETY OF NORTH CAROLINA ARCHIVISTS CONSTITUTION**

### **I. NAME**

The name of the organization is the Society of North Carolina Archivists (hereafter referred to as “the Society” or “Society”).

### **II. OBJECTIVES**

The purpose of the Society 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 (hereafter referred to as “the Board” or “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 Board. The person designated shall hold the position for the remainder of the unexpired term. However, a vice president elected by the 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 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 Board.

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

## V. MEETINGS

A) The Society shall meet annually 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 annual meeting. Written notice of the annual 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 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 Board, and shall perform such duties as may be directed by the 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 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 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 chair shall oversee the publication of the Society's newsletter and other Society publications.

F. The membership chair 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 electronic resources chair on the issuance of the membership directory.

G. The electronic resources chair shall oversee the maintenance of the Society's webpage, listserv and other electronic resources that may be developed, including working with the membership chair on the issuance of the membership directory.

H. The development chair will encourage and facilitate both sponsorships of Society meetings, 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 chair will coordinate the planning and promotion of Archives Week, including collaboration with the development committee regarding funding and marketing and communication with Society membership to encourage activities and awareness.

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

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

## II. Budget and Fiscal Year

A. The 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 members 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 chair will be elected for a three-year term. 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 Board. The president shall appoint the members of standing committees with the appointments to be confirmed by the majority of the Board.

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