



Officer & Committee

Procedures Manual

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INTRODUCTION

SECTION 1: STANDING COMMITTEES

- 1) ANNUAL MEETING LOCAL ARRANGEMENTS COMMITTEE
- 2) ANNUAL MEETING PROGRAM COMMITTEE
- 3) ANNUAL MEETING SITE SELECTION COMMITTEE
- 4) COMMUNITY OUTREACH FUND
- 5) DISTINGUISHED SERVICE AWARD COMMITTEE
- 6) DIVERSITY COMMITTEE
- 7) FINANCE COMMITTEE
- 8) INTERNET OUTREACH COMMITTEE
- 9) MEMBERSHIP COMMITTEE
- 10) NOMINATING COMMITTEE
- 11) PROFESSIONAL DEVELOPMENT COMMITTEE
- 12) PUBLICATIONS COMMITTEE
- 13) SCHOLARSHIP COMMITTEE
- 14) DUTIES OF THE SSA ARCHIVIST
- 15) STATE PARTNERSHIPS AND OUTREACH COMMITTEE

SECTION 2: RESPONSIBILITIES OF OFFICERS

- 1) DUTIES OF THE PRESIDENT
- 2) DUTIES OF THE VICE-PRESIDENT, PRESIDENT ELECT
- 3) DUTIES OF THE SECRETARY
- 4) DUTIES OF THE TREASURER
- 5) DUTIES OF THE PAST-PRESIDENT

SECTION 3: RESPONSIBILITIES OF BOARD MEMBERS

- 1) DUTIES OF BOARD MEMBERS

SECTION 4: AD-HOC COMMITTEES

SECTION 5: SSA LEADERSHIP COMMUNICATION

SECTION 6: SR. M. CLAUDE LANE, O.P., MEMORIAL AWARD

SECTION 7: ARCHIVING RECORDS

APPENDIX A: SSA RECORDS RETENTION SCHEDULE

INTRODUCTION

This manual includes the membership, responsibilities, and guidelines of procedures for each of the Standing Committees of the Society of Southwest Archivists. It should serve as a guide to the Officers, to the members of committees and Committee Chairs, and to the general membership.

As the Society is an organic entity, growing and changing as it responds to changes in the environment, this manual is not intended to remain static. Committee chairs and committee members are responsible for making sure that this manual remains accurate in describing actual practice. They should suggest changes and modifications as the need may arise, either to clarify existing responsibilities or procedures, or to add new procedures as they become necessary. Relevant policies should be reviewed by officers and committee chairs at the end of their tenure, to be sure that the procedures are up to date for incoming chairs. Changes should be referred to the Secretary who, with the approval of the Executive Board, will make appropriate changes and issue revised editions of this manual as they are needed.

SECTION 1: STANDING COMMITTEES

With the exception of the Nominating Committee and the Scholarship Committee, who are elected, all committees will be open to interested members. When appointing committee members, Committee Chairs should consult with the Internet Outreach Committee or log in to the SSA website (WildApricot) to obtain a report of members who have indicated interest in serving on their respective committees.

A Committee Chair may serve for a maximum of two years at one post. It is expected, but not guaranteed, that the vice-chair will assume the chair-ship when that post becomes vacant. The intent of the foregoing provision is to structure committees to promote smoother transitions by staggering leadership positions and having a Chair and Vice Chair in place. Each committee will always have a chair and a vice chair, when the chair steps down, the vice chair can move up and

then serve as chair for up to two years, and when that happens, a new vice chair will be appointed.

A committee made up of the President, Vice-President, and the Nominating Committee Chair shall appoint Chairs and Vice-Chairs of the following committees:

- Annual Meeting Site Selection
- Diversity
- Internet Resources
- Membership
- Professional Development
- Publications
- State Partnerships and Outreach

The Nominating and Scholarship Committees are chaired by elected members, in the final year of elected committee membership.

Outgoing Committee Chairs are expected to give orientation to the incoming Chair regarding practices and procedures of the committee. Files, forms, and templates used for SSA business are passed to the incoming chair and records scheduled for permanent retention are filed according to the SSA records retention policy (*See Appendix A*).

1) ANNUAL MEETING LOCAL ARRANGEMENTS COMMITTEE

I. Purpose

The Local Arrangements Committee (LAC) is responsible for planning all aspects of local arrangements for the Annual Meeting of the Society each spring. The LAC's responsibilities are to manage the finances, meeting space, accommodations, catering, receptions, tours, and the printed program.

II. Composition and Membership

- A. The chair of the Local Arrangements Committee is appointed by the President at least 18 months before the Annual Meeting the Committee is to plan, with the advice of the Annual Meeting Site Selection Chair and consent of the Executive Board. The Chair must be a member in good standing of the Society, and must reside in reasonable proximity to the site of the Annual Meeting. A committee made up of the President, Vice- President and Nominating Committee Chair shall appoint a Chair and Vice-Chair with the consent of the Executive Board.
- B. The Chair may appoint additional members as deemed appropriate to assist in the Committee's work. The Chair will inform the President of all individuals appointed to the Committee following the first Committee meeting. In order to take proper advantage of local resources and to include as many individuals and institutions in the Annual

Meeting activities as possible, not all members of the Committee must be members in good standing of the Society, but all should be encouraged to join.

- C. The chair of the Program Committee, the chair of the Professional Development Committee, and the chair of the Membership Committee shall serve as members of the Local Arrangements Committee ex officio.
- D. The Local Arrangements Committee will serve until all duties regarding the Annual Meeting are complete.

III. Responsibilities

- A. Chair reports on the Committee's activities at each meeting of the Executive Board. Reports are made in writing to the Secretary prior to the meeting to be included in the meeting agenda packet.
- B. Committee Chairs and Officers should be aware that the records they generate should be retained according to the SSA retention schedule (located in the Leadership Group files).

IV. Procedures

- A. Procedures as listed in this manual are to be evaluated at the end of the term of the Committee Chair or Office, updates to the responsibilities or procedures should be sent to the Secretary.
- B. See the SAA Annual Meeting Guide for more detail on the procedures and responsibilities of the Local Arrangements Committee.

2) ANNUAL MEETING PROGRAM COMMITTEE

I. Purpose

The Annual Meeting Program Committee is responsible for planning the program for the Annual Meeting of the Society each spring. The Program Committee's basic responsibility is to solicit, select, and schedule conference sessions. The Committee is also responsible for providing content for the event program, including session descriptions and the schedule at-a-glance.

II. Composition and Membership

- A. The Vice-President/President-elect serves as the Chair of the Program Committee and assumes the duties for both positions at the conclusion of the Business Meeting held at the Annual Meeting in the year in which elected.
- B. The Chair may appoint additional members as needed. The Chair should strive for a committee membership from diverse institution types and geographic areas. The Membership Committee can provide the Chair a list of members who indicated an

interest in serving on the committee, and volunteers can be solicited from the membership at large.

- C. The chair of the Program Committee will also be a member of the Local Arrangements Committee and will serve as liaison.
- D. The chair, vice-chair, or other representative of the Diversity Committee will also be a member of the Program Committee.
- E. The Chair and the other members of the Committee shall serve one-year terms.

III. Responsibilities

- A. Chair reports on the Committee's activities at each meeting of the Executive Board. Reports are made in writing to the Secretary prior to the meeting to be included in the meeting agenda packet.
- B. Committee Chairs and Officers should be aware that the records they generate should be retained according to the SSA retention schedule (*See Appendix A*).

IV. Procedures

- A. Procedures as listed in this manual are to be evaluated at the end of the term of the Committee Chair or Office, updates to the responsibilities or procedures should be sent to the Secretary.
- B. See the SAA Annual Meeting Guide for more detail on the procedures and responsibilities of the Annual Meeting Program Committee.

3) ANNUAL MEETING SITE SELECTION COMMITTEE

I. Purpose

The Annual Meeting Site Selection Committee is responsible for selecting a site for the Annual Meeting of the Society.

II. Composition and Membership

- A. The Committee is composed of a Chair, Vice-Chair and at least one additional member. A committee made up of the President, Vice-President and Nominating Committee Chair shall appoint a Chair and Vice Chair with the consent of the Executive Board.
- B. The Chair shall serve a two-year term. It is expected, but not guaranteed, that the Vice-Chair will assume the chair-ship when that post becomes vacant. Members shall serve one-year terms. All committee members are eligible for reappointment by the Chair.

III. Responsibilities

- A. To propose a site for the Annual Meeting of the Society. Chair reports on the Committee's activities at each meeting of the Executive Board. Reports are made in writing to the Secretary prior to the meeting to be included in the meeting agenda packet.
- B. The Chair will report to the Executive Board, submitting site proposals for Board approval at least one year in advance of the meeting.
- C. To assist in identifying a Chair and members for the Annual Meeting Local Arrangements Committee.
- D. Chair reports on the Committee's activities at each meeting of the Executive Board. Reports are made in writing to the Secretary prior to the meeting to be included in the meeting agenda packet.
- E. Committee Chairs and Officers should be aware that the records they generate should be retained according to the SSA retention schedule (*See Appendix A*).

IV. Procedures

- A. At least 18 months in advance of the Annual Meeting, the Committee solicits proposals from appropriate potential sites. The Annual Meeting Guide is a resource for those interested in hosting an annual meeting; potential site hosts should consult the guide. Proposals should be submitted by members in good standing of the Society, representing the members and other interested parties in the site locale. Proposals are to be made in writing and include a brief statement of the advantages of the site.
- B. The Committee should review proposals no later than the spring one year in advance and select a site for the meeting the following year. In selecting the site the Committee should take into consideration the following factors:
 - a. resources available to support the meeting
 - b. the number of members and other interested parties at or near the site
 - c. the facilities available for the meeting
 - d. the cost to members of travel to the site
 - e. lodging and meals at the site
 - f. the advancement of other goals of the Society which may be furthered by selecting the site
- C. The Committee will endeavor to maintain a pattern of geographic distribution in the selection of annual meeting sites and to work at least one year in advance of the current site proposal.

- D. Having selected a site, the Committee will prepare a recommendation to the Executive Board. The recommendation to the Board must be made at least fifteen months prior to the annual meeting to be held at the selected site. E. Procedures as listed in this manual are to be evaluated at the end of the term of the Committee Chair or Office, updates to the responsibilities or procedures should be sent to the Secretary.

4) COMMUNITY OUTREACH COMMITTEE

I. Purpose

The Community Outreach Fund is designed to support events or programs that promote archives to the general public.

II. Composition and Membership

The President shall Chair the committee composed of the Immediate Past President, the Treasurer, the Chair of the Diversity & Outreach Committee, and one Executive Board Member appointed by the President.

III. Responsibilities

- A. Evaluate applications for support for events or programs that promote archives, and ensure that the applicant and the event meet the qualifications for support according to the guidelines stated in this manual.
- B. Disburse funds to applicant via the Treasurer.
- C. The Committee shall ensure the applicant's eligibility based on the following criteria:
 - a. The organization or outreach event must take place in the SSA region.
 - b. The event must take place within two years of request and within a year of the funds being distributed.
 - c. The primary contact applying for funds must be an SSA member in good standing.
 - d. The event must be open to the public.
- D. The Committee shall evaluate the event based on:
 - a. Range of impact
 - b. Creativity of the idea
 - c. Need for support [e.g. how much of an impact does SSA support make?]
 - d. Potential impact on SSA membership recruitment

IV. Procedures

- A. Call for proposals is ongoing.
 - a. Applications should be submitted at least two months before event
 - b. Applicant will be informed of decision to fund or not within a month of request

- c. No more than \$1000.00 will awarded each calendar year B. Applications for use of the Community Outreach Fund should be sent to the President and must include:
- d. Name of the requesting organization
- e. Date(s) of event
- f. Date funds are needed
- g. A description (no more than 300 words) describing the outreach event and its impact on the community and/or the organization
- h. Amount requesting [note: limit is \$1,000, but smaller requests are likely to be favored.]
- i. The name and contact information for the primary contact
- j. Optional: letter(s) of support from community members

C. Disbursement & Awardee Obligations:

- a. The Treasurer shall disburse funds to the awardee according to the date indicated in the proposal.
- b. Should the event not take place, the awardee shall return the funds to SSA within 15 working days of the canceled event date.
- c. The awardee or his/her designee shall write a 150-250 word article about the event to be published in a subsequent issue of Southwestern Archivist.

5) DISTINGUISHED SERVICE AWARD COMMITTEE

I. Purpose

The Distinguished Service Award Committee is responsible for soliciting nominations and selecting a recipient for the Society's Distinguished Service Award. Upon Executive Board approval of the Committee's recommendation, the Chair shall present the award to the recipient at the Society's Annual Meeting.

Since 1995, The Distinguished Service Award (DSA) has been underwritten in the amount of \$250 by Hollinger Metal Edge, in exchange for an electronic copy of the SSA member database.

II. Composition and Membership

- A. The Immediate Past President serves as Chair of the Committee. Should the Immediate Past President decline to serve in this capacity, the President shall appoint another member in good standing to serve as Chair, with the advice and consent of the Executive Board.
- B. Before the end of the month in which they take office, the Chair of the Committee shall nominate to the President at least two additional members of the Society to serve on the Committee and the President shall appoint the members of the Committee for a one-year term. In order to secure an equitable geographical balance, no two members of the Committee, including the Chair, shall be from the same state in the region.

III. Responsibilities

The Chair will participate in the SSA Leadership Discussion Group on the SSA website. See Section 5: SSA Leadership Communication for more details.

- A. To promote awareness of the DSA among the members of the Society and the wider archival community.
- B. To solicit nominations for the DSA from the members of the Society.
- C. To select a recipient for the DSA for consideration approval by the Board.
- D. The Chair reports on the Committee's activities at each meeting of the Executive Board. Reports are made in writing to the Secretary prior to the meeting to be included in the meeting agenda packet.
- E. Committee Chairs and Officers should be aware that the records they generate should be retained according to the SSA retention schedule (*See Appendix A*).
- F. The Chair will participate in the SSA Leadership Discussion Group on the SSA website. See Section 5: SSA Leadership Communication for more details.

IV. Procedures

- A. The Chair shall create a call for nominations for the DSA to be published in the fall issue of the Society's newsletter, and posted on the Society's web site and social media outlets. The Chair shall also solicit nominations by other appropriate means, including from other members of the Committee.
- B. Nominations may be made by any member of the Society, and should include a brief statement of the contributions of the nominee's service to the Society and to the profession, and may be accompanied by letters supporting the nomination. Supporting letters are not limited to Society members, and may be from professional colleagues, community members, or anyone else who can speak to the nominee's service. Nominations are active for 2 award cycles.
- C. The closing date for nominations should be widely publicized and should fall within the month of January. It is up to the Chair, in consultation with Committee members and the President, whether to grant an extension.
- D. After the closing date for nominations, the Chair shall advise other members of the Committee of all nominations received and shall confer with them by telephone or email about the means by which they will arrive at their decision. When this has been determined, the Chair shall coordinate the selection process.

- E. The Chair shall communicate the committee's decision to the Executive Board for approval, either during a regular meeting of the Board held in the late winter or early spring; or in the absence of such an opportunity, through the SSA Leadership Discussion Group.
- F. The nominee must be approved by a majority vote of the following officers and members: President; Vice President/President-Elect; Secretary; Treasurer; the six elected members of the Executive Board; the two elected members of the Nominating Committee; and the Chair of the Scholarship Committee. The Chair of the Distinguished Service Award Committee, or designee, shall present the Award during the Business Meeting at the Society's Annual Meeting.
- G. Upon Board approval of the recipient, the Chair shall:
 - a. Alert the member who nominated the recipient of the decision.
 - b. Notify members who submitted new nominations that their nominee will remain in consideration for the next year's award. They may submit changes or additions to their nomination to the incoming Chair if they choose.
 - c. Notify members who submitted nominations the previous year that the nominations are expiring. They may renominate in the future if they choose.
 - d. Have the DSA certificate lettered with the recipient's name and the date of presentation, signed by the President, and suitably framed for presentation at the Society's annual meeting. The bills for lettering and framing should be forwarded to the Society's Treasurer for payment or reimbursement. The Treasurer will issue the check for the Hollinger Metal Edge, Inc. financial award to the recipient of the Distinguished Service Award.
- H. The Chair of the DSA Committee, or designee, shall present the Award during the Business Meeting at the Society's Annual Meeting.
- I. The Committee may elect to recommend to the Executive Board that no award be given. In this event, the recommendation should be communicated to the Executive Board and approved in the manner outlined in D and E above.
- J. At the end of their term, the Chair shall forward to the incoming Chair:
 - a. The template for the DSA certificate
 - b. Any nomination packets that were submitted during their term that are rotating to the new Committee
- K. Procedures as listed in this manual are to be evaluated at the end of the term of the Committee Chair or Office, updates to the responsibilities or procedures should be sent to the Secretary.

6) DIVERSITY COMMITTEE

I. Purpose

The Diversity Committee is a standing committee of the Society of Southwest Archivists. The Committee is responsible for actively promoting diversity in SSA. As outlined in SSA's own Statement on Diversity and Inclusion, diversity encompasses:

- Socio-cultural factors. These factors relate to individual and community identity, including race, age, gender identity/expression, political and religious beliefs, ability, family relationship, individual life style, marital status, national origin, religion, sex, sexual orientation, and/or veteran status.
- Professional and geographic factors. Concern about these factors reflects SSA's desire for broad participation from archivists working in various locations, repository types and sizes, and professional specializations.

It also assists the Society in community and professional outreach initiatives.

II. Composition and Membership

- A. Co-Chairs: Two years with overlapping terms to ensure continuity (Example: one chair serves 2020-2022 and the other serves 2021-2023). A committee made up of the President, Vice-President and Nominating Committee Chair shall appoint the two Co-Chairs with the consent of the Executive Board. Terms can be renewed.
- B. Other members may be appointed as needed by the Chair.
- C. Members: 5-12 additional members who participate in subcommittee work. Members shall serve one-year terms. All committee members are eligible for reappointment.
- D. SSA Board Liaison: appointed by President and Vice President to improve communication between committee and Executive Board.
- E.

III. Responsibilities

- A. Monitor, evaluate, advocate for, and report on matters pertaining to the diversity of the archival profession, and advise SSA's Board how to address them.
- B. Explore strategies with the SSA Membership Committee for recruiting and retaining individuals from underrepresented populations into the Society.
- C. Explore strategies with the SSA Nominating Committee for recruiting candidates from underrepresented populations. Make recommendations to the Nominating Committee.

- D. Coordinate and/or consult on DEI programming and professional development opportunities at the Annual Meeting and throughout the year.
- E. Amplify the work of archivists from traditionally underrepresented communities by contributing to SSA's quarterly newsletter
- F.

IV. Record Keeping & Communication

- A. Co-Chairs compile and submit quarterly reports to the SSA Secretary and provide updates at SSA Executive Board meetings as needed.
- B. Regularly inform membership of SSA's progress regarding diversity efforts via the SSA newsletter. SSA newsletter deadlines are the 10th of July, October, January and April
- C. Officers should be aware that the records they generate should be retained according to the SSA retention schedule (*See Appendix A*).
- D. Procedures as listed in this manual are to be evaluated at the end of the term of the Committee Chair or Office, updates to the responsibilities or procedures should be sent to the Secretary.

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V. Subcommittee Responsibilities

- A. *A Co-Chair of the Committee serves as a member of the Community Outreach Fund steering committee.*
- B. *Annual Meeting Subcommittee (3-4 members)*
 - *At least one member serves as a liaison to the Annual meeting Program Committee*
 - *At least one member serves as a Liaison to Local Arrangements Committee to aid with topics such as accessibility and identifying local businesses, collections, and community activities to support during the meeting.*
 - *Help diversify conference attendance and participation (ie. scholarships)*
- C. Professional Development Subcommittee (2 members)
 - Serves as liaison to Professional Development Committee, attends meetings as necessary
 - Assists in coordinating at least one professional development workshop outside of the Annual Meeting
 - Coordinates EDI skillshare at Annual Meeting to determine direction for next year's D&O Committee activities
- D. Newsletter Subcommittee (1-2 members)
 - Providing one piece of content for the October, January, and April newsletters highlighting archivists and/or collections from underrepresented populations. This could include conducting an interview with an archivist, writing an article on spotlighting a particular archive/project, or identifying a non-committee archivist to contribute content. Attends Publication Committee meetings as needed

- a) Submissions deadlines are the 10th of October, January, and April
- a) Previous question sets for interviews are archived in the D&O Committee Google Drive for reference
- b) Committee can provide content for July newsletter, but not required as committee membership may be in transition over the summer

E. Membership & Outreach (2 members)

- Liaison to Membership Committee to ensure traditionally underrepresented communities are being reached
- Liaison to the Nominating Committee for recruiting candidates from underrepresented populations. Make recommendations to the Nominating Committee.
- Facilitate membership survey at time of Annual Meeting. Look at membership demographic data to identify target areas for outreach
 - a) Also help identify institutions in the region outside traditional academic archival institutions

VI. *Tasks Timeline*

June/July

- Co-Chairs participate in SSA Incoming Board & Committee Chair Orientation (June)
- Co-Chairs ensure committee has enough members to be able to fulfill subcommittee tasks and responsibilities
 - If additional members are needed, reach out to the SSA Board to receive an up to date list of SSA members interested in the D&O Committee
 - Distribute the SSA Diversity & Outreach Committee Intake Google Form to recruit new members and gauge interests. This form may need to be updated with current dates prior to distribution
 - Send updated list of committee members to Executive Leadership and Internet Committee

August

- Coordinate first Committee Meeting. Review committee charge, subcommittee responsibilities and timeline. Establish frequency of meetings and preferred communications for the group.
- Subcommittees and Liaisons are connected with the appropriate SSA standing committees

September

- Ensure content has been identified for October SSA newsletter
- Professional Development subcommittee assists PDC with developing pre-conference workshops for the Annual Meeting (September - December).

October

- Newsletter submission due October 10
- Annual Meeting Subcommittee

- Communicates with Local Arrangements on hotel and meeting room accessibility, local repository or community organization tours that will be offered during the meeting
- Contributes recommendations for local restaurants and attractions to be included on the Annual Meeting website. Solicit entire D&O committee for contributions as needed
- Nominating Committee liaison solicits membership for nominations for SSA leadership. Solicits feedback from entire D&O Committee as needed to generate a list of recommendations

November

- The deadline for conference proposals generally occurs the week before Thanksgiving.
- Nominating Committee Liaison submits nomination recommendations to Nominating Committee

December

- Ensure content has been identified for January newsletter
- Program Committee liaison(s) reviews and selects winning proposals and lets session proposers know if their proposal has been accepted or not
- All SSA Leadership nominees are contacted and confirm their willingness to run, active membership status confirmed.

January

- Newsletter submission due January 10

March

- Ensure content has been identified for April SSA newsletter
- Co-Chairs poll which committee members will be attending the Annual Meeting and could be available to assist with pre-conference workshops and/or EDI skillshare

April

- Newsletter submission due April 10
- Professional Development Subcommittee finalizes content and facilitators for EDI Skillshare and/or Workshop
- Co-Chairs coordinate closing committee meeting for May

May

- Members who can attend SSA Annual facilitate EDI Skillshare and Feedback session. Compile notes and send to Co-Chairs for review
- Co-Chairs submit End of Year Report and participate in Outgoing SSA Board Meeting
- Procedures as listed in this manual are to be evaluated at the end of the term of the Committee Chair or Office, updates to the responsibilities, procedures, or proposed subcommittees should be sent to the Secretary

7) FINANCE COMMITTEE

I. Purpose

The Finance Committee has oversight of all financial matters pertaining to the Society and shall be responsible for advising the Executive Board concerning investment and financial management, budget planning, financial policy, financial reporting requirements, and results.

II. Composition and Membership

- A. The Committee shall consist of five members: the President, the Treasurer, a Board member appointed by the President from the six elected Executive Board members, and two members in good standing, appointed by the President. The President and Treasurer serve when in office, the board member is appointed each year, and the appointed members serve staggered two-year terms.
- B. The Treasurer serves as Chair of the Finance Committee.
- C. Members appointed to the committee may be reappointed for one additional term.

III. Responsibilities

The Chair will participate in the SSA Leadership Discussion Group on the SSA website. See Section 5: SSA Leadership Communication for more details.

- A. Act as financial advisor to the Executive Board.
- B. Establish and revise the Society's financial policies and procedures.
- C. Review financial reports and or statements covering all Society assets (cash reserves, endowment, investments, etc.) provided by the Treasurer quarterly and prior to Executive Board meetings.
- D. Review the final financial report provided by the Local Arrangements Committee following each year's annual meeting.

- E. Review any unbudgeted expenditure requests over \$500 and submit to the Executive Board for final approval.
- F. Work with the Treasurer to implement the Spending and Investment Policy.
- G. Consider all financial matters referred by the Executive Board or the Society's membership.
- H. Chair reports on the Committee's activities as part of the Treasurer's Report at each meeting of the Executive Board. Reports are made in writing to the Secretary prior to the meeting to be included in the meeting agenda packet.
- I. Committee Chairs and Officers should be aware that the records they generate should be retained according to the SSA retention schedule (*See Appendix A*).

IV. Procedures

- A. Confer as needed by email or conference call to fulfill committee duties.
- B. Review accounts annually (generally in October) using the Spending and Investment Policy to determine how (if at all) money should be moved between the accounts.
- C. Procedures as listed in this manual are to be evaluated at the end of the term of the Committee Chair or Office, updates to the responsibilities or procedures should be sent to the Secretary.

8) INTERNET OUTREACH COMMITTEE

I. Purpose

The Internet Outreach Committee is responsible for maintaining the web site for the Society of Southwest Archivists and assisting with internet communications.

II. Composition and Membership

- A. The Committee is composed of a Chair, Vice-Chair and at least one additional member. A committee made up of the President, Vice-President and Nominating Committee Chair shall appoint a Chair and Vice Chair with the consent of the Executive Board. Other members may be appointed by the Chair.
- B. The Chair shall serve a two-year term. It is expected, but not guaranteed, that the Vice-Chair will assume the chair-ship when that post becomes vacant. Members shall serve one-year terms. All committee members are eligible for reappointment by the Chair.
- C. The Vice-Chair will serve as the Social Media Coordinator for the Society.

III. Responsibilities

The Chair will participate in the SSA Leadership Discussion Group on the SSA website. See Section 5: SSA Leadership Communication for more details.

- A. Maintain the web site for the Society, updating the site's content in a timely manner.
- B. Work with the Secretary to ensure that administrative materials related to the Society, such as the minutes and the contact information for Officers, Executive Board members, and Committee Chairs are posted on the web site.
- C. Work with the Annual Meeting Local Arrangements Chair and the Annual Meeting Program Committee Chair to ensure that materials related to the Annual Meeting are posted on the Society's web site in a timely manner.
- D. Work with the Publications Committee to ensure continuity and shared information between the newsletter and the web site.
- E. The Co-Chair and Social Media Coordinator will work with Officers and Committee Chairs as needed to provide information to Society members via the website and internet social media.
- F. Chair reports on the Committee's activities at each meeting of the Executive Board. Reports are made in writing to the Secretary prior to the meeting to be included in the meeting agenda packet.
- G. Committee Chairs and Officers should be aware that the records they generate should be retained according to the SSA retention schedule (*See Appendix A*).
- H. Ensures incoming president and incoming vice-president receive password for officer email address (e.g. president@southwestarchivists.org and program@southwestarchivists.org) so that they can begin conducting official business with these official email addresses.

III. Procedures

- A. Maintain and update news and information on the SSA website.
- B. Post promotional information on the SSA website about the Annual Meeting (title, dates, and images of meeting location, registration information, etc.) as submitted by the Local Arrangement Committee and Program Committee.
- C. Assist members and SSA Leadership with use of the SSA website. Manage access and permissions to the site as appropriate. In general, SSA Leadership will have access to the SSA Leadership Forum and Documents. Selected members of the SSA Leadership (Newsletter Editor, Secretary, Treasurer, etc.) will have administrative access to the entire site.

- D. Social Media Coordinator: Social media is a technology that depends on relevance, so posts tend to go out quickly without time for edits or group approvals. Since social media serves to build relationships between new and existing members of the archival community in SSA's region, and is ephemeral in nature, it is up to the social media administrator(s) to pass judgment on what is acceptable, professional, and representative of the organization. The social media administrators must be prepared to be held accountable for what they post and recognize that the organization should be unbiased and adhere to the ethics of the archival profession when posting to Facebook or Twitter. Be aware of your audience and try not to alienate anyone. Inclusivity is key and personal beliefs should not affect what news stories and announcements are made via social media. As such, refrain from making comments that can be perceived as slurs, demeaning, or inflammatory. SSA's social media presence should be representative of its community. We support the archival profession, and those virtual entities we interact with via social media, will support us in turn. Our members should be comfortable visiting our social media sites and sharing our posts. As with all social media, ensure we have the right to use/share images or documents with attribution prior to posting, and always give proper credit/citation for peoples' work. SSA's social media presence should reflect the goals of the organization and support the archivists and repositories in our region.
- E. Procedures as listed in this manual are to be evaluated at the end of the term of the Committee Chair or Office, updates to the responsibilities or procedures should be sent to the Secretary.

9) MEMBERSHIP COMMITTEE

I. Purpose

The Membership Committee is responsible for promoting membership in the Society among archival professionals and others who share the objectives of the Society. The Committee also assists the Society in maintaining membership records and good relations with its members.

II. Composition and Membership

- A. The Committee is composed of a Chair, Vice-Chair and one member from each state in the region. A committee made up of the President, Vice-President and Nominating Committee shall appoint a Chair and Vice Chair with the consent of the Executive Board. Other members may be appointed as needed by the Chair.
- B. The Chair shall serve a two-year term. It is expected, but not guaranteed, that the Vice-Chair will assume the chair-ship when that post becomes vacant. Members shall serve one-year terms. All committee members are eligible for reappointment by the Chair.

- C. The President, Treasurer, chair of the Publications Committee, and chair of the Local Arrangements Committee serve as ex officio members of the Membership Committee.

III. Responsibilities

The Chair will participate in the SSA Leadership Discussion Group on the SSA website. See Section 5: SSA Leadership Communication for more details.

- A. Actively promote membership in the Society throughout the region.
- B. Work with the Treasurer and Internet Outreach Committee to assure that an up-to-date membership form and directory are available on the Society's web site.
- C. Work with the Publications Committee to coordinate the timely printing of membership announcements in the *Southwestern Archivist*, the printing and distribution of a membership directory if one is to be printed, and the printing of membership promotional materials.
- D. Maintain a roster of members serving on the Standing and Ad-Hoc Committees of the Society.
- E. Chair reports on the Committee's activities at each meeting of the Executive Board. Annually the Chair will present a statistical summary of the society's membership in writing to the Secretary prior to the meeting to be included in the meeting agenda packet.
- F. Committee Chairs and Officers should be aware that the records they generate should be retained according to the SSA retention schedule (*See Appendix A*).

IV. Procedures

- A. The Chair welcomes new members to the organization. This can be done with an email or a physical letter. The chair also encourages new members to have their institutions join, notifies new members of any special membership projects, and informs them of other membership benefits.
- B. Each committee member representing a state is responsible for coordinating membership activities for their state, including contacting related organizations and providing membership information about the Society for distribution.
- C. Committee members acquire and review membership lists of related organizations. The chair will organize names from mailing lists by state, and forward them to committee members supervising membership activities for those states. The committee members will then contact prospective members residing in their states.
- D. Committee members acquire and review annual announcements of individuals earning archival certifications such as Academy of Certified Archivists certification and the

Society of American Archivists Digital Archives Specialist certificate. The chair will organize names from mailing lists by state, and forward them to committee members supervising membership activities for those states. The committee members will then contact current members and prospective members.

- E. Committee members with special assignments (e.g., membership committee liaison to National Parks Services libraries and archives, committee members for state and local officials, etc.) will be responsible for compiling mailing lists and contacting potential new members in their areas of responsibility.
- F. The Committee shall review each year the Society's membership promotional materials, recommend necessary changes, and report to the Executive Board on the need to obtain additional supplies.
- G. Procedures as listed in this manual are to be evaluated at the end of the term of the Committee Chair or Office, updates to the responsibilities or procedures should be sent to the Secretary.

10) NOMINATING COMMITTEE

I. Purpose

The Nominating Committee is responsible for nominating candidates for officers of the Society and managing elections.

II. Composition and Membership

- A. The Committee is composed of three members. Two elected members serve staggered two year terms. The senior member serves as Chair during their second term. A third member is appointed by the President from the six elected Executive Board members. The appointed Board Member serves throughout their elected term.
- B. If the President should resign or be removed from their post, the Vice President/President Elect will serve as president for the rest of the President's term, as well as their term as President.
- C. Should any other officer, board member, or elected committee member resign or be removed from their position, the Nominating Committee will offer that position to the person with the next highest number of votes in the election where that officer, board member, or committee member was elected. If that person does not accept the position, the Nominating Committee will proceed to the next candidate, until a replacement is identified or until all candidates are contacted. Should there be no other candidate from that election, the President shall appoint a member to complete the remainder of the term with the advice and consent of the board.

III. Responsibilities

The Chair will participate in the SSA Leadership Discussion Group on the SSA website. See Section 5: SSA Leadership Communication for more details.

- A. Nominate at least one candidate from the SSA membership for each position up for election, including a minimum of three nominees for vacancies on the Nominating Committee.
- B. Consider the diversity of interests, employers (e.g., type of archives), geographic location, sex, age, race, and national origin in its selection of nominees.
- C. Place a call for nominations in the November issue of the newsletter (deadline October 10th) and on the SSA website. In both, remind the membership of the petition method for adding additional candidates to the ballot. Written petitions signed by twenty dues paying members, accompanied by a written acceptance letter from the nominee, and received by the Nominating Committee at least 90 days prior to the annual meeting shall guarantee the nominee a place on the final ballot.
- D. Should the call for nominations not produce enough candidates, request nominations from the members of the SSA executive board (officers and board members).
- E. Submit a list of the nominees to the Executive Board prior to submitting the candidate list for publication in the February issue (deadline January 10th) of the newsletter.
- F. Confirm with the Treasurer or Membership Chair that all candidates are members in good standing.
- G. Obtain a brief biographical sketch from candidates to assist membership in casting an informed vote. Give the candidates a reasonable timeframe to provide this information (at least two weeks), and include basic guidelines.
- H. Work with the Treasurer to compile a list of eligible voters to be used for e-mailing the ballots.
- I. Issue an official ballot containing the names of all candidates at least two months prior to the annual meeting. Include candidates named by the Committee and those nominated by petition, with a blank space for write-in candidates. The ballot should be accompanied by brief biographical sketches of candidates. Make arrangements for electronic voting, send a notice that any member may request a paper ballot.
- J. All votes shall be tallied by the Chair of the Nominating Committee, assisted by its members. If the Chair is unable to oversee the tallying of the votes the President may appoint the elected member of the committee (or other SSA member in good standing) to do so.
- K. Notify all candidates and the President of the election results within two weeks of the closing of the election period. Thank candidates for running and encourage them to run again if they were not successful in this election. The names of the winners shall be announced and added to the SSA website at the annual meeting and published in the August issue of the newsletter (deadline July 10).
- L. Work with the President and Vice-President to appoint chairs and vice-chairs of the

following committees.

- a. Annual Meeting Site Selection Committee
 - b. Internet Outreach Committee
 - c. Membership Committee
 - d. Professional Development Committee
 - e. Publications Committee
 - f. Diversity Committee
- M. Chair reports on the Committee's activities at each meeting of the Executive Board. Reports are made in writing to the Secretary prior to the meeting to be included in the meeting agenda packet.
- N. Committee Chairs and Officers should be aware that the records they generate should be retained according to the SSA retention schedule (*See Appendix A*).

IV. Procedures

Below are some guidelines to help the Committee complete its mission and to provide continuity each year as the makeup of the Committee changes.

A. Overview of the Positions

A brief description of each Officer's duties is outlined in the Bylaws of the Society of Southwest Archivists. Further information on the duties of other elected positions can be found in this manual. For the purpose of electing new Officers and Committee members:

- a. The President position is a three year commitment. The President position is predetermined by who currently holds the position of Vice-President/President Elect.
 - 1. Year One: Vice President/President Elect fulfills the duties required of the Vice President as outlined in the Bylaws and Procedures documents and serves as the Chair of the Annual Meeting Program Committee
 - 2. Year Two: President fulfills the duties required of the President as outlined in the Bylaws and Procedures documents
 - 3. Year Three: Immediate Past President serves as Chair of the Distinguished Service Award Committee
- b. The Treasurer position is elected every two years (on odd calendar years). Should the individual holding this position have to step down for any reason, the Executive Board will forward the name of an acceptable replacement to the Nominating Committee for approval.

- c. The Secretary position is elected every two years (on an even calendar year). Should the individual holding this position have to step down for any reason, the Executive Board will forward the name of an acceptable replacement to the Nominating Committee for approval.
- d. Three members of the Executive Board are elected for staggered two year terms each year.
- e. One member of the Nominating Committee is elected for a staggered two year term each year. The senior member serves as Chair of the committee in their final year of service.
- f. One member of the Scholarship Committee is elected for a staggered three year term each year. The senior member serves as Chair of the committee in their final year of service.

B. Timeline for the Nominating Committee

May: Following the annual SSA meeting, the senior member of the Committee becomes Chair.

May-July/August: The Committee will, under the direction of the President, work to select and appoint committee chairs and vice-chairs.

July: The Chair prepares the election results to be published in the August issue of the newsletter. October: The Chair issues the Call for Nominations.

November: The Committee accepts nominations from membership. The Chair will compile a preliminary candidate list composed of write-in names from the previous years' ballot and names of individuals that have self-nominated previously.

December: All nominees are contacted and confirm their willingness to run, active membership status is confirmed.

Here is a sample notification email for nominees:

Dear ,

Hello. The Executive Board has had a chance to vet the list of candidates for the [Insert Year] SSA election. I am in the process of setting up the election ballot.

We have you down as a candidate for the (position or committee). Can you please send me a candidate statement to place next to your name by no later than ?

Please make sure that the candidate statement includes your name, where you work, and a basic overview of what you do and have done as an archivist. For example, are you a digital archivist or a head of special collections? Have you served in other officer positions with SSA or other related organizations? Details such as this give voters a better idea of who the candidate is. In the past, the statements have ranged from 1- 4 short paragraphs on the individual, the evolution of their careers, and sometimes even

their goals.

The Nominating Committee requests that your statement be no longer than 4 short paragraphs. Should you have any further questions regarding your candidate statement please contact me.

Lastly, please make sure that you are current on your SSA membership dues before the end of February in order to be eligible to participate in the election. An email will be sent out at a later time to remind all members that their [insert year] memberships must be current in order to vote. A cutoff date for paying one's dues will be included in this email.

Sincerely,

January: A list of candidates is submitted to the Publications Committee for publication in the February newsletter. The Chair establishes the system for member voting, coordinating with the Treasurer if payment is due. February: Coordinate with Membership and Internet Outreach to remind members to renew their membership in order to vote. Before the end of February, accept any written petitions signed by twenty dues-paying members as nominations for a vacancy at least ninety days prior to the annual meeting. See the Bylaws for more details.

Here is an example reminder:

SSA Board Elections will be here soon!

Don't forget to renew your membership by March 1st in order to be eligible to vote.

Memberships can be renewed online at <http://southwestarchivists.org/>

If your membership is up to date you will receive an email notice from the election software with the link to the ballot. Should you choose to receive a paper ballot please contact [name of committee chair] at [email address and/or phone number]

March: Obtain the list of eligible voters from the Treasurer which will be used in emailing the ballots. Hold elections over a 4 week period, such as from March 4th through April 4th. The ballot must be issued two months prior to the annual meeting in May. Using the election software, send periodic reminders to voters to vote. Ideally the chair should send 4 or more reminders, up to and including the day before the election ends.

April: Complete tallying of the ballots per instructions outlined in the Bylaws. Notify all candidates and the President of the election results within two weeks of the election's closing date. Remind all parties that the election results are to be kept secret until the Saturday Business Meeting at SSA's Annual Meeting in May. Thank all candidates for participating. For those that were unsuccessful, ask if they would like their names to be added to the preliminary candidate list for the following year's election.

May: The Chair, or appointed representative, will publicly announce the election results during the Saturday Business Meeting at SSA's Annual Meeting in May. The outgoing Chair will forward the preliminary candidate list and any other pertinent information, including the electronic balloting website password, to the incoming Chair.

- C. Procedures as listed in this manual are to be evaluated at the end of the term of the Committee Chair or Office, updates to the responsibilities or procedures should be sent to the Secretary.

11) PROFESSIONAL DEVELOPMENT COMMITTEE

I. Purpose

The Professional Development Committee is responsible for planning, promoting, and conducting opportunities for professional-level training, education and debate.

II. Composition and Membership

- A. The Committee is composed of a Chair, Vice-Chair and at least two additional members. A committee made up of the President, Vice-President and Nominating Committee Chair shall appoint a Vice Chair with the consent of the Executive Board. The Chair appoints other members.
- B. The Chair shall serve a two-year term. It is expected, but not guaranteed, that the Vice-Chair will assume the chair-ship when that post becomes vacant. Members shall serve one-year terms. All committee members are eligible for reappointment by the Chair.

III. Responsibilities

The Chair and Vice Chair will participate in the SSA Leadership Discussion Group on the SSA website. See Section 5: SSA Leadership Communication for more details.

- A. Plan, organize, promote, and conduct professional development activities approved by the Executive Board. This includes selecting topics, negotiating financial arrangements for workshops or other events, selecting sites or host institutions, determining registration fees, assigning local arrangement responsibilities, and designing and producing promotional materials.
- B. Compile a list of possible workshops, symposiums, or other educational activities that the Committee deems of interest to the general membership of the Society.
- C. Negotiate with SAA and other professional or educational associations to bring professional development opportunities to our region and possibly develop new training/educational opportunities for membership.
- D. Solicit suggestions and proposals from members for workshops and other professional development activities.
- E. Chair maintains a list of activities conducted and submits a written report to the

Executive Board following each workshop, symposium, or other activity including details on attendance, expenses, and income.

- F. Chair reports on the Committee's activities at each meeting of the Executive Board. Reports are made in writing to the Secretary prior to the meeting to be included in the meeting agenda packet.
- G. Committee Chairs and Officers should be aware that the records they generate should be retained according to the SSA retention schedule (located in the Leadership Group files).

IV. Procedures

- A. For events held outside of the annual meeting, the Chair should appoint a local host that will assist with making the necessary arrangements. Ground transportation will be provided by local members.
- B. Submit calls for workshop proposals and instructors or details on events to the
- C. Publications Committee for publication in the newsletter each quarter. Send the same information to the Internet Outreach Committee for publication on the website.
- D. All financial receipts and disbursements, including registration and travel expenses, should be processed through the Society's Treasurer. Fees and registration methods should be established by the Committee in coordination with the Treasurer.
- E. The Professional Development Committee will receive \$1000 in "seed money" at the start of each year to assist with start-up costs for workshops. This money is part of the secondary checking account that the PDC shares with the Local Arrangements Committee. It is expected that this "seed money" will be paid back by the end of the fiscal year through workshop receipts.
- F. Procedures as listed in this manual are to be evaluated at the end of the term of the Committee Chair or Office, updates to the responsibilities or procedures should be sent to the Secretary.

12) PUBLICATIONS COMMITTEE

I. Purpose

The Publications Committee is responsible for overseeing the dissemination of printed information about or produced by the Society and its membership. The Publications Committee also works closely with the Internet Outreach Committee.

II. Composition and Membership

- A. The Committee is composed of a Chair, Vice-Chair and one member from each state in the region. A committee made up of the President, Vice-President and Nominating Committee Chair shall appoint a Vice Chair with the consent of the Executive Board. The Chair serves as the editor of the Society newsletter, *The Southwestern Archivist*. The

state liaisons and other members of the committee are appointed by the Chair.

- B. The Chair shall serve a two-year term. It is expected, but not guaranteed, that the Vice-Chair will assume the chair-ship when that post becomes vacant. Members shall serve one-year terms. All committee members are eligible for reappointment by the Chair.

III. Responsibilities

The Chair will participate in the SSA Leadership Discussion Group on the SSA website. See Section 5: SSA Leadership Communication for more details.

- A. Publish and distribute a newsletter containing timely information regarding the Society, its membership, and archival activities in the region in general.
- B. Take on other publication and distribution assignments as requested by the Executive Board.
- C. Work with the Internet Outreach Committee to ensure the newsletter is distributed to members.
- D. The Chair reports on the Committee's activities at each meeting of the Executive Board. Reports are made in writing to the Secretary prior to the meeting to be included in the meeting agenda packet.
- E. Committee Chairs and Officers should be aware that the records they generate should be retained according to the SSA retention schedule (*See Appendix A*).

IV. Procedures

- A. Newsletter
 - a. The Chair of the Publications Committee, as editor of the newsletter, shall make final determination of all materials to be included in the newsletter, excepting those expressly outlined in these procedures.
 - b. The Chair, as editor of the newsletter, shall maintain a quarterly publication schedule for the newsletter.
 - c. The newsletter shall include information on how to become a member of the Society.
 - d. The newsletter shall print all announcements requested by the President and/or the Executive Board regarding the business of the Society. The newsletter shall give priority in printing to the announcements from the committees of the Society regarding the organization's business.
 - e. State liaisons shall call for and collect submissions (brief articles, announcements and notices, etc...) for the newsletter from their respective states, and forward same

to the editor.

- f. The editor shall be responsible for content, layout, printing, and distribution of the newsletter, but may delegate these responsibilities to other members of the Committee.
- B. The Committee will assist the Officers and committee Chairs in preparing approved publications such as brochures, announcements, and other publications.
- C. Procedures as listed in this manual are to be evaluated at the end of the term of the Committee Chair or Office, updates to the responsibilities or procedures should be sent to the Secretary.

13) SCHOLARSHIP COMMITTEE

I. Purpose

The Scholarship Committee is responsible for promoting, selecting recipients, and assisting in raising money for scholarship opportunities for members of the Society. Upon request by the Executive Board, the committee may recommend recipients of other special awards or prizes.

II. Composition and Membership

- A. The Committee is composed of three elected members, the Immediate Past President, and the previous years' Herbert Scholarship recipient. The three elected members are elected one each year and serve three-year staggered terms. The senior elected member serves as Chair.

III. Responsibilities

The Chair will participate in the SSA Leadership Discussion Group on the SSA website. See Section 5: SSA Leadership Communication for more details.

- A. Promoting awareness of the Scholarships among the membership.
- B. Encourage and solicit applications for the scholarships. A person may apply for more than one scholarship.
- C. Evaluate scholarship applications and select recipients.
- D. Solicit donations for the Society's annual fundraiser, the Southwest Lottery, or SLOTTTO, which takes place at the Annual Meeting.
- E. The Committee may also be called upon to promote challenge grants and assist in raising monetary contributions to the scholarship fund.
- F. Maintain a list of recipients for each scholarship, including first name, last name, scholarship received, and the year. An individual may not receive the same scholarship more than once.
- G. The Chair votes with the Officers, Executive Board Members, and Distinguished Service

Award Committee members on the recipient of the Distinguished Service Award.

- H. Chair reports on the Committee's activities at each meeting of the Executive Board. Reports are made in writing to the Secretary prior to the meeting to be included in the meeting agenda packet.
- I. Committee Chairs and Officers should be aware that the records they generate should be retained according to the SSA retention schedule (*See Appendix A*).

Scholarships:

- A. A. Otis Hebert, Jr. Continuing Education Scholarship – Established in 1984 to honor the late A. Otis Hebert, Jr. noted archivist, teacher and historian; director of the Louisiana Department of Archives and Records; editor of Louisiana History, and a founder of the Society of Southwest Archivists. The Scholarship is intended to further the professional training of working archivists in the Southwest.
- B. SSA Annual Meeting Scholarship – Established in 1998, this scholarship is intended to provide supplemental funding to attend the SSA Annual Meeting for a member who might otherwise not be able to attend.
- C. John Michael Caldwell Student Scholarship – Established in 1998 to honor the late John Michael Caldwell, an active and respected member of the society who served in many capacities. The scholarship is intended to provide supplemental funding to a student or students to attend the SSA Annual Meeting who might otherwise not be able to attend and to promote professional activities for students.
- D. David B. Gracy, II Student Scholarship – Established in 2010 to honor archivist and University of Texas professor, David B. Gracy, II. The scholarship is intended to provide supplemental funding for books and tuition expenses for a student member enrolled in a graduate library, archives or public history program within the Society's region.

IV. Procedures

- A. The Chair will prepare announcements for the Scholarships and work with the Publications Committee and the Internet Outreach Committee to distribute. The announcements should be published in each issue of the Society's newsletter, posted on the Society's web site, and otherwise distributed as deemed appropriate. The announcement should indicate the deadline for applications and provide the address to which applications should be submitted.

The Southwestern Archivist newsletter timeline:

- a. August Issue – Call for Scholarship applications Coordinate with Hebert scholarship recipient. The winner is required to write an article for the newsletter describing the workshop attended and the benefits received from attendance at the workshop. Suggested word count 350-600 words with photos & captions. (August Issue,

- deadline July 10th).
- b. November Issue (deadline October 10th) – Call for Scholarship applications.
 - c. February Issue (deadline January 10th) – Advertisement for SLOTTO donations.
 - d. May Issue (Deadline April 10th) – Announcement of the scholarship winners and another call for SLOTTO donations. If there are known silent auction items advertise them in this issue.
- B. Update application forms as needed for the current year and work with the Internet Outreach Committee to make sure updated forms are available through the website in a timely manner.
 - C. Application forms should be distributed to institutional members of the Society, other archival repositories in the region, and graduate library/archival/public history programs.
 - D. Applications will be returned to the Chair who will distribute copies among the members of the Committee for evaluation.
 - E. Check with the Treasurer or Membership Chair to confirm that all applicants are members in good standing.
 - F. Committee members will review the applications and select the winners. The winning applicant for each scholarship will be announced at the Society's Annual Meeting.
 - G. Administer the disbursement of funds by contacting the Treasurer.
 - H. Update the list of recipients annually. The out-going chair will forward the list to the incoming chair.
 - I. The Chair is responsible for coordinating SLOTTO and should oversee coordinating volunteers to work the table, accepting prizes and selling tickets during the meeting, and transferring cash and checks to the Treasurer. The Chair should arrange for a master of ceremonies to award prizes and work with the Local Arrangements Committee to arrange a secure storage space for prizes.
 - J. Procedures as listed in this manual are to be evaluated at the end of the term of the Committee Chair or Office, updates to the responsibilities or procedures should be sent to the Secretary.

14) DUTIES OF THE SSA ARCHIVIST

I. Appointment

- A. The Archivist for the Society is appointed by the President and serves a one-year term after which they may be reappointed.

II. Responsibilities

- A. The archivist will contact former Officers and Committee Chairs to collect records to add to the Society's collection housed at Baylor University.
- B. The archivist will annually evaluate and print non-active records from the Society's website and transfer them to Baylor for permanent retention.
- C. Work with Officers and Committee Chairs for transfer of non-active records to the Society's collection.

III. Procedures

- A. According to the guidelines of the Society's Records Retention Manual, the Archivist, Secretary, President, and Internet Outreach Committee will make an annual assessment of records generated by the Society Officers and Committees. The Archivist will collect and remit the records identified for permanent retention (*See Appendix A*).
- B. All electronic files created should be retained according to the retention schedule (*See Appendix A*).
- C. Officers, Board Members, and Chairs should submit all files at the end of their active cycle to the SSA Archivist for inclusion in the cloud storage system (SSA's Google Drive). (See SSA File Structure document below for proper naming conventions.) The SSA Archivist will then:
 - D. Submit files for posting online to Internet Chair
 - E. Destroy e-records out of retention from cloud storage
 - F. Print anything permanent for Baylor Archives
 - G. Send the Internet Chair an annual report of files eligible for removal from the website
 - H. Records ready for transfer should be sent with an SSA Letter of Transferal (located on the SSA website) to:

Special Collections and Manuscripts Archivist The Texas Collection - Baylor
University One Bear Place #97142 Waco, TX 76798-7142

15) STATE PARTNERSHIPS AND OUTREACH COMMITTEE

I. Purpose

The State Partnerships and Outreach Committee (SPOC) encourages archival professionals to reach beyond our own professional groups and present at historical, genealogical, and other conferences that attract users of archives and potential donors of archival material. These activities should promote archives and the archival profession.

II. Composition and Membership

- A. The Committee is composed of a Chair, Vice-Chair, and one member from each state in the region. Other members may be appointed as needed by the Chair.
- B. The Chair shall serve a one or two-year term. It is expected, but not guaranteed, that the Vice-Chair will become the Chair when that post becomes vacant. Members shall serve one-year terms. All committee members are eligible for reappointment by the Chair.

III. Responsibilities

- A. Actively promote opportunities for archives professionals to present at allied professions' annual meetings and conferences via the SPOC resources page on the SSA website.
- B. Facilitate formal and informal partnerships between SSA and state and/or regional historical associations.
- C. Evaluate SPOC Fund applications and ensure that applicants meet the qualifications for support according to the guidelines stated in this manual.
- D. Chair reports on the Committee's activities at each meeting of the Executive Board and writes a report for each issue of *The Southwestern Archivist*.
- E. Committee Chairs and Officers should be aware that the records they generate should be retained according to the SSA retention schedule (*See Appendix A*).

IV. Procedures

- A. Proposal deadlines for conferences and annual meetings should be sent to designated members to add to the SPOC resources page.
- B. SPOC Fund applications will be reviewed by three SPOC members, the SSA treasurer, and one SSA board member (all who are not applying for funds).
- C. SPOC funds will be distributed to the applicant via the Treasurer. Funds will be awarded on a first come, first serve basis, and applications will be evaluated based on the benefit to SSA and the archival profession.
- D. Application guidelines for the SPOC Fund:
 - 1. Eligibility
 - Funds must be used towards:

- o To offset costs (registration and/or travel and lodging) for SSA members presenting at conferences or meetings of allied professions (i.e. history, genealogy, museum studies, etc.)
- o Sponsorship by SSA of a session at an academic or professional conference of an allied profession (i.e. state and/or regional historical associations' conferences)
- The conference must take place within 18 months of when the funds are distributed. If the conference does not take place, or the presentation does not occur, the awardee shall return the funds to SSA within 15 working days of the canceled event date.
- The applicant must be a SSA member in good standing.
- Proof of accepted submission [i.e. name in program or documentation of session sponsorship before the funds are distributed]

2. Evaluation criteria

- Applications should be sent to the SPOC Chair.
- All applications must include:
 - i. Name of applicant and conference
 - ii. Dates of conference
 - iii. Description (150 - 300 words) of the panel or session. The description should include how the panel or session sponsorship will further the archival profession.
 - iv. Amount being requested (\$600 maximum) and the date when the funds are needed.

SECTION 2: RESPONSIBILITIES OF OFFICERS

1) DUTIES OF THE PRESIDENT

- A. The President calls meetings of the Executive Board and presides over the business of the Society.
- B. Directs and coordinates the affairs of the Society and performs duties as directed by the Executive Board. Assists committee chairs as necessary to carry out the business of the Society.
- C. The President appoints chairs of the Local Arrangements Committee with the advice and consent of the Annual Meeting Site Selection Committee and the Executive Board.
- D. The President, Vice-President, and Nominating Committee shall appoint chairs to the following committees.
 - a. Annual Meeting Site Selection Committee
 - b. Internet Outreach Committee

- c. Membership Committee
 - d. Professional Development Committee
 - e. Publications Committee
 - f. State Partnerships and Outreach Committee
- E. May appoint a member in good standing to serve as SSA Archivist with the advice and consent of the Executive Board.
 - F. The President appoints non-officer members of the Executive Board to serve as Standing Committee liaisons. (*See. Section 3: Responsibilities of Board Members*)
 - G. Serves as the Chair of the Community Outreach Fund Committee and conducts the business of the Committee, receiving and reviewing requests for funds.
 - H. Communicates how to “Subscribe” to the Leadership Forum to all Committee Chairs, and same with the Executive Board Forum to incoming Board Members.
 - I. Sets meeting dates for Executive Board meetings according to the Bylaws of the Society.
 - J. Responds to mail, email, requests etc. addressed to the president or society. All incoming and outgoing email will be conducted through the official email address president@southwestarchivists.org. Incoming President works with the Internet Outreach Committee to assume ownership of the email address for the tenure of their presidency.
 - K. Creates the agenda and sends a call for reports from Officers, Board Members, and Committee Chairs. Works with the Internet Outreach Committee and the Secretary to distribute Agenda and Report Packets for Executive Board meetings.
 - L. Responds to mail, e-mail, requests etc. addressed to the President or Society.
 - M. Sends thank you letters to those who have made contributions to the Society. Contributions include monetary donations to the Society, silent auction items, and hosts of board meeting sites.
 - N. The President is the primary contact with other archival organizations regarding cooperative projects.
 - O. The President may appoint an Ad Hoc Committee to consider, on a timely basis, any current matters which do not fall within the purview of a standing committee. Such appointments shall terminate annually with the term of office of the President, and may be reconfirmed or altered by the Vice-President/President Elect on assuming the office of President.
 - P. Helps to maintain the SSA Leadership Discussion Group on the SSA website with posts on the organization's activities and Executive Board decisions. Assists the Internet Outreach Committee and Secretary with maintaining documents on the Society's

website.

Q. Writes a column for each issue of The Southwestern Archivist.

- a. August Issue – Traditionally a meet the President or Q&A interview
 - b. November Issue – President’s choice
 - c. February Issue – President’s choice
 - d. May Issue – President’s choice, traditionally a year in review
- R. The President forwards the names of members who express interest in serving on committees to the Chair of the Membership Committee.
 - S. Presents the Sr. M. Claude Lane, O.P. Memorial Award at the Annual Meeting of the Society of American Archivists. If unavailable, should assign an SSA member in good standing to present the award.
 - T. The President reports on all activities at each meeting of the Executive Board. Reports are made in writing to the Secretary prior to the meeting to be included in the meeting agenda packet.
 - U. Works with the Archivist to transfer non-active records annually for permanent retention in the Society’s collection at The Texas Collection and University Archives at Baylor University.

2) DUTIES OF THE VICE-PRESIDENT, PRESIDENT ELECT

- A. The Vice-President serves as chair of the Program Committee. See the Society’s Conference Manual for more information on responsibilities and duties as Program Committee Chair.
- B. Attends Executive Board meetings and votes as a member of the Executive Board.
- C. Serves on the Sr. M. Claude Lane, O.P. Memorial Award sub-committee of the SAA Awards Committee. Under direction of the sub-committee chair, responsible for promoting nominations, reviewing nominees, and selecting the winning candidate along with other committee members. (As the award is administered by SAA, procedures vary depending on the sub-committee chair but you can expect something close to the activities listed below to take place.)
 - a. In June, the current SSA Vice-President can expect a letter from SAA’s President, welcoming them as a member of the Sister M. Claude Lane Award Subcommittee of the Awards Committee. The letter states that the appointment runs from August of that year until August of the next year and it names the sub-committee’s chair or co-chairs.
 - b. In September, the subcommittee’s chair sends out an e-mail to the members containing information about administration of SAA awards.
 - c. In October, discussion takes place about which members will publicize the award and where. In November & December, posts are sent out. In January, reminders

go out.

- d. February 28 – nominations are due.
 - e. In March, subcommittees confer on nominations.
 - f. In May, the sub-committee chairs notify winners and other nominees.
 - g. Although you will most likely not present the award, please attend the SAA Awards Ceremony if possible, introduce yourself, and thank the winner for their service to the profession.
- D. Responsible for the SSA sponsored session at the Texas State Historical Association. If unwilling or unable, assigns the task to a Texas member in good standing with the approval of the Executive Board.
- a. Proposal form appears on TSHA website mid-Fall for the coming year.
 - b. Proposes topic for session and puts together the session. Presenters do not need to be members of the SSA but must be related to archives.
 - c. Submits proposal form due around February 1.
- E. Shall perform the duties of the President in case the President is absent or incapacitated, and in case of vacancy of the Presidency, assumes the office of President and holds it for the remainder of the term.
- F. Works with the President and Nominating Committee to appoint chairs of the following committees.
- a. Annual Meeting Site Selection Committee
 - b. Internet Outreach Committee
 - c. Membership Committee
 - d. Professional Development Committee
 - e. Publications Committee
 - f. State Partnerships and Outreach Committee
- G. The Vice-President/President Elect reports on all activities at each meeting of the Executive Board. Reports are made in writing to the Secretary prior to the meeting to be included in the meeting agenda packet.
- H. All incoming and outgoing email will be conducted through the email address program@southwestarchivists.org. Incoming vice-president works with the Internet Outreach Committee to assume ownership of the email address for the tenure of their vice presidency.
- I. Works with the Archivist to transfer non-active records annually for permanent

retention in the Society's collection at The Texas Collection and University Archives at Baylor University.

3) DUTIES OF THE SECRETARY

- A. Records the minutes at all meetings of the Executive Board, and provides a draft copy of minutes to the Executive Board no later than 60 days following each respective meeting. Submits final copy of Executive Board minutes at the following regularly scheduled meeting for approval by vote.
- B. Records the minutes of the Annual Business Meeting and presents them for approval by the general membership at the next Annual Business Meeting. Provides paper copies of Annual Business Meeting minutes and Annual Budget for viewing by members at the annual meeting.
- C. Attends Executive Board meetings and votes as a member of the Executive Board.
- D. Works with the Internet Outreach Committee to maintain current records of the Society on the website. Receives and compiles Officer and Committee reports with meeting agenda for Executive Board meetings and distributes prior to meeting.
- E. Following approval by the Executive Board and membership, works with the Internet Outreach Committee to post final version of Board and Business Meeting minutes to the SSA Documents section of the SSA website for member access. Minutes from the current and previous three years are maintained for member viewing.
- F. Maintains the current and up-to-date versions of the Constitution, By-Laws and the Officer and Committee Procedures Manual.
- G. Works with the President and the Archivist to transfer non-active records annually for permanent retention in the Society's collection at The Texas Collection and University Archives at Baylor University.
- H. Secretary reports on all activities at each meeting of the Executive Board. Reports are made in writing to the Secretary prior to the meeting to be included in the meeting agenda packet.

4) DUTIES OF THE TREASURER

- A. The Treasurer, with the advice and consent of the Executive Board, will manage the funds of the Society.
 - a. Maintains records of the monies collected and spent by the Society.
 - b. Deposits dues and monetary contributions collected by the Society and keeps records on all such transactions.
 - c. Oversees the various accounts maintained by the Society.
 - d. Issues payment checks as necessary.

- e. Recommends to the Executive Board how profits might best be used.
- B. Attends Executive Board meetings and votes as a member of the Executive Board.
- C. Presents a report on the financial status of the Society at each Executive Board meeting and to the general membership at the annual business meeting.
- D. Maintains the Society's membership database.
 - a. Enters new members as their membership applications are received and processed (paper forms only).
 - b. Supplies Membership data and Membership mailing lists as needed to Committee Chairs and Officers.
 - c. Supplies list of members eligible to vote to the Nominations Committee for the purpose of sending out election ballots.
 - d. Supplies data to the Publications Committee if a printed Membership Directory is desired.
- E. Maintains the postal box for the Society.
- F. Supplies necessary information to the President on all contributions received by the Society so that thank you letters may be sent to donors.
- G. Serves as Chair of the Finance Committee.
- H. Works with the Local Arrangement Committee to coordinate the financial aspects of running the annual meeting.
- I. Treasurer reports on the Finance Committee's activities and the Office of Treasurers' activities at each meeting of the Executive Board. Reports are made in writing to the Secretary prior to the meeting to be included in the meeting agenda packet.
- J. Works with the President and the Archivist to transfer non-active records annually for permanent retention in the Society's collection at The Texas Collection and University Archives at Baylor University.

5) DUTIES OF THE PAST-PRESIDENT

- A. Serves as Chair of the Distinguished Service Award Committee. See Distinguished Service Award Committee section for details.
- B. Serves as a member of the Scholarship Committee. See Scholarship Committee section for details.
- C. Attends Executive Board meetings and votes as a member of the Executive Board.
- D. At the end of their year of service as Past-President transfers records from their term as Vice-President and President to the Society's Archivist for deposit with The Texas Collection and University Archives at Baylor University.

- E. Past-President reports on all activities at each meeting of the Executive Board. Reports are made in writing to the Secretary prior to the meeting to be included in the meeting agenda packet.

SECTION 3: RESPONSIBILITIES OF BOARD MEMBERS

The Executive Board of the Society consists of the Officers, the Immediate Past President, and six members elected by the Society.

Six Board members serving two year staggered terms are elected (3 a year) by the membership. Board members assume their duties immediately following the annual meeting of the year in which they are elected.

1) DUTIES OF BOARD MEMBERS

- A. Board members are to consider the issues and matters before the Executive Board and actively participate in the discussion of such. It is their job to advise the Officers and other Board members and help direct and shape the course of actions to be taken by the Society.
- B. Board members should make every effort to attend or participate in all meetings of the Executive Board.
- C. Cast a vote when the Executive Board is polled.
- D. Board Members are appointed by the President to Standing Committees to serve as liaisons between SSA Standing Committees and the Executive Board. The goal is to improve communication between Committee Chairs and the Executive Board, and to preserve continuity through Committee leadership changes.
 - Board members are expected to attend meetings of the committees they liaise with.
 - A Board member may not liaise with more than 2 Committees
 - Board members may request a specific committee but should be aware that not every committee will have a vacancy when the member's term begins. Requests will be granted on a first come, first served basis.

SECTION 4: AD-HOC COMMITTEES

I. Purpose

Ad hoc committees may be established by the President to consider matters which do not fall within the purview of a standing committee. Such committees shall terminate annually with the term of office of the President and may be reconfirmed or altered by the incoming President.

II. Composition and Membership

- A. The chair of an ad hoc committee is appointed by the President. Such appointments shall terminate annually with the term of office of the President, and may be reconfirmed or altered by the Vice-President, President Elect on assuming the office of

President.

- B. Committee members may be chosen by the President or appointed by the Committee Chair. The term of office shall terminate annually with the office of the President and may be reconfirmed or altered by the Vice-President on assuming the office of President.

III. Responsibilities

- A. Committee Chairs and Officers should be aware that the records they generate should be retained according to the SSA retention schedule (*See Appendix A*).

SECTION 5: SSA LEADERSHIP COMMUNICATION

The Internet Outreach Committee Chair will update the SSA website profile of each member of the SSA Leadership (Officers, Board members, and Committee Chairs) to indicate inclusion in the "Leadership" Group. Membership in this group allows access to the "SSA Leadership Discussion Group" forum area as well as the SAA Board Documents. This access allows members to read, create, and respond to posts on the SSA website.

To receive notification whenever something new is posted to the "SSA Leadership Discussion Group" Forum, each individual must subscribe to the Forum. Members can subscribe to get each individual post in multiple emails or a daily digest. Members of the SSA Leadership must subscribe to the "SSA Leadership Discussion Group" Forum as all notices of meetings, board votes, discussions, deadlines, etc. are sent via the Forum. The SSA website includes a section for the SSA Leadership to share and store documents. The Secretary, President, and the Internet Outreach Committee Chair will manage these documents. Centralizing reports, forms, and conference data creates ease of access to information for officers, the board, and committee chairs and promote transparency in our work for SSA. The president should set a deadline for electronic reports and issue a reminder to submit reports to the Secretary several weeks ahead of a meeting to facilitate discussion and to ensure reports are filed.

As officers', board members' and committee chairs' terms of office come to an end it is the Internet Outreach Chair's duty to remove them from the SSA Leadership group.

Please practice discretion in discussions on this official SSA forum. Routine netiquette should be observed.

Uploading Files: While members of the SSA Leadership may upload documents to the SSA Leadership folders and other areas of the SSA website, care must be taken to follow the established naming conventions and arrangement. Do not change existing file or folder names.

SECTION 6: SR. M. CLAUDE LANE, O.P., MEMORIAL AWARD

The Sister M. Claude Lane, O.P. Memorial Award is funded by SSA but administered by the Society of American Archivists (SAA). Created in 1974 by SSA to honor Sister M. Claude Lane, O.P., the award recognizes an individual who has made significant contributions to the field of religious archives.

On completing her graduate studies at the University of Texas (MLS 1961), Sister Claude became the first professionally trained archivist at the Catholic Archives of Texas in Austin, a position she held from 1960 to 1974. She expanded the holdings of the archives to include documentation on Catholic clergy, religious communities, and parishes and dioceses throughout the state. Sister Claude was a founding member of the Society of Southwest Archivists and served on the SSA's executive board.

The SSA Vice-President serves on SAA's Lane Award Sub-committee, which is responsible for assessing nominations, recommending a recipient, and preparing the citation. For details on the obligations of the Vice-President please see Duties of the Vice-President, President Elect section of this manual. The SSA President will present the award to the recipient at the SAA Awards Ceremony, which is held during the SAA

If the president is unable to attend the SAA Awards Ceremony to thank the award winner for their service after the presentation, the president should make every effort to make sure that a former president or member in good standing attends.

The recipient receives a certificate and a monetary award. The certificate is provided by SAA and given out at the Awards Ceremony. If the recipient is unable to attend, it will be mailed by SAA to the recipient. The honorarium amount is set and disbursed by the Society of Southwest Archivists and is currently set at \$300.00. The SSA Treasurer may send the check, along with a letter of congratulations, directly to the recipient, or to the Lane Committee Chair.

SECTION 7: ARCHIVING RECORDS

In accordance with the Constitution of the Society of Southwest Archivists, records shall be maintained as current for two terms of office. At the expiration of the second term, all records shall be sent directly to the permanent depository (The Texas Collection and University Archives at Baylor University) for appraisal and preservation. For complete details on the policy and procedures for archiving the records of the Society, see the SSA Archivist Procedures.

To assist with compiling records to be sent to the archives, the President with the advice and consent of the Executive Board may appoint a member in good standing to serve as SSA Archivist. The appointment is good for one year and is eligible for reappointment by the next president.

APPENDIX A: SSA RECORDS RETENTION SCHEDULE

Appendix A

Series Title	Description	Retention	Archive or Destroy	Website hosting *
Administrative Documents	Constitution, By-Laws, Policy and Procedures Manuals; other vital financial and legal documents of the organization (Incorporation, etc.)	Permanent	archive	Until superseded
Annual Meeting Attendee Communications	All communications with annual meeting attendees including e-mail lists and thank you letters.	COE +1 year **	destroy	n/a
Annual Meeting Contracts and Addenda	Contracts with vendors and speakers at SSA Annual Meeting, including emendations and addenda.	EOC +7 years	destroy	n/a
Annual Meeting Evaluation Forms	Evaluation forms completed by annual meeting attendees. Content is summarized by the LAC in their final report to the Board.	COE + 1 year	destroy	n/a
Annual Meeting Financials	Budgets, fund-raising letters, accounts payable / receivable, etc.	7 years	destroy	n/a
Annual Meeting Planning Materials	Planning schedules and timelines, records relating to local arrangements, correspondence between co-chairs and other members of the committee.	COE + 1 year	destroy	n/a
Annual Meeting Presentations	Presentations developed by presenters at the SSA annual meeting. Submitted to the organization voluntarily as a teaching resource.	COE + 1 year	destroy	1 year
Annual Meeting Program	Program presented to attendees at registration, including event program; list of vendors supporting the meeting; corporate sponsor list; and a floor plan/layout of the meeting rooms.	Permanent	archive	7 years
Annual Meeting Promotional and Publicity Materials	Materials created to promote SSA annual meetings, including calls for papers, videos, flyers, newsletter articles, and all other promotional and publicity materials.	COE + 1 year	destroy / retain a sample of materials	n/a
Award/Scholarship Application Forms	Materials used to apply for permanent/standing SSA awards.	Retain until superseded.	destroy	Until superseded
Budget Formulation Papers	Records generated by Treasurer while creating the budget for the coming FY	ACT+1		n/a
Committee Working Papers	Documents generated through committee work, as defined by policy and procedure for each committee, standing and ad hoc. Correspondence, contracts, financials, and reports are retained according to this policy.	Term of position	transfer to successor or destroy	n/a
Contracts and Agreements	Contracts with advertisers, agreements with service providers, legally binding documents between SSA and an outside entity	Expiration of Contract +7 years	destroy	n/a
Copyright Agreements	Signed copyright agreements between SSA and published authors.	Permanent	archive	n/a
Correspondence - Major Issues	Major Issues: Correspondence resulting in changes to SSA Policy and Procedures, establishing or discontinuing programs, or documenting a significant issue (including but not limited to board votes, chair and other position appointments, and discussion forum content).	Permanent	archive	n/a
Correspondence - Minor Issues	Minor Issues: Correspondence answering general information questions, routine information sharing with other board members, or does not document a significant issue. THIS INCLUDES SSA LEADERSHIP DISCUSSION FORUM CONTENT.	ACT + 1	destroy	n/a
Election Records	Nominating Committee Records consisting of slates of candidates and election results	Permanent	archive	3 years

Financial monthly statements	Documents sent to the Treasurer from a financial institution regarding SSA accounts	7 years	archive	n/a
Meeting Minutes	Official minutes from SSA Executive Board meetings and Membership Business meetings, including Officer and Committee reports as submitted to the Secretary	Permanent	archive	3 years
				n/a
Photographs, scrapbooks, or news clippings	Images and ephemera donated or created by SSA membership in the course of SSA business and activities	Permanent	archive	Discretionary
Publications	All Publications produced by SSA, quarterly newsletters and promotional materials	Permanent	archive	5 years
Receipts and Invoices	Records of expenditures by SSA	7 years	destroy	n/a
Reports, Officer and Committee	Reports made to SSA Board prior to quarterly meetings from Committee Chairs and Officers as submitted to the Secretary	Permanent	archive	3 years
Tax records	Tax returns and tax filings, licenses required to conduct business and related correspondence; records verifying tax exempt status.	ACT+10	destroy	n/a

**ACT = Active (In the case of budget working records, ACT ends when the budget is finalized. For tax documentation, ACT ends at the end of the tax year. Or ACT could mean "after current term.")				
COE = Close of Event				
EOC = Expiration of Contract				
*Website Hosting: This column is intended to be a guide for the Internet Chair to help manage the files that are publicly available to members on the website.				