

## 2-1 Board of Directors

### General Description

The four (4) officers (President-elect, Vice President, Secretary, and Treasurer), the immediate Past President, and three (3) other directors (Membership Director, two (2) At-Large Directors) constitute the governing body of the Society, called the Board of Directors (Board).

The election procedure, terms of office, and general duties of the Board are described in Bylaws, IV. See also Alice Sturgis's *The Standard Code of Parliamentary Procedure*.

### Responsibilities

1. The Board governs, manages, and regulates the affairs of the Society, acting on behalf of the members.
2. A meeting of the Board shall be held with ninety (90) days of their taking office; which occurs when the president assumes office, thirty days after the annual members meeting. At least two other meeting of the Board shall be held during the year before the next annual Members Meeting (Bylaws IV-4).
3. The Board makes final decisions on all recommendations submitted by committees, *Newsletter* editor, and members for consideration or approval. Items requiring the Board's approval are so indicated in appropriate places throughout this Handbook.
4. If decisions are required between Board meetings, a poll of all eight (8) voting members is made before acting. If this is not feasible, or if all Board members do not respond within forty-eight (48) hours, the President (or designee), Vice President (or designee), and at least two (2) other members of the Board need to respond in order to approve the action before it is undertaken (based on the quorum needed for official action in Bylaws V.3). When such votes are taken, a summary of the action shall be made by the President. The Secretary shall incorporate the summary in the minutes of the next meeting. The Board members polled must confirm their vote in writing, to be received by the President within two weeks of the vote, in order for that vote to be considered valid and binding.
5. After considering aspects of privacy, the Board may grant public access to Society records.
6. The President is an *ex-officio*, non-voting member of all standing and special committees, except the Nominating Committee. Each other member of the

Board will serve as a liaison to at least one standing or special committee. As liaison, the Board member:

- a. Provides the newly-appointed committee chair with a copy of the previous chair's quarterly and annual reports and budget.
  - b. Informs committee chair of Board decisions.
  - c. Reminds committee chair to send budget projects, quarterly reports, and final reports to the President prior to Board meetings
  - d. Reports to the President and Board on committee activities and making recommendations as needed.
  - e. Requests copies of any committee mailings, minutes, or meeting notes.
  - f. Attends committee meetings at the Annual General Meeting (AGM).
7. It is advantageous to have at least one member of the Board in attendance at Society-sponsored events and workshops to represent the governing body of the Society and observe it first hand.
8. The Board sponsors receptions and welcomes new members in other ways.
9. The Board members are reimbursed for travel and lodging costs (but excluding meals) incurred in attending Board meetings other than those associated with attending the Board meeting held in conjunction with the AGM. For the Board meeting held in conjunction with the AGM travel is not reimbursed, but one night of lodging at the conference hotel rate may be reimbursed. To minimize Society expenses, the board meetings should be held in the most economical locations.
- a. SCA mileage travel reimbursement shall conform to the IRS tax code, and shall be changed accordingly when a new amount is announced.
  - b. Board members may also request reimbursement for photocopying, telephone calls, and postage used for Society business and for other expense with Board approval.
10. It is part of the Secretary's duties to maintain and update the Handbook. The Secretary will distribute copies of revised pages to each member of the Board. (See Handbook Maintenance, section 02-04-01.)
11. The Board, in consultation with the Site Selection Committee, selects AGM sites and dates and provides for their publication to the members.

04/90 nlb, 10/90 nlb, 10/91 jab, 5/93 bh, 10/97 lgr, 10/00 rpb, 4/04 jlm, 4/08 jlm, 6/09 jbr, 3/15 Board, 6/15 tep, 01/2017 llc

## 2-2 President

### General Description

The President acts as chief administrative officer and legal head of the organization, provides leadership for the Society, and exercises supervision over the organization and all its activities.

The election procedure, terms of office, and general duties of the President are described in Bylaws, IV. See also Alice Sturgis's *The Standard Code of Parliamentary Procedure*.

### Responsibilities

1. Prepares agendas for and presides at Board and member meetings. Regular and special meetings are described in Bylaws V.
2. With the assistance of the Treasurer, presents a budget to the Board for final approval at the Board's fall meeting.
3. With the Board, selects dates for regular Board meetings according to the Society's established calendar.
4. Calls special meetings when appropriate.
5. Appoints committee chairs, with advice from and approval of the Board. For appointments, approval of the Board is majority consensus, not a formal vote.
6. Appoints Board liaisons to each committee to serve during the President's term.
7. Serves as *ex-officio* member of all standing and special committees except the Nominating Committee
8. With the approval of the Board, appoints replacements to fill vacancies in elected positions (Bylaws IV.3 and IV.5).
9. Signs letters or documents necessary to carry out the will of the Society. If the President is not a legal resident of California, the Vice President or other designee may be required to fulfill this function as required by the laws of the State of California in matters of incorporation.
10. Represents and speaks for the Society to other organizations and to the public.

11. May appoint a Parliamentarian if he/she chooses.
12. After elections, informs candidates, *Newsletter* editor, and Membership Director of results. After results are shared at the annual Members Meeting follows up with chair of Electronic Communications Committee to ensure information about SCA's board is updated on the website.
13. Is responsible for sending all records, including those of terminating officers and committee chairs, to the SCA Archives.
14. Sees to it that when the Board recommends a dues change, Society members are notified at least thirty (30) days prior to a vote.
15. Provides a welcome letter to new members, which is sent to the Membership Director for inclusion in the new member packet.
16. Submits quarterly reports to the *SCA Newsletter*, including information on the work of the Board and other administrative matters of importance.
17. Conducts leadership seminars for new and continuing Board members, committee chairs, and interested members.
18. Creates end of year accomplishments for the Treasurer to submit to the accountants in conjunction with completing SCA tax returns.
19. Ensure Local Arrangements Committee includes a separate message about the annual business meeting.
20. Remind committee chairs to confirm interest and SCA Membership of all committee members after taking office.

03/83 rln, 04/90 nlb, 10/90 nlb, 05/93 bh, 04/94 ppa, 07/95 ppa, 04/04 jlm, 04/08 jtm, 06/09 jbr, 03/12 tep, 07/2016 llc

**2-2-1**  
**Leadership Seminar**

General Description

The President conducts a leadership seminar/meeting for new and continuing Board members, committee chairs, and interested members. This seminar/meeting should be held prior to the first Board meeting. It may be conducted as part of the Annual General Meeting.

The seminar/meeting should include orientation about the Society's organization, position responsibilities, and encourage the exchange of ideas for new or improved programs.

The President may delegate a continuing Board member to conduct the seminar/meeting in the opposite part of the state.

06/09 jbr

SCA Handbook: Section 2, page 5

**2-2-1-1**  
**Leadership Seminar Agenda**

Sample Agenda

Society of California Archivists  
LEADERSHIP MEETING  
Agenda  
Thursday, April 28, 2011

Location: St Claire Hotel, San Jose (AGM)

1. Call to order; President welcomes everyone; disseminates agenda
2. Introduction of Chairs and current and new Board members
3. Overview/orientation to how the Board works
4. Orientation to SCA Business
5. Questions from new Chairs/Board Members and Feedback from ongoing Chairs and Current Board member
6. Tour of SCA Website
7. Orientation for basic functions in Wild Apricot

Points to cover

Board

- Members are elected, mostly 2 year terms, rotate which are new each year so that there are old and new hands
- Terms begin thirty (30) days after the annual business meeting
- Meets 4 times a year, fall meeting is the budget meeting
- Meetings are open
- VP/President-elect chairs the Program Committee, serves as President in second year of term, is *ex officio* for a third year and chairs Nominating Committee
- Directors at Large serve on the WAI Joint Management Committee

Committees

- Are mostly volunteer with chairs and members remaining as long their interest takes them, a few variations
  - LAC is just for the year

- Nominating Committee is elected (Immediate Past President is chair and then two members elected in alternate years so there is always an old hand and a new one)
- Awards Committee members are appointed by President rather than volunteers
- Some committees have a Northern and Southern co-chair, but the committee is one committee

#### Orientation to SCA business

- Familiarize yourself with the SCA Handbook
- Membership sends names of new and renewing members expressing interest in a specific committee--contact them, welcome them to your committee, involve them!
- Each committee chair prepares a formal report to the Board prior to each Board meeting. Make long enough to inform and alert the Board, but don't feel you have to reach a certain length. If there are issues, you should be communicating with your liaison in a more active way so they have the background.
- Keep committee members list current and fresh. If someone isn't active, communicate with him/her, if no longer able/interested then don't keep on the roll.
- Liaisons
  - Each committee has a liaison on the Board, usually determined at first meeting.
  - Liaison should communicate with her/his committee chair both before and after all Board meetings
  - Liaison should attempt to visit with the committee chair at least once during the AGM
  - Liaison should communicate budget information to the committee chair
  - Chair should check in with liaison particularly over issues with potential for conflict or difficulty
- Make budget requests in the fall (can make special requests other times but...)
- Committee chairs present an oral report of committee activity at the Annual Business Meeting (aka Members Meeting) during the AGM. Any chair unable to attend shall designate a representative to make this report.
- Outgoing chairs should make a point of communicating with incoming chairs, review events and issues of the previous term
- At minimum outgoing chairs or board liaisons should provide to incoming chairs copies of previous quarterly and annual reports and the previous year's committee budget
- Committee chairs send non-current records to the Society's archives at the end of their term of service (or periodically in the case of long-term chairs)
- The official SCA mailing address is at the State Archives in Sacramento, let the person in charge of the mailbox know your preferred address for mail forwarding

- SCA has 2 retractable banners for use at meetings and outreach, the Outreach and Publicity chair(s) usually keep them

If a new chair, what questions do you have? If an experienced chair, what wisdom to impart?



## 2-3 Vice President

### Description

The Vice-president assists the President, substitutes for the President as needed, and serves as program chair for the Society's annual general meeting. The Vice-president is President-elect, and automatically becomes President on the expiration of the President's term.

### Responsibilities

1. Assumes the duties of President in case of the absence or incapacity of the President.
2. With the assistance of the Treasurer, reviews the financial records of the Society: At the first Board meeting following the close of the fiscal year, receives the financial records from the Treasurer; at the second Board meeting following the close of the fiscal year, presents his/her review to the Board (Bylaws IV.2).
3. Serves as Program Chair for the Annual General Meeting.
4. Serves as Board liaison for the Local Arrangements committee of the Annual General Meeting.
5. Updates the Activities Chronology (5-2), Program Committee sections (3-13, 5-7) and Annual General Meeting summary (5-3) for the Handbook. These are given to the Secretary.
6. Attends all Board of Directors meetings and performs other duties as requested by the President.

5/93 jok, 6/93 bh, 10/05 jlm, 4/08 Board

SCA Handbook: Section 2, page 9

## 2-4 Secretary

### General Description

The person holding this office is both recording and corresponding secretary. In the former capacity, the Secretary is the chief recorder and keeper of the records of the Corporation; in the latter he/she handles official correspondence.

The election procedure and term of office for the Secretary are described in Bylaws (See also *Sturgis Standard Code of Parliamentary Procedure*, pp 157-159 and Chapter 23.)

The secretary maintains the SCA Handbook throughout the duration of his/her term on the Board of Directors. He or she is responsible for recording and acting upon all Handbook changes recommended by the Board and seeing to it that record copies of these changes are sent to the SCA archives at regular intervals, as specified below.

### Responsibilities

1. Assists the President in preparing a detailed agenda for Board and annual Members Meetings.
2. Takes accurate minutes of the Board of Directors and annual Members Meetings.
3. Is keeper of the SCA Corporation Seal.
4. Retains copies of reports submitted to the Board, as well as all other current records.
5. Calls the Board's attention to actions in the SCA's minutes that have not been carried out.
6. Carries on the official correspondence of the Corporation, except that assigned to the Membership Director and other Board members or chairs.
7. Prepares and sends required notices of meetings and proposals to the membership, the committees, and the Board.
8. Receives sealed ballots from the Election Committee and destroys them after one year from the date of the election.
9. Sends records of the Corporation to the SCA Archives at the conclusion of his/her term of office. Verifies that appropriate and accurate copies of updates

to the SCA Handbook have also been sent to the SCA Archives at the end of each year of his/her term. Provides periodic status reports to the Board about the processing and listing status of the SCA Archives at UC Santa Barbara.

10. Summarizes the Board of Director meetings and annual Members Meeting and sends them to Newsletter editor according to the Newsletter deadline schedule.
11. Maintains the official copy of the SCA Handbook.
12. Once a year, back up SCA computer on external hard drive.

3/87 rln, 5/89 dsn, 4/90 nlb, 10/90 nlb, 5/91 nlb, 8/92 dmc, 5/93 dmc, 4/94 ppa, 2/98 lgr,  
4/04 jlm, 4/08 Board, 6/09 jtm, 6/12 tep

## 2-4-1 Handbook Maintenance

### General Description

The Secretary maintains the official copy of the SCA Handbook.

### Responsibilities

1. Records and acts upon all Handbook changes recommended by the Board.
2. Maintains an up-to-date electronic file and backup of the Handbook. The SCA website version serves as the master copy of the Handbook.
3. Provides drafts of changes for Board review as appropriate. Generally these would include new policy statements or major revisions of existing sections. Minor wording and grammatical changes should be made as needed but need NOT be approved by Board.
4. Submits revised sections to the webmaster with a “what’s new” announcement listing those new or revised sections for posting on the website.
5. Dates and initials additions and revisions at the bottom of the last page of each section at the time such revisions are made. (See “Footers” in Handbook Procedures Format section).
6. Sends a set of obsolete Handbook pages and a set of revised Handbook pages to the SCA archives at the end of the Secretary’s two-year term.
7. Sends a fully revised, dated and printed double-sided hard copy of the Handbook to the SCA archives in years ending in 0 and 5 (i.e., 2010, 2015, etc.)
8. Updates the Table of Contents and Handbook Review and Update Assignments sections when additions or deletions of entire procedures are made to the Handbook.

### Handbook Style Format

1. PAGE NUMBERS and FOOTERS – Each section of the Handbook has a footer which notes sequential page numbers for that section.
2. MARGINS - Top and bottom margins shall be 1" and left and right margins shall be 1".

3. REVISION INFORMATION – Dates of creation and revision of text, along with lowercase reviser’s initials, shall be left-justified at the bottom of the final page above the footer. Multiple entries shall be separated by commas (i.e., 7/86 rln, 2/98 dt, 9/04 Board).
4. PARAGRAPHS - Block format shall be used.
5. UNDERLINING - The subsection headings within each section shall be underlined. Titles of sections are not underlined.
6. TITLES - Section titles shall be capitalized, bolded, and centered. Subsections of sections shall be typed in upper and lower case and titled: General Description and Responsibilities. Procedures for Committees shall have the added subsection of Composition and Terms of Office.
7. VERBS - Each item under "Responsibilities" within any section shall begin with a verb in the third person, singular, present tense (i.e. writes, sends, prepares).
8. TYPEFACE – Times New Roman, 12 point type.
9. CAPITALIZATION – Officer titles, committee names, Bylaws, *Newsletter*, Handbook, *Sturgis*, Members Meeting, Corporation, SCA, AGM.
10. NUMBERING and LISTS – Responsibilities should be numbered, while other lists may be designated with bullet points.
11. STYLE PHRASES – Write out Annual General Meeting the first time it appears in a section followed by (AGM), but then in all subsequent appearances in the same section only AGM is to be used. Used Printed program when referring to the printed or online version of the AGM program.
12. HYPHENATION – Vice President is not hyphenated, but President-elect is.

10/90 nlb, 5/91 nlb, 7/91 nlb, 11/91 jab, 7/92 jab, 12/92 jab, 5/93 jab, 4/94 ppa, mpy 1/06, 6/09 jtm, 4/11 jmw, 3/12 tep

**2-4-2  
Handbook Review and Update  
Assignments**

<b>Section Description</b>	<b>Individual Responsible for Updates</b>
<b><i>1 Introductory Material</i></b>	
1-1 Handbook Introduction	Secretary
1-2 Bylaws	Secretary
1-3 Articles of Incorporation	Secretary
1-4 Mission Statement	Secretary
1-5 Core Values	Secretary
1-6 Code of Conduct	Secretary
1-7 SCA Privacy Policy	Secretary
1-8 Administrative Information	Secretary
1-8-1 Calendar: SCA	President
1-8-2 Mailing Information	Secretary
1-8-3 Records Retention Schedule	Archives
1-8-4 Records Destruction Calendar	Archives
1-8-5 SCA Archives: Finding Aid	Archives
<b><i>2 Governing Body</i></b>	
2-1 Board of Directors	President
2-2 President	President
2-2-1 Leadership Seminar	President
2-2-1-1 Leadership Seminar Agenda (sample)	President
2-3 Vice-President	Vice-President
2-4 Secretary	Secretary
2-4-1 Handbook Maintenance	Secretary
2-4-2 Handbook Review and Update Assignments	Secretary
2-5 Treasurer	Treasurer
2-5-1 Audit Procedure	Treasurer
2-5-2 Budget Categories	Treasurer
2-5-3 Calendar: Treasurer	Treasurer
2-5-4 Cost of Membership	Treasurer
2-5-5 Education Fund Guidelines	Treasurer
2-5-6 Gray Scholarship and Guidelines	Treasurer
2-5-7 Expenditures from the General Fund	Treasurer
2-5-8 Reimbursement Form (sample)	Treasurer
2-5-9 Reimbursement Policy	Treasurer
2-5-10 Honoraria Policy	Treasurer
2-5-11 Cancellation and Refund Policy	Treasurer
2-5-12 Statement of Financial Condition	Treasurer

2-5-13 Year End Adjustments to Restricted Accounts	Treasurer
2-6 Past President	Past President
2-7 Membership Director	Membership Director
2-7-1 Calendar: Membership	Membership Director
2-7-2 Membership Information	Membership Director
2-7-3 Membership Pins	Membership Director
2-7-4 Welcome Letter (sample)	Membership Director
2-7-5 Membership Roster Copyright Statement (sample)	Membership Director
2-7-6 Membership List	Membership Director
2-7-7 Membership Form	Membership Director
2-8 Directors at Large	Directors at Large
<b>3 Committees</b>	
3-1 Committees	President
3-1-1 Quarterly Report Format	Secretary
3-2 Awards Committee	Awards Ctte.
3-2-1 Archives Appreciation Award	Awards Ctte.
3-2-2 Career Achievement Award	Awards Ctte.
3-2-3 James V. Mink Scholarship	Awards Ctte.
3-2-3-1 Mink Scholarship Application Form (sample)	Awards Ctte.
3-2-4 Sustained Service Award	Awards Ctte.
3-2-5 Co-sponsored Award: Archival Award of Excellence	Awards Ctte.
3-3 Communications and Outreach Committee	Com & Outreach Ctte.
3-4 Development Committee	Development Ctte.
3-4-1 Contribution Form (sample)	Development Ctte.
3-4-2 Vendor Registration Form (sample)	Development Ctte
3-5 Education Committee	Education Ctte.
3-5-1 Education Committee Workshops	Education Ctte.
3-5-2 Workshop Checklist	Education Ctte.
3-5-3 Workshop Evaluation Form (sample)	Education Ctte.
3-5-4 Vice-Chair for Online Education	Education Ctte.
3-6 Election Committee	Election Ctte.
3-6-1 Calendar: Election and Nomination Committees	Past President
3-6-2 SCA Ballot (sample)	Election Ctte.
3-6-2-1 Official Ballot Instructions (sample)	Election Ctte.
3-7 Finance and Investment Committee	Treasurer
3-7-1 SCA Investment Policy Statement	Finance & Investmt Ctte.
3-8 Government Affairs Committee	Government Affairs Ctte.
3-9 Local Arrangements Committee: Annual General Meeting (AGM)	Local Arrangements Ctte.
3-9-1 AGM Budget/Financial Report Format	Vice President

3-9-2 AGM Local Arrangements Checklist	Local Arrangements Ctte.
3-9-3 Local Arrangements Calendar	Local Arrangements Ctte.
3-10 Membership Committee	Membership Director
3-10-1 Vice Chair for Member Activities	Membership Director
3-11 Nominating Committee	Past President
3-11-1 Calendar: Election and Nomination Committees	Past President
3-11-2 Candidate Statement	Past President
3-11-3 Candidate Suggestion Form	Past President
3-11-4 Responsibilities of SCA Officers and Board of Directors: Summary for Distribution to Nominees	Past President
3-12 Program Committee (AGM)	Vice President
3-12-1 Calendar: AGM Program Planning	Vice President
3-12-2 AGM Program Committee Guidelines	Vice President
3-12-3 AGM Session Proposal Form (sample)	Vice President
3-12-4 AGM Facilitator Checklist	Vice President
3-13 Publications Committee	Publications Ctte.
3-13-1 Newsletter	Publications Ctte.
3-13-1-1 Advertising Rates for Newsletter	Publications Ctte.
3-13-1-2 Advertisement Sizes	Publications Ctte.
3-14 Site Selection Committee (AGM)	Site Selection Ctte.
3-14-1 Site Selection Checklist	Site Selection Ctte.
3-15 Western Archives Institute (WAI)	WAI Administrator
3-15-1 WAI Administrator	WAI Administrator
3-15-2 WAI Assistant/Associate Administrator	WAI Administrator
3-15-3 WAI Joint Management	WAI Administrator
3-15-4 WAI On-Site Coordinator	WAI Administrator
3-15-5 WAI Sponsor Responsibilities: California State Archives	WAI Administrator
3-15-6 WAI Sponsor Responsibilities: Society of California Archivists	WAI Administrator
3-16 Special Committees and Task Forces	President
<b>4 External Relations and Affinity Groups</b>	
4-1 External Relations and Affinity Groups	President
4-1-1 Affinity Groups	President
4-1-2 Archives Month	O & P Ctte.
4-1-3 CHRAB	President
4-1-3-1 Archival Award of Excellence	Awards Ctte.
4-1-4 Journal of Western Archives	President
<b>5 History</b>	
5-1 The Foundation of SCA	Past President
5-2 Chronology	Past President
5-3 Annual General Meeting (AGM) History	Past President



5-4 Awards History	Past President
5-5 Board of Directors History	Past President
5-6 Board of Directors: Alphabetical List	Past President
5-7 Committee History	Past President
5-8 Special Committees and Task Forces History	Past President

5/93 jab, 6/93 bh, 5/11 jmw, 06/2017 llc, 10/2017 llc, 01/2018 llc, 02/2018 llc

## 2-5 Treasurer

### General Description

The Treasurer is responsible for all financial transactions of SCA, for keeping an accurate record of those transactions, and reporting to the Board of Directors and the general membership on the financial condition of the organization. The work of collecting, disbursing, and accounting for funds may be delegated by the Treasurer; however, the Treasurer is responsible for ensuring that the delegated activities are properly carried out and the reports are accurate.

The election procedure and term of office of the Treasurer are described in the Bylaws, IV.3.

### Responsibilities

1. Makes all necessary collections and expenditures for SCA according to established policy.
2. Keeps complete written records of all financial transactions:
  - a. Maintains accounts for SCA general funds, Education Fund, Mink Scholarship Fund, AGM Speakers Fund, the savings account, and any other special funds.
  - b. Ensures completion of authorized officer signature cards to be filed with each financial institution overseeing SCA funds.
  - c. Reconciles monthly bank statement and check register.
  - d. Performs data backups of computer data on a regular schedule.
3. Retains all bills, receipts, invoices, and check register, as required by law and as identified on the organization's records retention schedule.
4. Assists the Board of Directors in preparing the annual budget.
5. Prepares quarterly statements of conditions for general and special funds, and a quarterly budget report to be presented at Board meetings. Submits copies to the Secretary for inclusion with the minutes.
6. Prepares annual statements of condition for general and special funds (2-5-11), distributes copies at the AGM Members Meeting, and makes a verbal report on the same. The annual statements of condition may also be published in the SCA *Newsletter*.
7. Prepares an annual cost of membership report (2-5-4) at the close of the fiscal year, to

be distributed to the Board of Directors.

8. Advises the Board of Directors on all matters pertaining to SCA's finances, and the expenditure and collection of funds.
9. Gives appropriate records, as demanded by audit procedures, to the Vice-President at the first Board meeting after the close of the fiscal year.
10. Files governmental reports and forms, as necessary, in a timely manner and in accordance with the Treasurer's calendar (2-5-3). Updates calendar as needed to ensure compliance with ever-changing filing dates and form numbers.
11. Serves as chair of the Finance and Investment Committee.

3/83 rlm, 5/89 dsm, 4/90 nlb, 10/90 nlb, 5/91 nlb, 12/92 jab, 5/93 jab, 4/94 ppa, 6/95 jw,  
3/96 jw, 5/04 laj, 6/09 du. 6/14 tep

## **2-5-1 Audit Procedure**

### General Description

The purpose of the audit is to determine the completeness and accuracy of the Society's financial records. The Treasurer delivers the financial records to the Vice President at the first Board meeting following the close of the fiscal year. The Vice President presents the audit report to the Board of Directors at the second Board meeting following the close of the fiscal year.

The audit consists of tracing transactions from source documents to registers and bank statements, verification of signature approvals and timely filings of tax/corporation reports, and conformance with written procedures.

### Responsibilities

1. Verify that each check of payment or reimbursement has a corresponding reimbursement form or other statement authorizing the check to be drawn.
2. Verify that each charge made to the organization's check card has a corresponding invoice or statement.
3. Verify that each reimbursement form or other statement has the required support documentation and that the amount of the payment check matches that of the request.
4. Match each check to its entry in the check register to verify payee, amount, and clearance through the bank.
5. Verify that voided checks were not cashed.
6. Match each deposit to its entry in the check register to verify amount deposited and support for that deposit.
7. Verify that corporate reports were filed with the appropriate agency on time and with any required filing fees or payments.
8. Verify that the Treasurer's reports to the Board of Directors accurately report all transactions of monies paid out of or received into the treasury.
9. Verify that all payments were budgeted and/or authorized by the appropriate parties as delineated in the Treasurer's procedures.

5/93 jab; 7/93 dmc; 7/95 jw; 5/04 laj, 6/09 du, 3/12 tep, 6/14 tep

**2-5-2**  
**Budget Categories**

General Fund Income

Advertising	Newsletter, AGM Program, and other publications
Exhibit Space	AGM vendor booths
Meals	AGM, workshops, and other SCA programs
Membership Dues	Rates are Individual, Sponsor, Student/Retiree, and Institution
Misc. Income	Includes membership labels, and shipping on brochures and publications
Refreshment Sponsors	Vendor donations, usually from AGM
Registration	AGM, workshops, and other SCA programs
Sales	Brochures and publications
Tours	Tour income, generally from AGM

General Fund Expenses

Advertising	For publications and events
Affiliate Organizations	SCA membership in sister organizations, and such
Audio/visual	A/V rental at AGM, workshops
Bank Fees	Returned check fees, service charges related to banking
Computer/Software	Laptop computer and software
Copying	Photocopying related to SCA business
Exhibit Fees	Outreach activities at conferences
Facilities	Use and rental fees for AGM, workshops, board meetings
Filing Fees	Fees associated with necessary business filings
Honoraria/Professional Fees	For workshop leaders and speakers
Insurance	General liability, directors' and officers' liability, special events
Meals/Refreshments	Coffee breaks, meals, receptions at AGM, workshops, board meetings
Miscellaneous	Publications and brochures shipping, uncategorized expenditures
Phone/FAX	Teleconferencing, long distance calls, faxes
Postage	Mailing, UPS, FedEx
Printing	Brochures, publications, newsletter, roster, AGM program
Production/Design	Brochures, publications, membership applications
Professional Services	Accountant, financial advisor, internet and legal services
Program Chair Discretionary	Discretionary expense related to AGM program activities
Returned Checks	Uncollected monies from bounced and returned checks
Scholarships	WAI scholarship(s)
Supplies	Committee, board, program, and project supplies

Transportation	Costs associated with AGM tours and offsite workshops
Travel/Lodging	Associated with board and committee meetings, for workshop speakers

Restricted Funds Income

Donations	Outright, annual drive, AGM silent auction, membership pins
-----------	---

Restricted Funds Expenses

Scholarships	Mink scholarship(s), Gray Scholarship(s), Continuing Education
Travel/Lodging	AGM speakers
Honoraria	AGM speakers

Other Income

Dividends/Interest	Dividends and interest earned on all monies on deposit
--------------------	--

5/93 jab, 6/95 jw, 8/04 laj, 6/14 tep

**2-5-3**  
**Calendar: Treasurer**

January

- 1 Fiscal year begins.
  - Make year end adjustments to restricted accounts for the past fiscal year.
  - Submit sales tax return BOE-41-A State, Local & District Sales & Use Tax Return information to CPA. Sales tax payment due to Board of Equalization by January 31.
  - If necessary, submit information for payments to independent contractors to CPA. This information will be used to generate IRS Form 1099 Misc and FTB Form 590, which must be sent by January 31. WAI information is submitted by the WAI Administrator directly to the CPA.

For the first Board meeting of the calendar year:

- Prepare annual statements of condition for general and special funds, budget report for the prior year, and cost of membership report.
- Compile materials as mandated by audit procedure (2-5-1) to give to the Vice President.

March

- Acquire necessary signature change forms for SCA accounts, to be signed by new officers at the Annual General Meeting (AGM).
- Prepare and deliver necessary materials to CPA for preparation of IRS Form 990, Return of Organization Exempt from Income Tax; CA Form 199, California Exempt Organization Annual Information Return; RRF-1, Registration/Renewal Fee Report, which must be mailed by May 15. WAI information is submitted by the WAI Administrator directly to the CPA.
- Purchase a commemorative gavel for the outgoing President for presentation at the Annual General Meeting.

April

- Submit quarterly statements of condition for general and special funds, and budget report for AGM.
- Prepare and copy annual statements of condition for general and special funds for the prior year for report and distribution at the Annual Members Meeting of SCA at the AGM.
- Receives end of the year accomplishments from the President to submit to the accountants in conjunction with completing SCA tax returns.



### May

- File Form SI-100, Statement of Information, before June 1 in even years (no payment required), but after June 1 and before November 30 in odd years (filing fee required). This form is not sent, but can be found on the Secretary of State's website.
- Every odd-numbered year, purchase the current version of the appropriate accounting software to maintain the accounts for SCA

### June/July

- Prepare quarterly statements of condition for general and special accounts, and budget report for upcoming Board meeting.

### October

- Prepare next year's budget.
- Prepare quarterly statements of condition for general and special accounts, and budget report for upcoming Board meeting.

### December

31 Fiscal year ends.

5/93 jab, 6/95 jw, 1/05 laj, 6/09 du, 3/12 tep, 6/14 tep

## 2-5-4 Cost of Membership

Programs and benefits provided by the Society are divided into two categories: membership benefits and membership electives.

Membership benefits are those services and products generated by the Society, and received automatically by every member. Membership electives are those self-supporting programs and services, such as publications, workshops, and the annual meeting, of which members may choose to partake. Membership benefits are meant to be supported through annual dues, and electives through fees.

The budgetary items comprising the cost of membership figure include the *Newsletter*, administration, and Board and committee expenses.

9/95 Board, 2/10 jmw, 3/11 lo

## 2-5-5 Education Fund Guidelines

### Introduction: Education Fund

The SCA Board of Directors created the Education Fund as a restricted fund to which members may contribute donations, which are tax deductible. The Board is responsible for all aspects of administration of the Fund, including its expenditure. The Board shall exercise ordinary prudence in the Fund's management.

### Spending Policy

Monies from the Fund shall be spent to increase the availability and affordability of professional education and training to SCA members. Monies from the Fund may only be used toward costs associated with educational workshops or training opportunities co-sponsored by SCA or other allied professional organizations.

This may include, but is not limited to:

- Direct costs of educational workshops, such as
  - instructor honorarium and travel costs
  - space and equipment needed to conduct the workshop
  - refreshments for attendees, etc.
- Indirect costs related to a workshop or required by a workshop contract, such as
  - costs of mailings, including postage
  - advertising
  - name badges, printed materials, and other documents
  - staffing costs
- Scholarships for SCA members attending SCA-sponsored workshops, including the Gray Scholarship
- Other appropriate and reasonable costs associated with professional education activities that benefit the membership

Expenditures should be considered in relation to these factors:

- The purposes of SCA and the Fund
- Duration and preservation of the Fund to carry out its purposes
- Overall, consistent strategy for the Fund
- Long-term sustainability of the Gray Scholarship
- Reach of the educational benefits to a significant number of members
- Other resources of SCA
- General economic conditions affecting SCA and the Fund

Withdrawals from the Fund shall not exceed 20 percent of the total funds reported on December 31 of the previous year.

-- Adopted 2013

06/2017 llc

## 2-5-6

### Walter P. Gray III Education Fund Scholarship and Guidelines

#### Introduction: Walter P. Gray III Scholarship

The SCA Education Committee established the scholarship to provide tuition and travel support for SCA members in good standing to attend SCA-sponsored educational programs offered statewide. The scholarship is named in memory of Walter P. Gray III, former California State Archivist. In formulating this scholarship, similar continuing education scholarship programs were reviewed, including those offered by other regional archival organizations.

#### Guidelines

1. *The intent of the scholarship* is to promote professional development of SCA members with limited means for continuing education. The stipend is for up to \$500 per educational event, with a maximum annual expenditure of up to 4% of the Education Fund balance as of December 31<sup>st</sup> of the previous fiscal year. Recipients may use the funds for workshop fees, travel, and lodging (meals excluded).
2. *Publicity*: Notice of scholarship availability will be publicized in conjunction with the educational event in SCA publications, on the SCA website, and to relevant listservs. The application form is available on the SCA website.
3. *Applicant Eligibility*: Eligibility is limited to SCA members in good standing who are students, self employed, unemployed, or whose employers do not financially assist continuing education expenses. Each candidate must submit an application form, including a proposed budget, by the publicized deadline to be considered for the award. Late or incomplete applications will not be considered for the scholarship. Award recipients are not eligible to apply again within the calendar year. Unsuccessful applicants may apply for additional events within the calendar year, with no prejudice. Education Committee members are not eligible to apply.
4. *Review Process*:
  - a. Candidates' applications will be received by the Administrator (typically a Co-Chair of the Education Committee) of the educational event. Education Committee Chair, Co-Chairs, or designee(s) will administer the award and will review applications as received.
  - b. The Administrator will determine that the applicant has demonstrated need and has appropriately estimated expenses.

- c. Upon identifying an award recipient, the Administrator will contact the SCA Membership Director to confirm the active membership status of the candidate. The administrator will also contact the Treasurer to verify that adequate funds are available.
  - d. The Administrator will inform the award recipient and will notify the Treasurer when the award is accepted. The Administrator will convey that the recipient is responsible for submitting an article for the SCA newsletter to the Awards Committee after the event concludes. In the event that the initial awardee declines the scholarship, the next qualified applicant will be granted the award. Unsuccessful applicants will be notified once the allotted funds are reserved. The scholarship may only be used towards the designated event.
5. *Payment of Scholarship:* Following the education event, the awardee will submit a completed SCA Expense Form, along with receipts, to the award administrator. The administrator will sign the expense form and will forward the document to the Treasurer for payment.

4/2008 psa, 4/2010 jmw, 6/14 tep, 07/2016 llc, 06/2017 llc, 10/2017 llc

## 2-5-7

### **Guidelines for Annual Expenditures from the SCA General Fund**

#### **Summary**

Each fiscal year, the Board will use the following guidelines for determining annual expenditures from the SCA General Fund:

1. Maintain a reserve of approximately \$47,000.
2. Identify Surplus General Funds, which are those in excess of the reserve of \$47,000. Surplus funds should be calculated based on balances as of the previous January 1<sup>st</sup>.
3. Budget to expend 10 to 15 percent of surplus funds in the coming fiscal year.
4. Expend surplus General Funds in support of priorities identified by the Board and the most recent Strategic Planning Report.
5. Consider the availability of Restricted Funds when making General Fund expenditure decisions. If Restricted Funds are healthy, they should be used up to the maximum expenditure of principal permitted before drawing on General Funds; if Restricted Funds are depleted, then General Funds can be used.

These Guidelines are not binding, and may be modified according to the needs and financial health of the organization.

#### **Calculating & Expending Surplus General Funds**

##### **Introduction**

In order to responsibly use SCA funds for programs and activities that benefit the Membership, each year the Board should budget to expend a percentage of accumulated surplus in the General Fund. The guidelines below are suggested to encourage the Board to identify and spend a percentage of surplus funds as part of the annual budget process. The guidelines are not binding, and may be modified according to the needs and financial health of the organization.<sup>1</sup>

---

<sup>1</sup> *If an administrator or clerical assistant is hired, for example, the budget situation will change dramatically and the recommended calculations below will not be sufficient.*

## Reserves

For the General Fund, surplus funds should be defined as those in excess of the minimal Operating Reserve, plus an AGM Reserve sufficient to cover the liability defined in the current hotel contract.

The Operating Reserve has been \$12,000, as adopted by the Board based on 2002 recommendation by the Finance and Investment Committee. It is intended as a cash reserve sufficient to cover six months of expenses.

The recommended “AGM Reserve” should be sufficient to cover a worst case scenario: cancellation of the AGM. The AGM hotel contract is SCA’s largest financial commitment each year. For 2014, the cancellation cost is the cost of the room block we have committed to fill, plus the minimum catering cost projected: ( {160 rooms \* @ \$148} + \$5,000 catering = \$28,680). Other recent AGM hotel contracts have had a slightly higher obligation, therefore a \$35,000 AGM Reserve is recommended. (The Board may adjust this in light of current contract details, but it serves as a good base figure.)

Based on 2013-2014 figures, \$47,000 is the target reserve (\$12,000 Operating Reserve + \$35,000 AGM Reserve), and General Funds in excess of this should be used for SCA programs and member benefits.

## Surplus Funds

In preparation for each year’s budgeting, the surplus General Funds should be calculated based on balances as of the previous January 1st. The Board should budget to expend 10% to 15% of surplus funds in the coming fiscal year, so that any programs funded will be sustainable for several years to come.

Example calculations based on 2014 budgeting figures are:

General Fund as of Jan. 2013:	\$160,000
Operating Reserve:	- \$12,000
<u>AGM Reserve:</u>	<u>- \$35,000</u>
Surplus General Funds:	\$113,000

10% of 113,000 = \$11,300

15% of 113,000 = \$16,950

Therefore the 2014 budget target should be roughly \$11,000 to \$17,000 “in the red”, with this sum directly underwriting programs or other member benefits.



## **Expenditures**

Expenditures ideally should support activities emphasized in the most recent Strategic Planning Report, but may support other priorities identified by the Board. For example, based on the four recommendations of the 2013 Strategic Planning Report, the types of expenses that should gradually spend down surplus funds should result in

- a) expanded educational and networking opportunities for members, through regional programming
- b) enhanced or increased educational opportunities
- c) improved communication among the membership and with allied professions and organizations
- d) reduced workload for SCA volunteers that administer programs and activities (most likely through clerical or administrative assistance and/or tools that lead to increased efficiency.)

General Fund expenditure decisions should be made in light of available Restricted Funds each year as well. If the Education Fund is healthy and can support increased educational programming or scholarships, it should be used up to the maximum expenditure of principal permitted before the General Fund is applied to educational programs. Similarly, if the Speakers Fund is healthy or depleted, the General Fund may be spared or tapped to support speaker expenses as appropriate.

6/14 tep

2-5-8  
Reimbursement Form (Sample)



Check one: Reimbursement  Direct Pay

<b>Claimant</b>	
<b>Address</b>	
<b>Phone</b>	

<b>Payee (if different)</b>	
<b>Address</b>	
<b>Phone</b>	

Purpose:					
DATE	ITEM	AMOUNT	RECEIPT ATTACHED? Y/N	COMMITTEE	APPROVAL
<b>TOTAL</b>					

If committee expense, please submit to Committee Chair for signature. Original signatures needed below.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature -- Committee Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MAIL TO:**

**Kate Tasker  
The Bancroft Library  
University of California  
Berkeley, CA 94720-6000**

**For Treasurer Use Only:**

**Date Paid:** \_\_\_\_\_ **Check #:** \_\_\_\_\_ **Amount:** \_\_\_\_\_ **Fund:** \_\_\_\_\_

Unbudgeted expenses of \$26.00 to \$100.00 must receive prior approval from the Treasurer.

Unbudgeted expenses of \$101.00 to \$149.00 must receive prior approval of the President.

Unbudgeted expenses over \$150.00 must receive prior approval of the Board.

2017 Mileage Rate: \$0.535 per mile.

(10/2017)

10/2017 Ilc

## 2-5-9

### Reimbursement Policy

#### General Description

Reimbursements to Board members, Committee chairs, and others as approved by the Board, are made on submission of a Reimbursement Form, with associated receipts. The form should include information regarding the date, names of persons involved, nature of business, and where to send payment.

For all SCA travel and overnight lodging, the most economical means are to be used. Arrival and departure times should be planned to accommodate the scheduled meeting times.

#### Definitions

**Budgeted Expenses:** Expenses projected in the annual budget proposal that the Board has reviewed and approved.

**Unbudgeted Expenses:** Expenses that have not received prior approval from the Board, including expenses in excess of those approved in the budget proposal for a particular activity, and are treated as follows:

1. Expenses up to \$25 required for conducting official SCA business may be incurred and claimed without prior approval from the Board.
2. Expenses of \$25 through \$100 must receive prior approval from the Treasurer.
3. Expenses of \$100 through \$150 must receive prior approval from the President.
4. Expenses over \$150 must receive prior approval from the Board.

#### Policy

Board members are reimbursed for travel and lodging (meals excluded) to quarterly Board meetings (with the exception of the meeting that is scheduled at the annual general meeting for which only one night of lodging may be reimbursed, and no travel), as well as other expense items approved during the budget process.

Committee chairs and members are reimbursed for budgeted expenses used in the course of performing committee tasks.

In the event that a scheduled meeting (Board, task force, committee) ends two hours prior to its originally scheduled time, SCA will pay up to \$50.00 of the cost of changing travel arrangements. Should a meeting run past its scheduled time, thereby causing a change in travel plans, SCA will reimburse the entire fee incurred. SCA requests that the most

economical means of transportation are obtained and that the arrival/departure times are planned to accommodate the scheduled meeting times.

Mileage reimbursement will conform to the IRS tax code.

Committee chairs must review and sign all reimbursement forms submitted by committee members.

The Treasurer may make direct payments on submittal of an invoice from the supplier. The Treasurer may make advance payments on special request; however, when making a request for advance payment, the individual should research the cost of the item or service needed, and submit an accurate figure. When advance payments are made, invoices must be sent as soon as possible to the Treasurer, and if overpayment occurs, repayment must be made within two weeks.

10/90 nlb, 5/91 nlb, 12/92 jab, 5/93 jab, 6/95 jw, 5/2004 laj, 3/2006 Board. 6/14 tep, 3/15 Board

## **2-5-10 Honoraria Policy**

The Society of California Archivists (SCA) strongly supports the use of special speakers at the Annual General Meeting, Society sponsored workshops, Western Archives Institute and other special events. In recognition of the effort and preparation time required of speakers and instructors, the following policy has been adopted for use:

1. AGM special speakers (i.e. keynote, plenary, or luncheon guest speakers) will be offered an honorarium at the time of initial contact. Those individuals who decline the honorarium will be informed of the option of returning the funds to the Society as a tax-deductible donation. AGM speakers who receive an honorarium from the AGM Speakers Fund will be compensated at a rate approved by the Board. This amount may vary depending on the speaker as negotiated by the Program Chair. AGM keynote, plenary, and other special speakers not funded by the AGM Speakers Fund, will receive an honorarium of a specified amount (see table) unless other rates or expenses are approved by the Board. The Board will periodically review the amounts.
2. Society sponsored workshop instructors will be offered an honorarium at the time of initial contact. The honorarium will be a specified amount (see table) periodically reviewed by the Board. Those individuals who decline the honorarium will be informed of the option of returning the funds to the Society as a tax deductible donation. The honorarium costs will be recouped from fees charged to attend the workshop.
3. Western Archives Institute (WAI) principal faculty and adjunct faculty will be offered an honorarium at the time of initial contact. The honorarium will be a specified amount (see table) periodically reviewed by the Board. Those individuals who decline the honorarium will be informed of the option of returning the funds to the WAI as a tax deductible donation. The honorarium costs will be a part of the overall budget for each WAI.
4. Western Archives Institute Associate Administrator and On-site Coordinator will be offered an honorarium at the time of initial contact. The honorarium will be a specified amount (see table) periodically reviewed by the Board. Those individuals who decline the honorarium will be informed of the option of returning the funds to the WAI as a tax-deductible donation. The honorarium costs will be a part of the overall budget for each WAI.
5. In cases of special circumstances or events, Committee Chairs can bring proposals for additional honoraria funds to the Board for consideration.

**Honoraria Rate Table**

<b>AGM</b>	Speakers Fund speakers: Rate approved by Board	Non-Speakers Fund speakers: standard rate \$200. (Higher rates or travel expenses with Board approval)
<b>Workshops</b>	Full day instructors: \$500	Half day instructors: \$250
<b>Special Event Speakers or Facilitators</b>	Approximately half day: \$250	Approximately 1-2 hours: \$125
<b>WAI: Principal Faculty</b>	\$2,500	
<b>WAI: Adjunct Faculty</b>	Full day: \$250	Half day: \$125
<b>WAI: Associate Administrator</b>	\$1500	
<b>WAI: On-site Coordinator</b>	\$1500	
<b>WAI: Regional Administrator</b>	\$1400	
<b>WAI: Regional On- Site Coordinator</b>	\$1250	
<b>WAI: Site Visit Faculty</b>	\$50	

4/02 ejs; 08/02 ejs, 3/12 tep, 2/13 tep

**2-5-11**  
**Cancellation and Refund Policy**

**Annual General Meeting (AGM) Cancellation**

Requests to cancel your registration must be submitted in writing to the Local Arrangement Committee Co-Chairs (emailed requests are accepted). Refunds are issued under the following conditions:

- At least 3 weeks before the first scheduled date of the AGM: full refund.
- Less than 3 weeks before the first scheduled date of the AGM: 50% refund.
- Less than 1 week before the first scheduled date of the AGM: not eligible for refund

**Workshops and Educational Program Cancellation**

Requests to cancel your registration must be submitted in writing to the Education Committee Co-Chairs (emailed requests are accepted). Refunds are issued under the following conditions:

- Cancellation requests must be submitted at least 1 week before the first scheduled date of the workshop or educational program to receive a full refund.
- Requests submitted less than 1 week before the first scheduled date of the workshop or educational program are not eligible for a refund.

This policy includes pre-AGM conference workshops. Workshops sponsored or co-sponsored by other organizations are subject to the cancellation policies of the sponsoring organization.



**2-5-12**  
**Statement of Financial Condition**

**Society of California Archivists, Inc.**  
**Statement of Financial Condition**  
**[Year] INCOME/EXPENSES**

[year] Beginning Balance

**RESTRICTED FUNDS INCOME/EXPENSES**

**INCOME**

AGM Speakers' Fund: Donations  
Education Fund: AGM Silent Auction  
Education Fund: Membership Pins  
Education Fund: Outright Donations  
Mink Scholarship Fund: Donations  
Other Income: Dividends  
Other Income: Interest  
TOTAL INCOME

**EXPENSES**

AGM Speakers' Expenses  
Continuing Education Scholarships  
Gray Scholarships  
Mink Scholarship  
TOTAL EXPENSES

**UNRESTRICTED FUNDS INCOME/EXPENSES**

**INCOME**

Projects (Sales): Brochures  
Programs: Annual General Meeting  
Programs: Workshops  
Membership: Dues Received  
Miscellaneous Income: Membership Mailing List  
Miscellaneous Income: Other  
Programs: Newsletter Advertisements  
TOTAL INCOME

EXPENSES

Projects (Sales): Brochures  
Programs: Annual General Meeting  
Programs: Workshops  
Programs: Scholarships  
Miscellaneous Expenses  
Newsletter  
Administrative  
Board  
Task Force  
Committees  
TOTAL EXPENSES

[year] Net Income

[year] Ending Balance

5/93 mqh, 6/95 jw, 8/2004 laj, 6/14 tep, 10/2017 llc

**2-5-13**

**Year End Adjustments to Restricted Accounts**

General Description

Determine what proportion the balance in each of the three restricted accounts (Mink, Education and AGM Speakers) is of the total in the restricted funds.

Using those percentages, allocate all dividend income received in the fiscal year to each of those accounts by making a general journal entry. Debit total amount of dividend income to the Dividend Income Account (General Fund) and credit the amounts to the three restricted fund accounts.

6/2009 du, 10/2017 llc

SCA Handbook: Section 2, page 43

## 2-6 Past President

### General Description

The immediate Past President is an *ex-officio* member of the Board for one year following his/her presidency.

Travel and lodging expenses incurred in attending Board meetings will be reimbursed according to the guidelines established for other Board members.

### Responsibilities

1. Participates in discussion of SCA business, providing experience, advice, and continuity.
2. Serves on the Awards Committee and as Board liaison.
3. Serves as Chair of the Nominating Committee.
4. Reviews and recommends updates of the following sections of the SCA Handbook as needed: Past President, SCA History, Nominating Committee, Nomination-Election Calendar, Suggestions for Board Candidates, Candidate's Statement, Candidate Biographical Information, Responsibilities of SCA Officers and Board of Directors, Ballot, Leadership Seminars, and Special Committees and Task Forces.

1/89 dsn, 1/91 nlb, 12/92 jab, 4/93 jab, 4/94 ppa, 10/04 jlm, 2/08 Board, 6/15 tep

## 2-7 Membership Director

### General Description

The Membership Director acts as corresponding secretary in matters relating to membership and membership development, and keeps records and data relating to all membership functions. The Membership Director also serves as Chair of the Membership Committee (See SCA Handbook: Section 3-10). The election procedure and term of office for the Membership Director are described in Bylaws, IV.5 and VI.2.

### Responsibilities

1. Chairs the Membership Committee (in the absence of an active committee the Membership Director takes on the Committee's responsibilities).
2. Processes all membership applications and payments.
3. Processes all memberships awarded to Western Archives Institute (WAI) participants as identified by the WAI Coordinator.
4. Prepares and distributes membership renewal notices.
5. Responds to all membership related inquiries in a timely manner.
6. Maintains the online membership database. Includes the following:
  - a. Exports online membership database into a standardized digital format for long term preservation on July 1<sup>st</sup>.
  - b. Removes all member profiles that have had a member status of "lapsed" for more than two years from the active online membership database.
7. Maintains and updates the membership application as needed.
8. Maintains and updates new member welcome notifications as needed.
9. Prepares and distributes the *SCA Membership Roster & Bylaws* annually (should include a prominently placed copyright statement, a statement that it is not for commercial use, a Board and Committee contacts page, and current SCA Bylaws; may also include a list by member affiliation, the WestArch listserv instructions, and other items as deemed necessary by the Board).

10. Prepares a print copy of the *SCA Membership Roster & Bylaws* annually and forwards onto the University of California, Santa Barbara Department of Special Collections for inclusion in the *Society of California Archivists Archives (Mss. 263)*.
11. Reports the total number of members in the organization as well as the number of members at each of the membership levels to the Board at scheduled meetings.
12. Provides membership lists to SCA committee chairs, allied organizations, and vendors as needed.
13. Provides committee chairs with the names of new and continuing members who have expressed an interest in committee work.
14. Provides names of members that have donated to SCA to the chair of the Development committee.
15. Provides a list of all active members from the previous membership year to the chair of the Outreach and Publicity committee for Archives Month poster distribution.
16. Submits the names and repositories of new members to the Publications committee for inclusion in the SCA newsletter at regular intervals.
17. Provides the Local Arrangements Committee (LAC) with a list of active members for the upcoming Annual General Meeting (AGM).
18. Plans and hosts new member events at the AGM in coordination with the LAC.
19. Distributes membership surveys when requested by the Board (topic is selected by the Board and survey is drafted by designated Committee or others, as appropriate).
20. Provides membership pins to the incoming president and chair of the Awards committee for Mink Scholarship winners at the AGM.

8/92 dmc, 5/93 dmc, 6/93 bh, 10/2000 rpb, 4/04 lo, 10/05 lo, 3/06 board, 1/10 lo, 4/13 elm, 8/14 elm, 07/2016 llc, 10/2017 llc, 02/2018 llc

**2-7-1**  
**Calendar: Membership**

<b>Month(s)</b>	<b>Task</b>
January/February	Board meeting
February/March	Provide list of active members to Local Arrangements Committee (LAC) for Annual General Meeting (AGM) registration
February/March	Plan new member events for the AGM in coordination with the LAC
April/May	Board meeting and Members Meeting at AGM
April/May	Provide membership pins to the incoming president and chair of the Awards committee for Mink Scholarship winners at the AGM
June	Become familiar with Wild Apricot and the membership renewals
June	Update any emails with current board signatures (Membership Director and/or President)
July/August	Board meeting
July 1	Export online membership database into a standardized digital format for long term preservation
July 1	Remove all member profiles that have had a member status of “lapsed” for more than two years from the active online membership database
August 15	Process all memberships awarded to WAI participants
September 1	Provide list of all active members from previous membership year to the Outreach and Publicity committee chair for Archives Month poster distribution
October	Prepare and distribute <i>SCA Membership Roster &amp; Bylaws</i> to all active members
October	Prepare a print copy of the <i>SCA Membership Roster &amp; Bylaws</i> annually and forward onto the University of California, Santa Barbara Department of Special Collections
October/November	Provides committee chairs with a list of names and contact information for new/continuing members who have expressed an interest in committee work
October/November	Board meeting

5/93 dmc, 6/93 bh, 10/05 lo, 3/2006 board, 1/10 lo, 6/13 elm, 8/14 elm, 10/2017 llc, 02/2018 llc

## 2-7-2 Membership Information

### General Description

All members from each category are entitled to receive all announcements of the Society and to attend its meetings and workshops at membership rates. Non-members pay higher fees that are determined for each meeting and workshop.

All Individual members are entitled to one vote. Each Institutional membership carries one vote as well.

Members pay annual dues. One may not pay for several years of membership in advance. Renewal notices are sent out by email through WildApricot 30 days before the renewal date and on the renewal date. Renewal payments received are applied to the next membership year.

### Types of Membership

1. *Individual*: Full membership. Annual dues \$45.00
2. *Sponsoring*: Full membership. Annual dues \$60.00
3. *Student*: Full membership. Annual dues \$20.00
4. *Retiree*: Full membership. Annual dues \$20.00
5. *Institutional*: Full membership. Annual dues \$75.00. (two representatives of the institution can be recognized as members for purposes of attending the Annual General Meeting and SCA workshops at the member rate)

4/90 nlb, 10/90 nlb, 5/91 nlb, 1/92 jab, 5/93 dmc, 3/98 lgr, 10/05 lo, 3/06 Board, 1/10 lo, 4/13 elm, 10/2017 llc, 02/2018 llc



## 2-7-3 Membership Pins

### General Description

Membership pins are made available to all eligible members of the Society as prescribed below. The Membership Director shall be responsible for the sale of the pins and for the management of the inventory.

The price of each pin is \$10.00. All profit from the sale of membership pins shall be directly deposited into the SCA Education Fund.

### Eligibility

1. Each incoming president will receive a *gold-plated* membership pin in recognition of service to the Society.
2. Each outgoing board member will receive a *bronze* membership pin.
3. All members may purchase a *silver* membership pin.
4. Mink Scholarship winners will receive *silver* pins as part of the award presentation.
5. WAI Scholarship winners will receive *silver* pins as part of the award presentation.
6. Outgoing committee chairs will receive a *bronze* membership pin.

5/86 rln, 5/91 nlb, 5/93 jab, 4/94 ppa, 3/96 jw, 5/04 laj, 1/10 lo, 06/2017 llc, 10/2017 llc

2-7-4

**Membership Welcome Letter (Sample)**



1020 "O" Street, Sacramento, CA 95814

Dear new SCA member,

Welcome to the Society of California Archivists, and thank you for your membership! As you know, SCA is an active regional organization that provides quality programs and publications to educate and enrich the activities of archivists, manuscript curators, records managers, librarians, historians, and other individuals committed to the preservation and use of our documentary heritage.

As a member, you will have access to the *SCA Newsletter* via the SCA web site, which will help you keep abreast of news of interest to archivists in the state. You will also be invited to attend fall and spring programs, the SCA Annual General Meeting, and the Western Archives Institute. These meetings and workshops alternate geographically between the northern and southern areas of the state for the convenience of our far-flung membership. Please check our web site at <<http://www.calarchivsts.org>> for updated information and schedules. Also, do plan now for the 2010 Annual General Meeting that will be held April 29-May 1, 2009 in Seattle, Washington. This annual meeting will combine the memberships of the Society of California Archivists, Association of Hawaii Archivists (AHA), Conference of Inter-Mountain Archivists (CIMA), Northwest Archivists (NWA), and Society of Rocky Mountain Archivists (SRMA). Stay tuned for details as to the exact venue and program.

Since October 2008, SCA has posted the Society's *Newsletter* and *Membership Roster* on the SCA web site. The *Newsletter* is freely accessible, but a user name and password are required to access the *Membership Roster*. The following user name and password will provide access: User name = roster; password = sca\_r0\$ter (that's a zero, not a capital O). Sent along with this letter you will also find instructions for subscribing to West\_Arch, the Western archivist's e-mail listserv and an order form for the "Preserving Your History Brochure Series."

I would like to invite you to join one of SCA's working committees, which constitute the engine that drives our Society. I think you will find that SCA's various committees not only provide valuable services to the archival community, but provide those who actively get involved rewarding educational and networking opportunities. You can find contact information for the various committee chairs on the SCA web site or in the *Newsletter*.

Again, welcome. If you have questions, comments, or suggestions, please don't hesitate to contact me, or any of the SCA Board members or committee chairs. We look forward to seeing or hearing from you soon.

Sincerely,

Laura O'Hara  
President

06/2017 llc, 10/2017 llc

2-7-5

**Membership Roster Copyright Statement (Sample)**

The following, including current date of issue, should be included in the Membership Roster.

Copyright c2XX by the Society of California Archivists. The Society of California Archivists Membership Roster and Bylaws is published for the use of Society members for reference use only. The Membership Roster and Bylaws is not to be used for commercial purposes and may be reproduced only with the permission of the Society of California Archivists, Inc.

All correspondence and inquiries concerning the Membership Roster and Bylaws should be directed to:

Society of California Archivists  
1020 "O" Street  
Sacramento, CA 95814

5/91 nlb, 1/10 lo, 9/13 tep, 06/2017 llc

## **2-7-6 Membership List**

### General Description

The Membership Director provides the membership list (name, mailing address, and email) to committee chairs for SCA use as needed.

The membership list (name and mailing address only) can also be made available to allied organizations and vendors. Print and digital versions of the membership list are available. This information is only provided if permission is granted by the individual member on their membership application. Fees for the membership list are as follows:

- Allied Organizations: \$25.00
- Vendors: \$75.00

1/10 lo, 4/13 em, 9/13 tep, 06/2017 llc

SCA Handbook: Section 2, page 53

## Membership Form (sample)



# Membership Form

## Application/Renewal

To start or renew membership, please fill out and return this form with your check (payable to the Society of California Archivists) to the SCA Membership Director at the address provided below:

Christy Horton  
Wells Fargo  
MAC A0101-022  
420 Montgomery Street  
San Francisco, CA 94104

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Organization: \_\_\_\_\_

Website: \_\_\_\_\_

SCA occasionally makes the mailing list available to allied organizations and vendors. If you would prefer not to receive these mailings, please check this box.

***I want to become more involved in SCA! Have someone contact me about the following committee(s):***

- |                                      |   |  |                                  |
|--------------------------------------|---|--|----------------------------------|
| <input type="checkbox"/> Awards      | <input type="checkbox"/> Finance & Investment | <input type="checkbox"/> Outreach & Publicity      | <input type="checkbox"/> Website |
| <input type="checkbox"/> Development | <input type="checkbox"/> Government Affairs   | <input type="checkbox"/> Program (AGM)             |                                  |
| <input type="checkbox"/> Education   | <input type="checkbox"/> Local Arrangements   | <input type="checkbox"/> Publications & Newsletter |                                  |
| <input type="checkbox"/> Election    | <input type="checkbox"/> Membership           | <input type="checkbox"/> Site Selection            |                                  |

**Membership category (check one):**

- Individual \$45.00     Student \$20.00     Retiree \$20.00     Sponsor \$60.00     Institutional \$75.00

**Your tax deductible contribution to the Education Endowment Fund, AGM Speakers Fund, or the James V. Mink Scholarship Fund provides funding for special speakers and educational opportunities or support for new professionals to attend the Annual General Meeting**

Education Endowment Fund	\$	_____
AGM Speakers Fund	\$	_____
James V. Mink Scholarship Fund	\$	_____
SCA Membership Pin: \$10	\$	_____
<i>(proceeds of pin sales go to the Education Endowment Fund)</i>		

**TOTAL ENCLOSED \$** \_\_\_\_\_

Revised 2/2018

10/2017 llc; 2/2018 llc

## 2-8 Directors at Large

### General Description

There are two non-officer Directors who represent the membership at large on the SCA Board; each elected Director serves a term of two years. They serve staggered terms, as one is elected in even numbered years and the other is elected in odd numbered years.

It is the responsibility of Directors to attend quarterly meetings of Board of Directors and to participate actively in the work of the Society and its committees. Specific duties and responsibilities may be assigned by the President.

The senior Director serves as the primary liaison to the WAI Joint Management Committee, while the junior Director (more recently elected) serves as the deputy liaison to the WAI Joint Management Committee during the second year of his or her term as Director.

6/09 jmw, 2/10 Board