



Committee and Procedures Manual

Revised May 2007

CONTENTS

Introduction

Section 1: Standing Committees

- Annual Meeting Local Arrangements Committee
- Annual Meeting Program Committee
- Annual Meeting Site Selection Committee
- Distinguished Service Award Committee
- Internet Resources Committee
- Membership Committee
- Nominating Committee
- Professional and Public Affairs Committee
- Professional Development Committee
- Publications Committee
- Scholarships Committee

Section 2: Responsibilities of Officers

- President
- Vice-President/President Elect
- Secretary
- Treasurer
- Past-President

INTRODUCTION

This manual includes the charges, 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. 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 I: STANDING COMMITTEES

ANNUAL MEETING LOCAL ARRANGEMENTS COMMITTEE

I. Purpose

The Local Arrangements Committee is a standing committee of the Society of Southwest Archivists. The Committee is responsible for planning all aspects of the local arrangements for the Annual Meeting of the Society. The Committee's planning should be coordinated with that of the Program Committee, the Professional Development Committee, and the Membership Committee.

II. Composition and Membership

- A. The Chair of the Local Arrangements Committee will be appointed by the President, with the advice 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.
- B. The Chair may recruit as many additional members as he or she deems appropriate to assist in the work of the Committee. The Chair will nominate additional members to the President, who will appoint them to the Committee. In order to take proper advantage of local resources and to include as many individuals and institutions in the Annual Meeting activities, 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 Local Arrangements Committee should be appointed at least three months before the Annual Meeting prior to the one the Committee is to plan, and shall serve until all affairs relating to the Annual Meeting have been concluded. All other appointments to the Local Arrangements Committee are for terms adequate to carry out the charge of the Committee.
- D. The Chair of the Program Committee and the Chair of the Membership Committee shall serve as members of the Local Arrangements Committee ex officio.

III. Responsibilities

- A. **Scheduling** - Schedule the annual meeting for a two-day period (generally Thursday evening through Saturday noon) in May of each year. The dates of the meeting should be approved by the Executive Board no later than the preceding Annual Meeting. Once the dates have been approved, they should be announced in the Society's newsletter and on the Society's web site at the earliest possible date. The Chair of the Professional Development Committee should be advised as soon as meeting dates are determined so that their activities may be scheduled to coincide with the Annual Meeting.
- B. **Selection of Headquarters Hotel** - The Committee will survey hotels in the site locale, select a headquarters hotel, reserve an appropriate block of rooms, arrange for meeting rooms and an exhibits area, and upon Executive Board approval contract for all necessary services.

- C. Arrangements for Receptions, Dinners, etc. - Reserve locations and arrange for catering for receptions, dinners, etc. In the past, meetings have included an opening reception on Thursday evening; a luncheon and dinner on Friday; and a breakfast/business meeting on Saturday morning.
- D. Programs - Secure all information from the Program Committee; design, print, and mail advance programs to the membership.
- E. Registration - Collect advance registration and manage registration table at the annual meeting.
- F. Transportation - Arrange for shuttle buses or other transportation, if needed.
- G. Finances - Establish a "SSA Local Arrangements" account and pay invoices for events held in connection with the meeting. The account should be set up as a local account in a bank or credit union and not through the institution where the chair or other committee members are employed.
- H. Tours - Arrange for optional tours of attractions, historic sites, etc.
- I. New Members - One of the primary purposes of the annual meeting is to attract new members from the area in which the meeting occurs. The Local Arrangements Committee should publicize the meeting in the local area, encouraging non-SSA members to join and attend.

IV. Procedures

- A. January - one year prior to the meeting Arrange for hotel, reserve block of rooms, and sign contract guaranteeing meeting rooms, room rate, etc.
- B. October/November - six or seven months prior to meeting Make tentative catering and site arrangements for reception(s), meal functions, and all committee meeting and program sessions. Arrange for optional tours and any necessary bus transportation.

Present local arrangements plan to Executive Board at the fall meeting. Be prepared with prices, registration fee, and all other details you have tentatively arranged. Request start-up funds (\$500) from Executive Board.

After the board approves arrangements, sign contract with each caterer guaranteeing menus, prices, and other details. Also contract for bus transportation, optional tours, and any other arrangements you make. Some contractors may wish to defer executing contracts until a later date; in such cases, firm estimates should be secured and the contract executed at the earliest possible date.

Design the Program and arrange for it to be printed in April.

Give promotional information including meeting theme, dates, and images, (if available) to the Internet Resources Committee for posting on the web site.

Establish "SSA Local Arrangements" checking account.

- Begin contacting potential vendors, sponsors and exhibitors.
- C. Late January - Get program arrangements from program chair and prepare Preliminary Program to be included in registration packet.
 - D. February - Compile registration packet for mailing. Packet should include Preliminary Program, registration form, and hotel reservation card. Give an electronic file of registration form to the Internet Resources Committee for posting as a printable form on the web site.

Arrange to publicize the meeting through notices in appropriate newsletters and journals.

- E. March - Mail registration packets to SSA members the first week of March. Deposit money early and often, to give checks a chance to clear before you have to pay bills. Registration packets should be mailed first class.
- F. Early April - Confer with Program Chairman, confirm all program speakers and arrangements; confer with other Committee chairs and confirm all arrangements for committee meetings; send final Program copy to the printer.

Visit caterers and sites to reconfirm arrangements and take care of any last minute details. Go over final details for sessions -- coffee, set-ups, media equipment needs, etc.

- G. Late April – Early May - Stuff registration envelopes. Possible enclosures include a final Program, maps, name tags, restaurant guide, tickets, Chamber of Commerce brochures.

- H. May Relax and enjoy the meeting.

- I. General Hints

1. Share responsibility with other repositories in town.
2. Take advantage of Chamber of Commerce or Convention and Visitors' Bureau. Talk to them at the hotel-selection stage and again a month or so before the meeting. If you have good organizations in town they may provide free name tags, assistance with housing unexpected overflow registration, help spot trouble areas in your arrangements, stuff registration envelopes, and otherwise assist.
3. In order to avoid poor communication, confer early and often with officers and committee chairs regarding arrangements that affect them.
4. Set a registration deadline ten days to two weeks prior to the meeting; charge a minimal late fee. If you get your programs out on time, people will take the deadline seriously, so you will be able to give caterers fairly accurate numbers by their deadlines, and collect a little money in late fees.
5. When negotiating the hotel contract, be sure to specify the registration needed for a complimentary room. If a lower room rate for members can be arranged in lieu of a free room, take advantage of this opportunity to cut costs for members. If a complimentary room is arranged as part of the hotel contract, specify for how many nights. Any complimentary room should be offered for the use of the SSA President; advise the President of its status as far in advance as possible.

- J. Report Prepare a report for the Executive Board detailing the number of people who attended, the amount of money made, and the number of new members who joined because of the annual meeting.

ANNUAL MEETING PROGRAM COMMITTEE

I. Purpose

The Annual Meeting Program Committee is a standing committee of the Society of Southwest Archivists. The Committee is responsible for planning the program for the Annual Meeting of the Society each spring.

II. Composition and Membership

- A. The Vice-President, President-Elect serves as the Chair of the Program Committee.
- B. The Chair may nominate as many additional members as s/he may feel appropriate. Such additional members will be appointed by the President with the advice and consent of the Executive Board. The Chair of the Local Arrangements Committee serves as an ex officio member of the Program Committee.
- C. The Chair and the other members of the Committee shall serve one-year terms.

III. Responsibilities

- A. To plan all aspects of the program for the annual meeting at the end of which the Chair assumes the office of President.
- B. Coordinate all program plans with the Professional Development Committee and the Annual Meeting Local Arrangements Committee, as appropriate.

IV. Procedures

- A. The Chair assumes the Chair at the same time s/he assumes the office of Vice-President, President-Elect, at the conclusion of the Annual Meeting in the year s/he has been elected. The Chair will nominate such additional members as s/he may deem appropriate at any time after assuming the Chair.
- B. The Committee will develop program ideas into sessions and speakers as early in the year as possible.
- C. The Program Committee is provided an operating budget of \$500, which may be used to cover the costs for audio-visual equipment, computer equipment, or speaker expenses. Ordinarily speakers for the program are not paid honoraria. Travel expenses of non-members may be reimbursed if these expenses are factored into the budget for the meeting.
- D. The Chair will report on the Committee's plans at each meeting of the Executive Board during the year.

- E. The Chair will furnish a complete copy of the program, with speakers' names, institutions, and the titles of their presentation, audiovisual needs, honoraria and travel expenses (if any), as well as other appropriate information, to the Chair of the Local Arrangements Committee no later than January 15.
- F. The Committee will coordinate all aspects of the program with the Local Arrangements Committee.

ANNUAL MEETING SITE SELECTION COMMITTEE

I. Purpose

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

II. Composition and Membership

The Committee is composed of a Chair and at least two additional members. The Chair and the members are appointed to two-year staggered terms by the President with the advice and consent of the Executive Board.

III. Responsibilities

- A. To select an appropriate site for the Annual Meeting of the Society.
- B. To report to the Executive Board on its selection and secure 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.

IV. Procedures

- A. At least eighteen months in advance of the Annual Meeting, the Committee should solicit invitations from appropriate potential sites. Invitations should be extended by members in good standing of the Society, representing the members and other interested parties in the site locale. Invitations should be made in writing and should include a brief statement of the advantages of the site.
- B. The Committee should review invitations 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 such factors as the resources available to support the meeting, the number of members and other interested parties at or near the site, the facilities available for the meeting, the costs to members of travel to the site and lodging and meals at the site, and the advancement of other goals of the Society which may be furthered by selecting a site.
- C. The Committee will endeavor to maintain a pattern of geographic distribution in the selection of annual meeting sites.

- D. Having selected a site, the Committee should prepare a recommendation to the Executive Board. The recommendation to the Board must be made at least 15 months prior to the annual meeting to be held at the selected site.
- E. The Committee is encouraged to work as much as one year farther in advance than the schedule indicated above.

DISTINGUISHED SERVICE AWARD COMMITTEE

I. Purpose

The Distinguished Service Award Committee is a standing committee of the Society of Southwest Archivists. The Committee is responsible for selecting the recipient of the Society's Distinguished Service Award. The Distinguished Service Award, as of 1995, is underwritten with the amount of \$250 by Metal Edge, Inc.

II. Composition and Membership

- A. The Immediate Past President shall be asked to serve as Chair of the Distinguished Service Award 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 he or she takes 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

- A. To promote awareness of the Distinguished Service Award among the members of the Society.
- B. To solicit nominations for the Distinguished Service Award from the members of the Society.

IV. Procedures

- A. The Chair shall cause a call for nominations for the Distinguished Service Award to be published in the fall issue of the Society's newsletter and posted on the Society's web site. The Chair shall also solicit nominations by other appropriate means, including from other members of the Committee. The closing date for nominations, which should be widely publicized, should fall within the month of January. 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 the profession, and may be accompanied by letters supporting the nomination.
- B. By the end of January, 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.

- C. 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 email and/or individually by telephone.
- D. All elected members of the Executive Board shall be informed of the Committee's selection for the Distinguished Service award, and 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 A. Otis Hebert, Jr. Scholarships Committee.
- E. When the Committee's nominee has been approved by majority vote of the Executive Board, the Chair shall cause the Distinguished Service Award to be colored, 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. The Treasurer will issue the check for the Metal Edge, Inc. financial award to the recipient of the Distinguished Service Award.
- F. The Chair of the Distinguished Service Award Committee or his/her designee shall present the Award during the Business Meeting at the Society's Annual Meeting.
- G. 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 C and D above.

INTERNET RESOURCES COMMITTEE

I. Purpose

The Internet Resources Committee is a standing committee of the Society of Southwest Archivists. The Committee is responsible for maintaining the web site for the Society of Southwest Archivists.

II. Composition and Membership

- A. The committee shall consist of a Chair, who shall also be the web site editor. The Chair shall be appointed by the President with the advice and consent of the Executive Board. The Chair shall serve a two-year term and shall be eligible for reappointment.
- B. Additional members shall be appointed as needed. These members will be appointed by the President with the advice and consent of the Executive Board. The members shall serve one-year terms and shall be eligible for reappointment.

III. Responsibilities

- A. Maintain the web site for the Society, updating the site's contents in a timely fashion.
- B. Work with the Secretary to ensure that administrative materials related to the Society, such as the minutes and the contact information for officers, board members, and committee chairs, are

posted on the web site. Work with the Local Arrangements Chair and the Program Chair to ensure that materials related to the upcoming Annual Meeting are posted on the Society's web site enough in advance of the meeting to be useful to members.

- C. Work with the Publications Committee to ensure continuity and shared information between the newsletter and the web site.
- D. Work with other Officers and Committee Chairs as needed to provide information to Society members via the web site.

III. Procedures

- A. Post promotional information about the Annual Meeting (title, dates, and images of meeting location, if available) on the web site by October of year preceding that meeting. Images of the meeting location can often be provided by the Convention and Visitors Bureau of the city that the meeting will be held in.
- B. Post registration and hotel rates, and a downloadable/printable registration form, to the web site by the February before the Annual Meeting.
- C. Post minutes to the web site following their approval by the board.
- D. When posting articles from the *Southwestern Archivist*, post only articles from the issue preceding the current issue. Content from the current issue of the newsletter should not be posted to the web site.

MEMBERSHIP COMMITTEE

I. Purpose

The Membership Committee is a standing committee of the Society of Southwest Archivists. The Committee is responsible for promoting membership in the Society among archival professionals and other individuals interested in the goals, principles, and activities of the Society.

II. Composition and Membership

- A. The Committee is composed of a Chair and at least one member in good standing representing each state in the region. Other members may be appointed as needed. These members will be appointed by the President, with the advice and consent of the Executive Board. The President, Treasurer, Chair of the Publications Committee, and Chair of the Local Arrangements Committee serve as ex officio members of the Membership Committee.
- B. The members are appointed for one-year terms.

III. Responsibilities

- A. Actively promote membership in the SSA.
- B. Work with the Publications Committee to coordinate the timely printing of membership

announcements in *The Southwestern Archivist*, the printing and distribution of the membership directory, and other shared responsibilities.

- C. Work with the Internet Resources Committee. The chair will work with the Internet Resources Committee to assure that an up-to-date membership form is available on the Society's web site.
- D. Work with the Treasurer to assure that correct information regarding current membership is available.

IV. Procedures

A. Promoting new memberships

1. The Chair sends information packets to new members to welcome them to the organization.
2. The Chair encourages new members to photocopy the membership form and distribute it to interested friends and colleagues. 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.
3. Committee members contact related organizations in their areas and provide membership brochures and information about the Society to be distributed at meetings.
4. Each committee member representing a state coordinates membership activities for that state.
5. 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 through personal letters or in person.
6. Committee members with special assignments (e.g., membership committee liaison to National Parks Services libraries and archives, committee member for state and local officials, etc.) will be responsible for compiling mailing lists and contacting potential new members in their areas of responsibility.
7. The committee shall review each year the society's membership brochure, recommend changes (if any), and report to the Executive Board on the need to obtain additional supplies.
8. The committee will undertake from time to time, with the approval of the Executive Board, such additional activities as may seem appropriate to achieving the goals of increasing the membership and welcoming new members.

B. Working with Publications Committee

1. The chair will work with the Publications and Internet Resources Committees to insure that up-to-date membership forms and reminders of renewal dates appear in the

newsletter and on the web site.

2. The chair will periodically up-date the membership brochure and work with the Publications Committee to see that adequate supplies are printed.

C. Membership Committee responsibilities pertaining to local arrangements

1. The Membership Committee will offer any aid necessary to help the Local Arrangements Committee fulfill its responsibility of notifying every SSA member of the annual meeting and giving the annual meeting the widest possible publicity.
2. The Membership Committee will offer any aid necessary to help the Local Arrangements Committee fulfill its responsibility of including in all meeting announcements and registration packets notices for membership renewal and membership information for nonmembers who may wish to join.
3. The Membership Committee will offer any aid necessary to help the Local Arrangements Committee fulfill its responsibility of implementing procedures for renewing memberships or joining the society when registering for the annual meeting, using a single form for both registration and membership and paying with a single check.
4. The Membership Committee will offer any aid necessary to help the Local Arrangements Committee fulfill its responsibility of arranging activities recognizing new members at the annual meeting.

D. Membership Committee responsibilities pertaining to publications

1. By every newsletter deadline, the Chair of the Membership Committee shall forward to the Chair of the Publications Committee the names, addresses, phone numbers, and electronic addresses of new members for inclusion in the next issue of the newsletter. The Membership Chair also forwards other announcements, such as reminders to renew, news of membership projects, and a current copy of the membership form to the Publications Committee Chair, if any changes have been made to it since the last issue of the newsletter.
2. At the end of every membership year, the chair of the Membership Committee will forward a statistical summary of the membership to the chair of the Publications Committee for inclusion in the next issue of the newsletter.
3. The Membership Committee will work with the Publications Committee to print and distribute the membership directory.

E. General

1. Since the Treasurer maintains the records of paid memberships, the Chair of the Membership Committee should keep in close contact with the Treasurer regarding statistics and trends that can be gleaned from the membership database, and assure that the Treasurer receives any assistance needed to maintain the database.

2. At the end of every membership year, the chair of the Membership Committee will draft a statistical summary of the society's membership to present to the Executive Board.
3. The chair of the committee will maintain a committee procedures file which will explain the functioning of the committee, record specific procedures for committee activities, and serve to educate new committee members in the committee's operations.

NOMINATING COMMITTEE

I. Purpose

The Nominating Committee is a standing committee of the Society of Southwest Archivists. The Committee is responsible for nominating candidates for officers of the Society. The Composition and Membership, Responsibilities, and Procedures of the Nominating Committee are detailed in section five of the Bylaws of the Society of Southwest Archivists.

PROFESSIONAL DEVELOPMENT COMMITTEE

I. Purpose

The Professional Development Committee is a standing committee of the Society of Southwest Archivists. The Committee is responsible for planning, conducting, and promoting opportunities for professional-level training, education and debate.

II. Composition and Membership

- A. The Committee will be composed of a Chair and at least two additional members appointed by the President with the advice and consent of the Executive Board.
- B. The members of the Committee shall be appointed to two-year staggered terms. The Chair will be appointed by the President from among the members having previously served more than one year on the Committee.

III. Responsibilities

- A. Compile a list of possible workshops, symposiums, or other educational activities that the Committee deems of interest to the general membership of the Society.
- B. Solicit suggestions and proposals from members of the Society and coordinate ideas with the Program Committee.
- C. Present proposals for professional development programs and activities to the Executive Board for approval.
- D. Plan, organize, promote and conduct professional development activities approved by the Executive Board. This will include selecting topics for speakers, negotiating financial arrangements for workshops or other sessions, selecting sites or host institutions, determining

registration fees, assigning local arrangement responsibilities, designing and producing promotional material.

IV. Procedures

- A. Maintain a listing of activities conducted by this Committee, along with a list of Committee members.
- B. Report in person or in writing at all meetings of the Executive Board of the Society.
- C. Submit for approval to the Executive Board all proposals for professional development activities.
- D. Submit a written report to the Executive Board following each workshop, symposium, or other activity including details on attendance, expenses, and income.
- E. Professional development workshops, symposiums, classes, and programs planned and conducted by the Committee should be self-supporting. If there are not enough registrants to cover the costs of the program, then the program should be canceled and registration fees refunded. Excess revenue generated by an educational program should be used to help fund future programs.
- F. All financial receipts and disbursements, including registration and travel expenses, should be processed through the Society's Treasurer.
- G. Labels for mailings may be obtained from the Society's Treasurer or Membership Committee, but mailings do not necessarily need to be limited to the current membership of the Society.
- H. The Society will reimburse speakers for expenses incurred in modest commercial travel, food, and one night's lodging. All receipts must be submitted to the Chair of the Professional Development Committee as quickly as possible. Ground transportation will be provided by local members. Speakers must be members in good standing of the Society.
- I. Professional development events planned in conjunction with the Annual Meeting must be coordinated through the Local Arrangements Committee. Generally, workshops and classes are scheduled on the Thursday before the meeting. All information regarding the event, including announcement copy and registration forms, should be provided to the Chair of the Local Arrangements Committee by January 15 prior to the Annual Meeting in question.

PUBLICATIONS COMMITTEE

I. Purpose

The Publications Committee is a standing committee of the Society of Southwest Archivists. The 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 Resources Committee.

II. Composition and Membership

- A. The committee shall consist of a Chair, who shall also be the newsletter editor and at least one member in good standing representing each state in the region. Additional members may be appointed as needed.
- B. The Chair shall be appointed by the President with the advice and consent of the Executive Board. The Chair shall serve a two-year term and shall be eligible for reappointment.
- C. The members shall be appointed by the President with the advice and consent of the Executive Board. The members shall serve one-year terms, subject to renewal.

III. Responsibilities

- A. Publish and distribute a newsletter containing timely information regarding the Society, its membership, and archival activities in the region in general.
- B. Work with the Treasurer and the Membership Committee to publish the Membership Directory.
- C. Work with the Internet Resources Committee to insure that the information on the web site is current and correct.
- D. Take on other publication and distribution assignments at the request of the Executive Board.

IV. Procedures

A. Newsletter

1. 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.
2. The Chair, as editor of the newsletter, shall maintain a quarterly publication schedule for the newsletter.
3. The newsletter shall include a formal membership renewal form in every issue. The newsletter shall publish the names, addresses, and telephone numbers of new members in each issue and shall publish the Society's annual membership statistics in the summer issue.
4. 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.
5. The individual state members of the Publications Committee shall collect material (brief articles, announcements and notices, job vacancies) for the newsletter from their respective states, and forward same to the editor.
6. The editor shall be responsible for content, layout, printing, and mailing of the newsletter, but may delegate these responsibilities to other members of the Committee.

7. The editor shall print sufficient copies of the newsletter for the entire membership, for complimentary copies to other professional organizations, for new members, and potential advertisers. Surplus copies of each issue shall be mailed to the Chair of the Membership Committee and to the Treasurer for official use.
 8. The editor may provide to the Internet Resources Committee selected articles from the newsletter preceding the current issue for the Society's web site.
- B. Membership Directory
1. Every two years, in even-numbered years, the committee will compile from the database maintained by the Treasurer a list of all members in good standing, together with their addresses, telephone numbers, and other appropriate data, into a Membership Directory.
 2. The committee will compile and include in the Membership Directory the Society's constitution, bylaws, and other information deemed necessary or useful to the functioning of the SSA.
- C. The Committee will assist the officers and committee chairs in preparing approved publications such as brochures, announcements, and other publications.

SCHOLARSHIP COMMITTEE

- I. Purpose
- A. The Society of Southwest Archivists awards several scholarships promoting continuing education. The Scholarships Committee is a standing committee of the Society of Southwest Archivists. The Committee is responsible for promoting the various SSA scholarships, annually selecting recipients, and shall, upon request by the Executive Board, make recommendations regarding recipients of other special awards voted by the Board. In addition, SSA financially sponsors the Sister Marie Claude Lane Award given by the Society of American Archivists. This Scholarships Committee is also responsible for promoting nominations for this award.
- B. The Scholarships are:
1. The A. Otis Hebert, Jr. Continuing Education Scholarship. The Scholarship was 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.
 2. The SSA Annual Meeting Scholarship was established in 1998. The Scholarship is intended provide supplemental funding to attend the SSA Annual Meeting for a member who might otherwise not be able to attend.

3. The John Michael Caldwell Student Scholarship was established in 1998 in honor of 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.
 4. The Sister Marie Claude Lane Award is awarded by the Society of American Archivists (SAA) and funded by SSA. It was established in 1974 in honor of Sister Marie Claude Lane. This award recognizes individual archivists who have made a significant contribution to the field of religious archives.
- C. An individual may apply for more than one scholarship. However, an individual can not receive the same scholarship more than once.

II. Composition and Membership

- A. The committee is composed of five members. Elsie Hebert is a permanent member who evaluates, with the others on the committee, applicants for the A. Otis Hebert, Jr. Scholarship. Three members are elected by the general membership; each serves a three-year term, with one new member selected annually. The immediate Past-President will serve as the fifth member of the committee. The members of this committee, with the exception of Elsie Hebert, evaluate applications for all the scholarships and awards as described.
- B. The senior elected member serves as Chair of the Committee.

III. Responsibilities

- A. To promote awareness of the Scholarships among the membership of the Society.
- B. To encourage and solicit applications for the Scholarships.
- C. To evaluate applicants and select the recipient of the Scholarships.
- D. To solicit contributions to the Scholarship funds.
- E. To promote awareness of the Sister Marie Claude Lane Award, to encourage nominations for the award be sent to SAA. SSA is not responsible for selecting a recipient; however, SSA can send a nomination from SSA.
- F. Maintain a list of recipients for each award, including first name, last name, award received, and the year.

IV. Procedures

- A. The Chair will prepare announcements of the Scholarships. 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.

- B. Application forms will be distributed to institutional members of the Society, other archival repositories in the region, and graduate library/archival/public history programs
- C. Applications will be returned to the Chair, who will distribute copies among the members of the Committee for evaluation.
- D. 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.
- E. Administer the disbursement of funds by contacting the Treasurer.
- F. Update the list of recipients annually. The out-going chair will forward the list to the in-coming chair.

SECTION 2: DUTIES OF OFFICERS

DUTIES OF THE PRESIDENT

- A. The President calls meetings of the Executive Board and presides over its meetings.
- B. The President appoints chairs of certain committees, including
 - 1. Local Arrangements Committee
 - 2. Annual Meeting Site Selection Committee
 - 3. Professional and Public Affairs Committee
 - 4. Professional Development Committee
 - 5. Membership Committee
 - 6. Publications Committee
 - 7. Internet Resources Committee
- C. The President invites representatives from student interest groups to attend board meetings and participate in Society activities.
- D. The President is the primary contact with other archival organizations regarding cooperative projects, for example, the Sister Claude Lane Award at the Society of American Archivists. The President also appoints a representative to submit a proposed session to the annual meeting of the Texas State Historical Association.
- E. The President forwards the names of members who express interest in serving on committees to appropriate committee chair(s).
- F. The President sends out letters of welcome to new members.

DUTIES OF THE VICE PRESIDENT/ PRESIDENT ELECT

- A. The Vice-President/President Elect attends meetings of the Executive Board.
- B. The Vice-President serves as Chair of the Program Committee.

DUTIES OF THE TREASURER

- A. The Treasurer receives applications from new members, deposits the dues in accordance with standard procedures.
- B. The Treasurer will enter a record with the new member's name, address(es), telephone number(s), date and amount of dues paid, and such additional data as may be deemed pertinent in the membership database.
- C. The Treasurer, with the advice and consent of the Executive Board, will manage the funds of the Society.
- D. The Treasurer presents a report of the financial status of the Society at each Executive Board meeting and to the general membership at the annual meeting.

- E. The Treasurer will send each new member an SSA information packet consisting of the Membership Directory and the most recent issue of *The Southwestern Archivist*.
- F. The Treasurer will notify the President of the Society of the name and address of new members, and the President will then write a letter welcoming the new member to membership in the Society.
- G. The Treasurer will also forward expressions of activity interest indicated on the new member's application to the President who can then forward the names to appropriate committee chair(s).
- H. The Treasurer will send the names and addresses of new members to the Chair of the Publications Committee for inclusion in the next issue of the newsletter.
- I. The Treasurer will provide the Publications Committee with a copy of the database of members in good standing for use in the production of the Membership Directory.

DUTIES OF THE SECRETARY

- A. Keeps the current records of the Society.
- B. Record the minutes at Executive Board meetings, distributes drafts, and makes necessary corrections.
- C. Forwards final approved minutes in electronic format to the chair of the Internet Resources Committee for posting on the web site.
- D. Records the minutes of the Annual Business Meeting and presents them for approval by the general membership at the next Annual Meeting.
- E. Maintains the current and up-to-date versions of the Constitution and By-Laws and the Committee Procedures Manual.
- F. Forwards non-current records to the Society's archival depository.

DUTIES OF THE IMMEDIATE PAST PRESIDENT

- A. Serves as Chair of the Awards Committee.
- B. Serves on the Scholarship Committee.
- C. Forwards the records of his or her term as Vice-President and President to the Society's archival depository.
- D. Attends board meetings and votes as a member of the board.