

New England Archivists
Policies and Procedures Manual

New England Archivists Policies and Procedures Manual

Manual lists policies and procedures in force as voted by the Executive Board. This manual was created by the Ad Hoc Committee on Policies and Procedures in June 2007.

N.B.:

- Caution: When searching for specific topics, it is strongly advised to refer to the “topic list” below rather than searching the Word document using the “search” feature. Terminology differs from instance to instance and a simple “search” will inevitably miss some policies
- Does not include “one-shot” motions (to take a certain action once or make a decision that over-rides an existing policy once or things like the budget). Examples:
 - To transfer \$40 to the Hale Award Fund
 - setting meeting fees
 - accepting reports
 - not to charge members for the H+D “this time”
- The document includes policies and procedures that have been voted on by the Executive Board, as well as those that the Board has agreed to by consensus (as a “Sense of the Board”)
- The minutes of early NEA board meetings are sketchy at best and non-existent in some cases. It is not until 1977 that some order of minutes from each board meeting seem to be available.
- Policies and Procedures currently in force are listed below, alphabetically by topic; following this list an appendix containing a complete history of each policy/procedure

CURRENT NEA POLICIES AND PROCEDURES

A – B

Administrative Handbooks

2001 Jan 22 Sense of the Board: The Secretary will keep an up-to-date hard copy of the handbook to refer to at Board meetings

Appointments, Committee

2007 Jan 22 Voted: “When voting on appointments for any position in a board meeting, the person being considered must leave the room during the discussion and vote”

Archives of the organization

1980 Oct 31 Voted: the University of Connecticut be designated as the repository for the NEA Archives

Archives Week

2007 Mar 30 Voted: starting in 2008 NEA will observe Archives Week of the first week of October

2002 Oct 10 Voted: set the first week in November as Archives Week in New England

Board meetings, procedures

2007 Jan 22 Voted: “When voting on appointments for any position in a board meeting, the person being considered must leave the room during the discussion and vote”

By-Laws

1973 Oct 26 Voted: no officer shall serve more than four consecutive terms in the same office

1973 Oct 26 Voted: increase in the number of representatives-at-large from two to three, terms to be staggered by the election of one of the three to a one-year term for the first year only.

1973 Oct 26 Voted: leave the definition of the status of the Clerk of the Corporation to the Executive Board so that it can be made to conform to the statutory requirements of the Commonwealth of Massachusetts...”

1973 Oct 26 Voted: the word “corporation” be substituted for the word “association.” [Section V.1]

1973 Oct 26 Voted: increase the quorum of the Executive Board from 3 to 4." [Section V.4]

1973 Oct 26 Voted: substitute Sturgis’ Standard Code of Parliamentary Procedure for Robert's Rules of Order. [Section VII]

1973 Oct 26 Voted: “If it shall become necessary to dissolve this Corporation, its records and assets shall be turned over to an historical or archival organization.” [Section IX]

Committee Terms and requirements (See also “Sponsoring Events”)

1992 Nov 13 Voted: “In cases when an appointment is made to fill a vacancy on a committee, if the term is less than one year then the appointment goes until the end of the term. If less than one year, then “the President and Vice President will agree on a candidate” (the implication being that the person will be appointed for a full term)

1997 Apr 25 Sense of the Board: All committees are required to meet twice per year outside of the annual meeting; one of those meetings must be devoted to preparing a plan of work and budget for the year; reports to the newsletter for “Inside NEA” must be submitted twice per year; the committee must alert the Local Arrangements committee 6 months ahead of time if they wish a space in which to meet at an NEA mtg

1998 Oct 30 Voted: it will be added to all committee job descriptions that each committee chair or a designee must attend **all** Board meetings

2003 Apr 11 Sense of the Board: Committee chairs should review their sections of the NEA website every 6 months to be sure the information is up to date

Distinguished Service Award

2001 Jan 22 Voted: approve revised Distinguished Service Award guidelines as distributed via email. [original policy text currently being searched]

2005 Oct 14 Voted (via conference call): award the DSA once a year, at the spring meeting

Domain Name

Voted: register the domain name newenglandarchivists.org, and to pay for it out of the Outreach Committee budget

Dues, Payment of (See also “Voting and ballots”)

1980 Oct 31 Voted: New members who join after September 1st will be given membership for the following year.

1994 Jan 21 Voted: establish institutional membership dues at double the rate of individual memberships [N.B. This violates the By Laws, which state/stated that the Institutional Membership is \$10 more than individual]

2000 Apr 28 Voted: to send out dues renewal notices with the fall meeting announcement, followed by reminder notices in November and January

2000 July 31 Sense of the Board: institutional members may send one person to NEA mtgs at the member rate; employees of inst. members may not vote or hold office, but they may serve on committees

1999 Apr 9 Voted: the date by which a member must pay dues in order to be able to vote is changed from March 1 to February 25

Education Committee (See also “Committee terms and requirements,” "Programs, continuity of” and [in Appendix] “Education Committee”, "Education Co-ordinator", and "Services and programs of NEA")

2008 Jan. 25

Approval: In order to be “official,” all workshop instructors must complete and have the Education Committee Chair approve a Workshop Proposal and Workshop Contract. The proposal and contract will include the workshop description, a list of instructor expenses, and a list of NEA policies regarding the role of NEA in the workshop planning process and the regulations regarding workshops. These documents must be signed by both the instructor (s) and Chair before registration can begin.

Fees: The standard registration fee for a full day workshop is \$50 and \$25 for a half day workshop. The NEA Board may consider an alternate fee based on extenuating circumstances.

Honoraria and reimbursements:

- An honorarium for teaching NEA Educational Workshops is, regardless of the number of instructors, \$300 for a full day workshop and \$150 for a half-day workshop. Instructors may split honoraria among multiple instructors as they see fit; if they do not notify the Chair of such an arrangement, however, the default policy is to split honoraria evenly between instructors.
- Instructors may be reimbursed up to \$150 total (in addition or separate to honoraria) for the following pre-approved workshop-related expenses: photocopying, mileage, and travel arrangements. Mileage is given at the current IRS rate. Other workshop-related supply expenses are subject to Education Committee Chair approval. These expenses must be included in the NEA Workshop Proposal form signed by both the instructor(s) and the NEA Chair.
- Food is not reimbursed to instructors under any circumstances by NEA; instructors do not receive a "per diem" from NEA, and instructors who teach educational workshops as part of a NEA biannual meeting must pay their own registration fees for the meeting (these costs are not included in the honoraria).
- Any and all pre-approved expenses outlined by the NEA Workshop Proposal and Contract must be accompanied by a receipt, a substitute receipt (in the case of items that will naturally lack a receipt, such as mileage), and the instructor’s full name and address. The NEA Education Committee Chair and Treasurer will work to pay instructors for honoraria and any other pre-approved expenses in a timely manner; however, the NEA Treasurer and Education Committee Chair reserve the right to wait to process reimbursements until all documentation from the instructor (mailing address, receipts, and substitute receipt forms) is received.
- A registration deadline will be set for each workshop either by the Education Committee

Chair (for stand alone workshops) or by the Local Arrangements Committee (for workshops held at biannual meetings). The Education Committee Chair reserves the right to wait until the registration deadline has passed before determining if there are enough registrants to warrant continuing with or canceling a workshop. The decision to cancel a workshop will ultimately be made by the Education Committee Chair. The Education Committee Chair or a designated Education Committee member will inform the instructor (s) of this deadline in advance and keep them updated with registration statistics as the deadline approaches. In the case of cancellation of a workshop, instructors will not receive payment.

- Handwritten invoices do not qualify as receipts.

Stand-alone workshops: Stand alone workshops may be developed at the discretion of the Education Committee Chair. Budgets for these workshops should be shared with the board, but do not require formal board approval so long as the fees do not vary from the standard full and half day fees, so long as the honoraria does not vary from the standard rate, and so long as the budget for the workshop is positive.

Executive Board minutes, publication of

1980 Apr 25 "The Board discussed the publication of Executive Board Minutes in the Newsletter and decided that only the major actions of the Board should be reported and that these should be paraphrased."

Fiscal Year

1973 Oct 26 Voted: to add a Section VIII to the By-Laws as follows: "The fiscal year of the Corporation shall run from January 1 to December 31."

Haas Award

1991 Nov 1 Voted: contribute ½ of the difference between what the Haas Fund earns in interest annually and the amount of the award (\$500) to the Haas award

1997 Apr 24 Sense of the Board: the Haas committee should consist of 4 people: 2 each from NEA and ARMA/Boston; they should select their own chair; it is not necessary to require that each organizations vice president be on the committee ("as called for in the present guidelines"); NEA will contribute to the Haas award no more than @250 per year

2006 Jan 17 Sense of the board: remove or "zero out" Hale and Haas award fund income and expenses from the budget sent to the Board for approval (to avoid confusion)

Hale Award (See also "Scholarship for NEA members to attend SAA")

1991 July 12 Sense of the Board: it is OK to award two Hale awards in one year in the amount of \$500 each

1991 Nov 1 Sense of the Board: elected Board members are not eligible for the Hale award during their terms

1992 Jan 10 Sense of the Board: Hale Award can be used for testing or certification purposes

2002 Oct 25 Voted new policies for the Hale Award: the committee makes a decision by March 15 [the application deadline is Feb 15]; the chair notifies the president who in turn notifies the applicants of the results and also notifies the treasurer, who sends a check to the recipient; the

chair arranges for the certificate to be lettered and gives it to the president for presentation at the spring mtg

2006 Jan 17 Sense of the board: remove or “zero out” Hale and Haas award fund income and expenses from the budget sent to the Board for approval (to avoid confusion)

Honoraria

Honoraria and Travel reimbursement (in general) (See also “Reimbursement of officers’ expenses”)

Guidelines for Payment of Honoraria to Program Speakers
Revised July 2005; Approved Jan. 2000

Because the Executive Board feels that the membership would benefit from the expertise or perspectives of diverse individuals, it has approved payment of honoraria to all outside speakers at NEA meetings.

- An outside speaker is not an individual member of NEA and not an archivist living or working in New England.
- The Executive Board will approve payment of an honorarium to an outside speaker for speakers recommended by the Program Committee. Outside speakers should meet the following criteria and the amount expended per meeting should not exceed \$1500. Amounts must be brought to the Board for approval two meetings prior to the program meeting.

Criteria for selecting outside speakers:

The speaker's expertise in a given topic or the nature of the subject matter of the presentation.

The unavailability of an NEA member with the same level of expertise or who could address the same subject matter.

The nature of the session.

The number of outside speakers on the program and the number who have been on previous programs.

- Honoraria amounts should be reviewed routinely by the Board.
- \$200 for session speakers
- \$500 for keynote speakers
- All outside speakers will be notified of the availability of honoraria.
- The Program Committee will determine who and how many speakers will be offered honoraria.
- The Board will approve the amount when approving the meeting budget.
- The Program Committee must inform the Local Arrangements Committee of the costs for the outside speakers. These costs will be added to the costs for the meeting.
- Outside speakers will be asked to register (but not pay) and will be sent a form letter outlining their responsibilities.
- An NEA member lapsed for three years or more is considered an outside speaker.
- NEA does not pay speakers’ travel, room or meal expenses except in extraordinary circumstances approved by the Board.

Board action regarding honoraria and travel expenses

The Board voted the total cap of honoraria for conferences be raised to \$1500, effective for the Fall 2005 conference. [5/24/2005, Honoraria (p.9)]

The Board voted the limit for honoraria for keynote speakers be raised to \$500, effective for the Fall 2005 conference. [5/24/2005, Honoraria (p.9)]

The Board agreed that all outside speakers will be offered equal amounts of honoraria and that keynote speakers may be offered a higher honoraria amount. [5/24/2005, Honoraria (p.9)]

Jan. 2004—increase workshop honoraria \$200 half day \$300 full day

The Board voted that individuals whose NEA memberships had lapsed more than three years [a change from the previous five years] would be offered honoraria. [7/31/00, item 7]

Vote to revise the guidelines for honoraria to cover only program speakers and to place a cap of \$1200 on speaker honoraria. [1/8/99, p. 2]

Board affirmation of the requirement that the program committee bring a formal request for honoraria to the Board six months before the meeting. [7/24/98, p. 2]

Vote to abolish payment for travel to outside speakers as of the Spring 1998 meeting. [7/16/97, p. 3]

The policy on speaker travel expenses was clarified: reimbursement is available for transportation only (not hotel or food) at the rate of \$0.25/mile, up to \$250 per person, and only if needed. [2/7/97, p. 4]

The Board voted to adopt "Guidelines for Payment of Honoraria." [7/12/96, p. 1]

Honoraria for full day workshops is set at \$250 and half-day workshops \$125. Former NEA members whose memberships have been lapsed for five years or more are considered non-members. [2/2/96, p. 4]

Board voted that a lapsed NEA member is not eligible for honoraria. [7/14/95, p. 1]

Program chairs should offer honoraria to all outside speakers approved by the Board and not wait until they ask for it. [1/21/94, p. 2]

Board decided not to make an exception to the guidelines for requests to combine honoraria and travel for individuals who cannot accept honoraria. Instead, it will offer both travel and honoraria and let the individual determine what to do. [10/29/93, p. 2]

Board accepted guidelines on honoraria. [6/25/93, p. 6 Appendix]

Board voted to consider on a case-by-case basis requests for honoraria for non-NEA member speakers. Guidelines will be established by the Board. [4/30/93, p. 5]

Because recent meetings realized a profit, the suggestion was made by a Board member that perhaps NEA should consider paying honoraria to conference speakers. [5/1/81, p. 2]

NEA pay up to \$100.00 as its cooperative share toward the expenses of special guest speaker for a joint meeting (e.g., meeting of 10/80). [6/20/80]

The Board reaffirmed its policy that expenses for participants in NEA's programs shall not be paid. [6/20/80]

NEA cannot afford to pay honorariums or travel for speakers. Non-member participants will have lunch and registration fees waived. [11/16/79, p. 3]

Who pays registration fees?

- Board votes to waive registration fee of student presenters. [7/13/01, item 15]
- Board voted that individuals providing speakers with technical help will be admitted for free to the meeting. [7/14/95, p. 2]

- Board voted that the student rates will be set at 1/2 the rate for NEA members. [7/14/95, p. 2]
- All NEA members who attend the meeting must pay the registration fee, including members who are speakers at the sessions, 2) NEA members who are speakers at sessions will not receive honoraria. [1/14/83, p. 6]

Ho – L

Honoraria for workshop instructors (See “Education”)

1982 Jul 16 Voted: “It was decided that an honorarium would be entirely appropriate and that the registration fee should be adjusted accordingly. The actual amount of the honorarium will be decided later.”

2004 Jan 12 Voted: to increase honorarium for workshop instructors to \$300 for a full-day and \$150 for a half-day workshop

2004 Jan 12 Voted: to raise the maximum available for reimbursement to an instructor for mileage and lodging to \$150

Life Membership

1993 Apr 30 Sense of the Board: Abolish life memberships

Listservs

2003 Jan 10 Voted: establish two email lists: one, for NEA announcements and information, to which members are automatically subscribed upon payment of annual dues; the other a more general discussion list--members may opt in or out of this second list.

2003 Apr 11 Sense of the Board: both voting and non-voting Board members may post to neaannounce

Local Arrangements Committee (See also “committee terms and requirements” and “Meetings, general”)

1997 July 16 Sense of the Board: The Local Arrangements and Program cttees will be appointed early enough so that the outgoing and incoming chairs can meet, to help provide continuity

2006 Jan 17 Sense of the Board: the LA cttee chair(s) **must** attend the two Board meetings immediately prior to the mtg they are planning

Logo

2006 Jan 17 Voted: adopt the Branding Committee’s proposal of the color and greyscale graphic identity, and to adopt the tagline “Taking the Past into the future.”

Long Range Plan

1992 June 26 Voted: adopt the objectives and activities of the Long Range Plan as submitted

1993 June 25 Voted: approve revisions to the Long Range Planning document

1995 Feb 3 Voted: declare the Long Range Planning Committee inactive and “each incoming Vice President will review the LRP and discuss it with standing committee chairs prior to assuming the presidency”

M – Me

Mailing list, distribution of NEA's

1995 Oct 20 (amended 1996 Apr 26) Voted: to approve mailing list policy: "The mailing list may be sold for a one-time use only for the following purposes: to provide information about products, services or educational programs related to archival work; to promote a better understanding of New England's cultural, historic and informational resources and how to maintain and preserve these resources. Any other purposes require written permission of the NEA Executive Board. The mailing list must be obtained in the form of pre-printed mailing labels. The cost for one-time use of the mailing list is: \$25.00 for non-profit organizations and \$50.00 for for-profit organizations."

2005 Oct 14 Voted: to sell NEA's mailing list in electronic format

Mailing list, separation from membership list

1979 Nov 16 Voted: to keep the mailing list and the membership list separate because they serve different functions; selective mailings will be sent to those on the mailing list.

Meeting announcements

1980 Apr 25 Sense of the Board: send mtg announcements separately from the newsletter.

2003 Apr 11 Sense of the Board: registration forms for NEA meetings should include a check box to indicate that the registrant is a new member

Meeting registration fees

1994 Jan 21 Voted: payment for meetings "must be received in the form of cash, check or certified money order. Credit card and purchase order/invoices are not accepted."

1995 July 14 Voted: the student rate to attend NEA meetings is set at half the member rate

1995 July 14 Voted: If an individual provides technical help for a meeting (e.g. to assist a speaker), and does not plan to attend the rest of the meeting, that person may attend the mtg for free

1998 Oct 30 Voted: to approve the "Budget Guidelines for NEA Meetings" prepared by Leith Johnson regarding meeting fees (see #6):

1. All speakers who qualify **must** be offered honoraria
2. program cttees must submit outside speaker budget six months before the meeting
3. Local arrangements cttees should not independently contact speakers
4. at least three months prior to a mtg, the educ and program cttees should inform the local arrangements cttee about all equipment a/v or facilities needs
5. local arrangements cttees must submit a budget to the Board 3 months prior to the meeting
6. meeting fees are to be "capped at \$55.

2000 Apr 28 Sense of the Board: do not abolish late fees for meeting registrations

Meeting registration refunds

1983 Nov 4 Voted: "refunds of fees for meetings and workshops will be refunded only up to two weeks before the event."

1995 July 14 Voted: if someone cannot attend a mtg/workshop and they so notify NEA 10 days prior to the mtg/workshop, they may receive a full refund

Meetings, general

1982 May 14 Voted: NEA is prohibited from taping sessions at meetings without the permission of the speakers.

1995 July 14 Voted: for meetings and workshops, the cancelled check serves as the receipt; if a member requests a receipt, however, the registrar must provide one.

1995 July 14 Voted: confirmations of admittance into meetings/workshops will be sent to members by the registrar

1997 Apr 25 Voted: all meeting sites for NEA meetings must be handicapped-accessible

1998 Oct 30 Voted: to approve the "Budget Guidelines for NEA Meetings" prepared by Leith Johnson:

1. All speakers who qualify **must** be offered honoraria
2. program cttees must submit outside speaker budget six months before the meeting
3. Local arrangements cttees should not independently contact speakers
4. at least three months prior to a mtg, the educ and program cttees should inform the local arrangements cttee about all equipment a/v or facilities needs
5. local arrangements cttees must submit a budget to the Board 3 months prior to the meeting
6. meeting fees are to be "capped at \$55.

2000 Apr 28 Voted: send meeting announcements to members of sub-regional and sub-topical archival organizations when an NEA mtg is to be held in that organization's area (E.g., NH Archives Group)

2006 Mar 10 Sense of the Board: Do not reimburse session speakers for photocopy expenses (workshop instructors **do** get reimbursed)

2006 Oct 20 Sense of the Board: meeting packets/announcements **must** be sent to all members with memberships lapsed 2 years or one year, and keep the mailer size to 8 pages in order to control postage fees.

Membership Committee

2005 Oct 14 Voted: to establish the number of members of the membership Cttee as "a minimum of 5"

Membership directory/list

1990 Oct 26 Sense of the Board: the membership directory should be an annual publication

1997 Oct 24 Sense of the Board: The Handbook and Directory will be distributed free to all members

2003 Jan 10 Voted: make the membership directory available on the NEA website

2003 Apr 11 Voted: make the membership directory available online

2006 Jan 17 Voted: use the Skybuilders-provided online membership directory as the primary administrative membership database

Newsletter

- 1985 Feb 8 Voted: Newsletter editors will develop a disclaimer or statement of clarification about session reports printed in the Newsletter.
- 1980 Jun 20 Voted: establish a four issue newsletter rather than five
- 2003 Jan 10 Voted: continue to publish a print newsletter, but reduce its size by eliminating content that will be distributed electronically via the NEA announce list
- 2006 Jan 17 Voted: put PDFs of the Newsletter on the NEA website, with back issues available to all and the current issue available to current members only, pending implementation of the online membership database

Nominating Committee and procedures (See also “committee terms and requirements”)

- 1975 Oct 19 Sense of the Board: encourage members to communicate their own nominations to the nominating committee to be incorporated in a mail ballot ...
- 1980 Jan 18 Voted: put questions similar to those used by SAA to the candidates and that their answers should be included with the ballot.
- 1984 Apr 13 Voted that the nominating committee should include a former president or other former elected officer of the board
- 1998 Oct 30 Voted: the wording of the candidate question must be approved by the Board at its fall meeting

Officers

- 1994 Apr 29 Sense of the Board: elected officers are permitted two unexcused absences from Board meetings per year
- 1995 Feb 3 Voted: ... “each incoming Vice President will review the Long Range Plan and discuss it with standing committee chairs prior to assuming the presidency”
- 2005 Apr 29 Sense of the Board: It is the responsibility of the Secretary to communicate to committee chairs Board actions and motions taken in any meeting that are relevant to that committee’s duties

Officer writing a letter on behalf of NEA

- 1993 Apr 30 Sense of the Board: Trust the judgment of the President re: “speaking for the organization”
- 1995 July 14 Sense of the Board: The use of letterhead by any Board member requires Board authorization

Policy Manual

2007 June 11 Voted: to accept the Policy Review Task Force report and amend the Secretary's job description to update the policy manual not less than once a year.

Program Committee (See also “committee terms and requirements,” “Meetings, general” and “Programs, continuity of”)

1977 June 24 Voted: is the program committee's responsibility to provide someone at each session who will summarize the session for the newsletter.

1979 Nov 16 Sense of the Board: maintain continuity by asking Program Chairs to serve on the Program Committee for the subsequent meeting after theirs.

1996 July 12 Consensus: Program committee must make “a good faith effort to keep [Program] Committee members off the program in future.”

1997 Apr 24 Sense of the Board: a rep-at-large will serve as a liaison to the program cttee for each meeting

1997 July 16 Consensus: The Local Arrangements and Program cttees will be appointed early enough so that the outgoing and incoming chairs can meet, to help provide continuity

2000 Feb 2 Sense of the Board: program cttee members may be session chairs, but may not be presenters

Programs, continuity of

1981 Jan 23 Voted: the Education Coordinator provides continuity from one program cttee to the next

Receipts

1995 July 14 Voted: for meetings and workshops, the cancelled check serves as the receipt; if a member requests a receipt, however, the registrar must provide one.

Reimbursement of officers' expenses

1982 Oct 8 Voted: when institutional support is not available, members of the board and those acting in an official capacity for the board may request reimbursement from NEA for expenses incurred on behalf of NEA for postage, telephone, duplication, or stationery.

2006 Mar 10 Approved: a new policy on mileage reimbursement for Board members:

- New England Archivists seeks to involve members throughout New England and from all sectors of the archival community in its leadership positions. Recognizing that travel expenses to executive board meetings may discourage some members from seeking elective positions, NEA will reimburse elected board members for mileage over 100 miles round-trip when traveling to executive board meetings not held at the time of the semi-annual NEA meetings at the Federal rate in place at the time of the meeting. NEA will also reimburse (at the same rate as board members) Local Arrangements and Program Committee chairs to attend the executive board meeting immediately prior to the meeting they are organizing. Board members and Local Arrangements and Program Committee chairs who can seek reimbursement from their employers are encouraged to do so. NEA will not reimburse other committee chairs mileage to attend board meetings.

- The Student Representative who is not reimbursed by their institution for mileage may request reimbursement of up to 75% of total mileage for each executive board meeting (including the board meeting at the semi-annual NEA meeting) at the Federal rate.

S – Sp

SAA annual meeting, NEA party at

1991 Apr 26 Sense of the Board: NEA funds are not to be used for entertainment by NEA members attending SAA meetings

Scholarship for NEA members to attend SAA (See also “Hale Award”)

1983 Jan 14 Voted: create a fund “to be named the Richard Walden Hale, Jr. Professional Development Award” to be “used for attendance at some archival meeting or educational program” with an initial award of \$100;

1983 Jan 14 Voted: begin a fund/bank account with \$100.

1983 Jan 14 Voted: the first award will be used for SAA meeting in Minnesota ; the Board also established application procedures.

Sponsors/Vendors

1993 June 25: Voted: to “accept Marshall’s guidelines re: sponsors and exhibitors” [original policy text currently being searched]

1998 Oct 30 Voted: to approve the following sponsorship/fundraising categories: program sponsor (\$1,000 for one meeting); luncheon/reception sponsor (\$750); exhibitor (\$500); workshop sponsor (\$400); session sponsor (400); institutional donor (\$250).

2002 June 24 Voted: expand the space and equipment options available to vendors “as long as it is accompanied by a higher fee for participation”

2005 Oct 14 Voted: revoke the previous policy awarding institutional memberships to vendors who sponsor at an NEA meeting

2005 Oct 14 Voted: provide to vendors who sponsor at an NEA meeting contact information (name, institution, mailing address, phone and email) for all attendees at that conference in electronic format, making it clear this information is for one-time use only

Sponsoring events

2000 July 31 Voted: accept the “co-sponsorship policy” drafted by Jean Berry with the amendment: “when NEA representatives, such as members of the Outreach or Membership committees attend a meeting or conference, their committee’s next report to the Board should include an evaluation of the event.” The sponsoring policy reads:

In keeping with its goal to reach out and inform the records keeping community in New England, NEA tries, whenever possible, to support activities throughout New England that encourage the preservation of historical records.

NEA’s support can consist of providing information about NEA, sending representatives to meetings/conferences to staff information tables and answer questions about NEA, providing NEA mailing labels to organizations planning a meeting /conference, and/or contributing a co-sponsorship donation that allows NEA to be listed as a co-sponsor. The NEA Executive Board welcomes inquiries

about co-sponsorships for events in all New England states and will consider each request on a case-by-case basis.

Student Representative

2005 June 29 Voted: prior to this mtg, via e-mail?: create, on a trial basis, the position of Archives Student Representative for a 2-year trial period, to be reviewed at the June 2007 Board mtg (and if continued, to switch to a student rep from a school other than Simmons GSLIS)

Travel reimbursement: See “Honoraria and Travel reimbursement (in general)” and “Reimbursement of officers’ expenses”

Voting and ballots

1984 Apr 13 Voted: the nominating committee should not announce the actual vote totals for any office, either to the board or the membership, but that this information should be included in the copy of the report sent to the NEA archives.

1987 Jan 16 Sense of the Board: It is not a violation of the bylaws to ask a past candidate to run again

1987 May 15 Voted: there must be two candidates for each office

1999 Apr 9 Voted: the date by which a member must pay dues in order to be able to vote is changed from March 1 to February 25

2003 Jan 10 Sense of the Board: Implement online voting using the NEA website

Workshop attendees

1982 May 14 Voted: since workshops are limited-enrollment programs, individuals have to apply to attend. Those individuals who would best contribute to and benefit from the workshop will be selected from the applicants.

Workshop registration fees

1985 May 3 Voted: allow the Education Coordinator(s) to attend NEA workshops free of cost to help with coordination.

1985 May 3 Voted: the person on the Local Arrangements Committee handling the arrangements for an NEA sponsored workshop attend for free.

1995 July 14 Voted: if someone cannot attend a mtg/workshop and they so notify NEA 10 days prior to the mtg/workshop, they may receive a full refund

1995 July 14 Voted: for meetings and workshops, the cancelled check serves as the receipt; if a member requests a receipt, however, the registrar must provide one.

1996 Feb 2 Voted: raise payment to workshop instructors to \$250 for a full-day and \$125 for a half-day workshop

2006 Jan 17 Voted: raise workshop fees to \$25 for ½ day and \$50 for full day workshops

W

Workshops

- 1979 Nov 16 Sense of the Board: workshops be used to raise funds as well as provide education
1993 June 25 Sense of the Board: workshops are not cancelled except “for extreme conditions”
1994 Apr 29 Voted: because a workshop was cancelled, agreed to pay the instructor half of the instructor’s fee to reimburse her/him for time put into preparing the workshop
1995 July 14 Voted: confirmations of admittance into meetings/workshops will be sent to members by the registrar
1997 Feb 7 Sense of the Board: Elected Board members who teach workshops may not accept honoraria
1997 Oct 24 Voted: workshop instructors will not be paid if a workshop is cancelled due to lack of registrants; instructors will be informed of this policy in advance
2006 Mar 10 Sense of the Board: Do not reimburse session speakers for photocopy expenses (workshop instructors **do** get reimbursed)

Web Committee

- 2000 Feb 4 Voted: to create a permanent Web Committee

Website (See also Domain Name, Voting and ballots, Committee Terms and requirements, Newsletter and membership directory)

- 2000 Feb 4 Voted: the NEA website is the official location for up-to-date job descriptions
2003 Jan 10 Voted: make greater use of the WWW to streamline NEA communications