

TO: MARAC Steering Committee

FROM: Ad Hoc Committee for the Revision of MARAC's Governing Documents:
Andrew Cassidy-Amstutz, Dave D'Onofrio, Jim Gerencser, Amy Schinlder, and Lisa Mangiafico
(Chair)

DATE: 30 September 2014

RE: First Draft for Steering Committee and Member Comment

This draft is the first posting for comment by the Steering Committee and the membership of a revision of the MARAC governing documents in accordance with the charge to the committee:

1. Undertaking a wholesale revision of the MARAC Constitution and Bylaws.
2. Creating a single Governing Document (MARAC Bylaws), applying proper Roberts Rules of Order, Newly Revised (RONR) order to reflect MARAC's standing as a modern, professional organization.
3. Incorporating into the new Bylaws, those recommendations as proposed by the MARAC Committee on Committees and approved by the MARAC Steering Committee.

While this posting is the first draft for your review, it is actually the second draft of the document. The first draft was reviewed by MARAC Parliamentarian Dawn Fairchild who brought numerous questions and issues to light. The draft and Dawn's comments, and comments by the committee members, were reviewed and discussed by the committee in a conference call on September 15 to create this draft.

There are two documents for your review: one is the draft of the combined revision and the other is a chart to explain where the source information for the new document was found in the old documents.

In the draft revision of the governing documents, there has been an attempt to walk a line between the formality of bylaws in accordance with parliamentary law, and the informality that is found in MARAC's current governance documents. We have not used overly formal style and formatting, such as "Section 7.10. Quorum" as you will sometimes find in governing documents. While taking what was in the original documents and re-arranging some of that information, there have been cases where additional sections have been added to the draft document to cover circumstances where the current documents are silent.

This draft also has tried not to repeat most anything that is in the articles of incorporation (indemnification, dissolution) being that it is higher law than the bylaws. Luckily there was a great deal in the articles about indemnification issues, which was an original cause for some concern about the necessity of adding that information into the draft. However, MARAC will need to verify with a Delaware legal expert that having that information only in the articles will be acceptable under Delaware Corporation Law. (For example, in Pennsylvania, in compliance with the Non-Profit Corporation Law there, the committee chair is aware that an organization must have in the bylaws, and it must be voted on by the membership, sections regarding indemnification in order for indemnification that is provided by the Corporation Law to have any legal effect.) It would be helpful if MARAC members in Delaware could help identify an individual with the proper background to advise MARAC on this issue.

In the draft, usage of Vice President/President-elect was abandoned for President-elect, which is shorter and is what the position has been designed to be...the next president in training. It also does not echo the Society of American Archivists' usage of the term Vice President/President-elect. If we remember our MARAC history, most of the regional groups were formed as a form of protest and backlash against SAA. (Although as an aside, the current MARAC and SAA governing documents are remarkably similar—so much for being the anti-

SAA.) Likewise, the term State Representatives in the old governing documents has been changed to Caucus Representatives, because that's what MARAC calls these positions.

The chart has been included to provide some context on the source material and the rationale of the changes found in the draft. While it shows where the source information was found in the old documents, we have not provided a document in the reverse: where in the new document you can find information that was in the old documents. The committee can work on this for the second, and final, presentation of the draft for the Spring meeting in Boston if the Steering Committee feels it is necessary.

While the committee seeks feedback on the entire document at the Baltimore meeting, we are especially looking for some guidance from the Steering Committee and members on an issue where the current documents are silent: the setting of term limits for elected positions. We have not included any term limits in this draft, but there is a concern among some committee members that we should stray from MARAC past tradition and impose some term limits on elected positions. Previously there were term limits for the Members-at-large, who could not serve consecutive terms. In the interests of simplifying the bylaws, these term limits were eliminated in the amendments of 2007 (the Williamsburg meeting.) We understand that if there are to be term limits, for positions where there is some technical expertise that needs to be developed (treasurer and the proposed position on Chair of Meetings Coordination) or in relation to state caucuses with small membership cohorts (West Virginia), any limits may need to be for longer duration.

Dawn has provided the following information to the committee on term limits:

"Term limits would not be included within an enumerated list of duties. When setting term limits, consider both consecutive terms, and/or total number of terms. EX: If consecutive terms are prohibited, an officer could serve a second (third, fourth, ...) term in the same office as long as there was an intervening term. If total terms are prohibited, an officer could serve up to that limit, whether consecutive or not, but once the limit was reached, could never serve in the office again. It would also be possible to both state that an officer could serve no more than XX consecutive terms **and** no more than YY total terms in a given office."

The committee chair will be available at the Steering Committee meeting in Baltimore, along with two members of the committee who serve on the Steering Committee, to take note of your feedback and to answer any questions. Members of the committee will also be in attendance at the Town Hall meeting on Friday afternoon to answer questions and compile feedback. A general survey to the membership will also be made to get feedback from those members who cannot attend the Town Hall meeting.

Proposed Revision
MARAC Constitution (last amendments January 2008) and Bylaws (last amendment October 2011)

PROVISO If adopted, the Proposed Revision would go into effect on July 1, 2016.

NOTE: The proposed revision is a combination of both the Constitution and Bylaws, into a new document to be called "Bylaws", as it is now recommended practice that all of an organization's rules of this kind are combined into a single document.

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE, INC.
BYLAWS

ARTICLE I
Name

The name of this organization shall be the Mid-Atlantic Regional Archives Conference, Incorporated, hereafter called the Conference.

ARTICLE II
Objects

The Conference is a non-profit member-oriented professional organization, incorporated in Delaware. Its objectives are to promote cooperation, communication, and education among individuals with interest in archival and manuscript materials.

ARTICLE III
Members

- 3.1. Individual membership shall be open to any person who has paid all dues assessed by the Conference. Membership is not open to institutions.
- 3.2. The membership assembled in a business meeting shall be able, by majority vote, to overturn a Steering Committee decision, or to require the Steering Committee to take an action.
- 3.3. Members shall declare one or more state caucuses as part of their membership from among the following represented states: Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, and West Virginia. Members of each state caucus shall have the right to cast one vote for the purposes of electing a Caucus Representative to the Steering Committee.

ARTICLE IV
Officers

4. 1. The officers of the Conference shall be a President, a President-elect, a Secretary, and a Treasurer. No person shall hold more than one office.
4. 2. The President-elect shall be elected annually, serve one year in that office from July 1st to June 30th and at the conclusion of that year immediately succeed to the office of President and serve one year in that office from July 1st to June 30th. The Secretary and Treasurer shall hold office for two years from July 1st to June 30th and until a successor shall have been elected or qualified.
- 4.3. The President shall act as Chairman of the Steering Committee and shall have general supervision over the activities and operations of the Conference, subject, however, to the control of the Steering Committee. To be eligible for the office of President, the person must have served for the immediately preceding year or part thereof as President-elect. The President's duties shall include, without limitation, to:
 - (a) preside at all meetings of the Steering Committee and Business Meetings;
 - (b) oversee all advocacy efforts and otherwise represent the Conference as needed;
 - (b) cause regular reports of the actions of the Steering Committee and the Conference be provided to the members;
 - (c) cause regular reports and recommendations of the Steering Committee advisors be provided to the Steering Committee for their consideration and action;
 - (d) ensure the Steering Committee engages in strategic planning, development of policies and programs which complement the objects and mission of the Conference, and receives evaluations of policies;
 - (e) serve as an ex-officio member of all committees, except Nominations and Elections;
 - (f) perform such other duties as pertain to the office and as may be assigned by the Steering Committee or as prescribed for the office by the adopted parliamentary authority; and
 - (g) appoint a Parliamentarian.
- 4.4. The President-elect shall attend all meetings of the Steering Committee and Business Meetings and shall perform the duties of the President in the absence of the President. Upon expiration of the term of the President or the inability to serve, the President-elect shall succeed automatically as President. Further, the duties of the President-elect shall include, without limitation, to:
 - (a) make all appointments for vacant committee positions unless otherwise noted;
 - (b) supervise the work of all committees through their chairs;

- (c) serve as an ex-officio member of all committees, except Nominations and Elections;
 - (d) prepare for assuming the office of President, working closely with and under the direction of the president; and
 - (e) perform such other duties as pertain to the office and as may be assigned by the Steering Committee or as prescribed for the office by the adopted parliamentary authority; and.
- 4.5. The Secretary shall attend all meetings of the Steering Committee and the Business Meetings and shall take minutes including all actions at these meetings. The duties of the Secretary shall include, without limitation, other such duties as may be from time to time assigned by the Steering Committee or President or as prescribed by the adopted parliamentary authority.
- 4.6. The Treasurer shall attend all meetings of the Steering Committee and the Business Meetings. The duties of the Treasurer shall include, without limitation, to:
- (a) ensure that funds of the Conference are managed in fiscally responsible manner and that the Conference operates in accordance with ethical business practices;
 - (b) prepare an annual budget and issue quarterly financial reports;
 - (c) serve as the ex-officio chair of the Finance Committee and as an ex-officio member of the Meetings Coordinating Committee; and
 - (d) perform such other duties as pertain to the office and as may be assigned by the Steering Committee or as prescribed for the office by the adopted parliamentary authority; and.
- 4.7. In the case of a vacancy in the office of President, the President-elect shall assume that office, and serve the remainder of that term of any duration, and the term for which they were elected. When filling a vacancy in the office of President, the vacancy in the President-elect position will be filled at the next annual election. When a vacancy occurs in the office of President-elect by resignation or removal, a ballot shall be sent within 30 days to fill that office. The President shall appoint replacements for a vacancy in the offices of Secretary or Treasurer, who shall serve until the next annual election. Elected replacements shall serve the remainder of the original term.

ARTICLE V

Nominations and Elections

- 5.1 The Nominations and Elections Committee shall consist of five (5) members. Two (2) shall be Steering Committee members completing their term and leaving the Steering Committee as of June 30th who are appointed by the President-elect, and three (3) shall be elected by the membership. The Nominations and Elections Chair shall be the elected member who receives the most votes.

- 5.2. Nominations and Elections Committee members shall serve for a one (1) year term . Terms shall run from July 1st -June 30th.
- 5.3. The Nominations and Elections Committee shall create a slate of members in good standing for all open positions, including officers, members-at-large, caucus representatives, and as noted in these bylaws, certain committee chairs. The Nominations and Elections Committee shall be bound to nominate for an officer or member-at-large position a candidate named in a nominating petition signed by at least ten (10) percent of the Conference members.
- 5.4. Conference officers and Members-at-large shall be elected at large, while State Representatives shall be elected only by the members of the respective state and district caucuses. Members-at-large and State Representatives shall serve for two (2) year terms, commencing on July 1st in the year of election and shall serve until a successor has been elected and qualified, or until their inability to serve. The President-elect shall be elected annually; Members-at-large and the Secretary shall be elected in odd-numbered years. The Treasurer and Caucus Representatives shall be elected in even-numbered years.
- 5.5. The Nominations and Elections Committee shall issue an official ballot in whatever form it deems appropriate at least seventy-five (75) days before the first business meeting of the calendar year. Ballots shall include space for write-in candidates for each position. Ballots shall be submitted to the Nominations and Elections Committee no later than thirty (30) days after being issued.
- 5.6. The Nominations and Elections Committee shall tally the ballots and certify the results. The Chair of the Nominations and Elections committee shall promptly notify the President, President-elect and all the candidates of the results. The results of the election shall be formally announced through all regular MARAC communication channels after all the candidates have been contacted with the results. Ballots shall be destroyed thirty (30) days following formal announcement of the results.
- 5.7. A nominee receiving the highest number of votes for an office shall be elected to that office, even in the event a majority is not achieved. In the event of a tie vote, the Nominations and Elections Committee shall issue a second ballot containing only the names of the tied nominees within fifteen (15) days of the first tally. These ballots shall be submitted to the Nominations and Elections Committee within fifteen (15) days.

ARTICLE VI

Meetings

- 6.1. The Conference shall hold up to two (2) regular meetings each year for the purpose of providing continuing education and a program of interest to the members and the general public and to transact business at the Business Meeting.
- 6.2. The quorum for a Business Meeting shall be one-fourth (1/4) of the members registered for that meeting.

- 6.3. Special meetings for any purpose may be called by the Steering Committee or at the written request of one-fourth (1/4) of the members of the Conference. The business to be transacted at any special meeting shall be limited to that noticed in the call.
- 6.4. Written notice of regular or special meetings shall be sent to the membership at least thirty (30) days before the meeting.

ARTICLE VII Steering Committee

- 7.1. The board of directors of the Conference shall be known as the Steering Committee. Voting members shall include the officers, one (1) Caucus Representative from each state represented by the Conference and the District of Columbia, and four (4) Members-at-large.

The chair of the Meetings Coordinating Committee, the Development Coordinator, the MARAC Archives Coordinator and the Parliamentarian shall attend the meetings of the Steering Committee and serve as special advisors without vote. The President may invite any additional attendees to the meeting as is necessary to carry out the agenda.

- 7.2. The Steering Committee shall have the full power to conduct, manage and direct the business and affairs of the Conference.
- 7.3. Any member of the Steering Committee may resign at any time by giving written notice to the President and Secretary of the Conference. The resignation shall take effect at the date of receipt of the notice, or at any later time specified therein.
- 7.4. Any member of the Steering Committee may be removed, either for or without cause, by the Steering Committee whenever in the judgment of the Steering Committee the best interests of the Conference will be served. Removal shall occur only upon a two-thirds vote of the Steering Committee members then in office, exclusive of the person being removed, and only after being given an opportunity to be heard at a meeting of the Steering Committee.
- 7.5. If any elected member of member of the Steering Committee resigns, is removed or otherwise unable to complete a term, the President shall appoint a replacement. The replacement shall serve for the balance of the unexpired term, unless that office is covered by Bylaws Section 4.7. The fact that a vacancy occurs and action is taken by the Steering Committee before a replacement is made shall not invalidate or otherwise affect such action or the power of the Steering Committee to act.
- 7.6. Two regular meetings of the Steering Committee shall be held at the same place as the two (2) regular meetings each year for the purpose of providing a continuing education and a program of interest to the members of the Conference. At least one additional regular meeting shall be held as soon as possible after the beginning of the fiscal year, at such place within or outside of

Delaware, within or outside of the represented states, as the President or the Steering Committee may from time to time select. Steering Committee meetings shall be open to Conference members.

- 7.7. Special meetings of the Steering Committee shall be held whenever called by the President or two (2) or more of the members of the Steering Committee. Notice of each such meeting shall be given to each member of the Steering Committee at least seventy-two (72) hours in advance if given by telephone, email or telegram, and ten (10) days in advance if notice is given by mail. Every notice shall state the time and place of the meeting. Business for a special meeting shall be included in the notice, and shall be limited to that in the notice.
- 7.8. Steering Committee members may participate in a meeting of the committee by means of electronic conferencing technology of which at a minimum all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section shall constitute presence in person at the meeting and a voting members so participating shall count toward establishing the quorum.
- 7.9. Two (2) officers and six (6) other voting Steering Committee members shall constitute a quorum for any Steering Committee meeting. Each voting member shall be entitled to one vote. The vote of a majority of Steering Committee members present and voting, except as may be otherwise noted in these bylaws, shall be the acts of the Steering Committee.

ARTICLE VIII Committees

- 8.1. The Standing Committees of the Conference shall be Awards, Communications, Education, Electronic Resources, Finance, Meetings Coordinating, Membership Development, and Nominations and Elections.
- 8.2. Standing Committees shall be comprised of at least three (3) members, except as otherwise noted in these bylaws, and shall be appointed by the President-elect. The President-elect shall appoint the chairs of the Communications, Education, Electronic Resources, and Membership Development committees. The chair of the Meetings Coordinating Committee shall be elected by the membership for a three (3) year term. The Conference Treasurer shall serve as ex-officio chair of the Finance Committee. Members may not chair more than one Standing Committee.
- 8.3. The Awards Committee shall be chaired by the Immediate Past President of the Conference, who shall coordinate the work and represent the following committees on the Steering Committee:
 - (a) The Arline Custer Award Committee , the Finding Aids Committee and the Scholarship Committee; each committee shall be composed of six (6) members elected for three (3) year staggered terms.
 - (b) The Distinguished Service Award Committee shall be composed of four (4) members: two (2) members who shall be elected to two (2) year staggered terms; the Immediate

Past President of the Conference, who shall chair the committee; and the MARAC Archives Coordinator, who serves as a non-voting ex-officio member.

- 8.4. The Communications Committee shall provide oversight of the content and manage production of Conference member and technical publications.
- 8.5. The Education Committee shall facilitate, sponsor, and promote year-round educational offerings in the Conference region.
- 8.6. The Electronic Resources Committee shall have oversight of all the Conference electronic resources and technology platforms, and assess emerging technologies for adaptation by the Conference.
- 8.7. The Finance Committee shall have oversight responsibility for all financial matters and shall act as an advisor to the Conference Treasurer.
- 8.8. The Meetings Coordinating Committee shall recommend future sites for semi-annual Conference meetings, interpret and recommend policy related to meeting planning, and provide oversight, support and guidance to the Local Arrangements Committees and Program Committees.
- 8.9. The Membership Development Committee shall support recruitment and retention through the development of members as active and engaged with the Conference and its mission.
- 8.10. The Nominations and Elections Committee shall operate pursuant to Article V Nominations and Elections of these bylaws.
- 8.11. Special committees may be created by the Steering Committee. Members shall be appointed by the President, or may be delegated to the President-elect.
- 8.12. Members of any committee authorized by these Bylaws or the Steering Committee may participate in a meeting of the committee by means of electronic conferencing technology of which at a minimum all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section shall constitute presence in person at the meeting.

ARTICLE IX Fiscal Matters; Assets

- 9.1. The fiscal year shall be July 1 through June 30.
- 9.2. Annual dues shall be established by the Steering Committee. Changes in dues proposed by the Steering Committee shall be ratified by a majority vote at a business meeting of the membership. Notice of dues changes shall be sent to members at least thirty (30) days before that meeting.
- 9.3. The books of the Conference shall be audited annually by at least two members (with the exception of the chair) of the Finance Committee and the report of the condition of the

accounts shall be made to the Steering Committee. The accounts shall be audited by an independent public accountant when the office of Treasurer changes hands and at such other times as directed by the Steering Committee.

- 9.4. No officer, member, or agent of MARAC may expend Conference funds or obligate the Conference financially without first ensuring that expenditure has been authorized by the approved Conference budget, the approved budget of a MARAC semi-annual meeting/conference, or by special action of the Conference membership or the Steering Committee.
- 9.5. Except as otherwise provided in these Bylaws, the Steering Committee may authorize any officer or representative to enter into any contract or to execute or deliver any instrument on behalf of the Conference. Such authority may be general or confined to specific instances.
- 9.6. The Conference Archives are designated as an asset of the organization. The Conference has selected the University of Maryland Libraries as the official repository for its Archives. The President shall represent the Conference to determine the terms and conditions of any agreements between the Conference and the University of Maryland Libraries.

ARTICLE X Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for all matters not specifically covered in these bylaws.

ARTICLE XI Amendments

- 11.1. Amendments to these bylaws shall be proposed by:
 - (a) twenty-five (25) members in writing to the Conference Secretary; or
 - (b) the Steering Committee by a two-thirds(2/3) vote.
- 11.2. Proposed amendments shall be issued to the membership at least thirty (30) days before a Business Meeting in order to facilitate discussion at that meeting. The membership assembled at the Business meeting may amend by majority vote the proposed amendments.
- 11.3. The ballot to approve bylaws amendments shall be issued to the membership no more than thirty (30) days after the conclusion of the Business Meeting. A special committee shall be appointed by the President to tally the votes. A majority vote of those returned and voting on that specific amendment shall be required for approval.

Proposed Revision

MARAC Constitution (last amendments January 2008) and Bylaws (last amendment October 2011)

PROVISO If adopted, the Proposed Revision would go into effect on July 1, 2016.

NOTE: The proposed revision is a combination of both the Constitution and Bylaws, into a new document to be called "Bylaws", as it is now recommended practice that all of an organization's rules of this kind are combined into a single document.

Conforms with DRAFT 2

| Proposed Revision Section | Source | Changes | Comments/Rationale |
|---------------------------|------------------------------------|---|--|
| Article I Name | Constitution 1 | No changes | |
| Article II Objects | Constitution 2 | Added education to objects | Reflect the educational nature of the organization in relation to what we provide the members and public vis a vis our 501(c)(3) status |
| Article III Members | Constitution 3 | Changed name of article from Membership and Dues to Members | Changed article title as dues is not covered in this article |
| 3.1. | Constitution 3 | Moved privileges of membership to next sections | |
| 3.2. | Constitution 3; Constitution 5 | No changes | |
| 3.3. | Bylaws 7.A.; Constitution 3 | Establishes the caucuses; states privilege of identifying a caucus and privilege to vote for caucus representation | Moves establishment of state caucuses to link it with the privilege of membership to vote for caucus representatives. |
| Article IV Officers | | | |
| 4.1. | Constitution 4; Bylaws 1; Bylaws 2 | Changed titles from Chair and Vice Chair to President and President-elect throughout the document | Modernizes titles to those commonly used in volunteer organizations. |
| 4.2. | Bylaws 2 A&B | Changed term of office from "shall begin at the conclusion of the meeting following their election" to specific July 1-June 30 term dates | Regularizes the term of office with a start and end date that is consistent with the fiscal year and annual planning cycle |
| 4.3. | Bylaws 1 A, B | Duties of the President have been listed; notations provided that duties are not limited to those listed. | The Steering Committee, for the purpose of this revision, has approved a change in who will carry out some of the duties assigned to the current chair. Listing the duties, with |

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| | | | the inclusion they are not limited to what is listed, permits the President to do what is necessary to carry out the office. It also provides candidates with an understanding of the requirements of the office. Not including the Nominations and Elections Committee for ex-officio membership seeks to keep the deliberations of this committee free from any possible undue influence. |
| 4.4. | Bylaws 1 A; recommendations approved by Steering Committee | Duties of the President-elect have been listed; notations that duties are not limited to those listed | The list of duties conforms to the realignment of the position as approved by the Steering Committee. Listing duties, with inclusion they are not limited to what is listed, permits President-elect to do what is necessary to establish and carry out this new office. It also provides candidates with an understanding of the requirements of the office. Not including the Nominations and Elections Committee for ex-officio membership seeks to keep the deliberations of this committee free from any possible undue influence. |
| 4.5. | Bylaws 1 A | Duties of the Secretary are listed; notations that duties are not limited to those listed | The list of duties conforms with the position. Including a not limited to declaration permits the Secretary to undertake any other duties that are assigned or may become regularized duties of that office in the future. |
| 4.6. | Bylaws 1 A, B, E | Duties of the Treasurer are listed; notations that duties are not limited to those listed | The list of duties conforms with the position as carried out in the organization and commonly in other volunteer organizations. The not limited to declaration permits the Treasurer to undertake any other duties that are assigned or may become regularized duties of that office in the future. |
| 4.7. | Bylaws 1.C. | List how vacancies in President, President-elect handled in new configuration. Expands how vacancies in Secretary and Treasurer will be handled , and sets the term of office for elected replacement | Clarifies how vacancies will be handled with the new President/President-elect configuration and for Secretary and Treasurer |
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| Article V Nominations and Elections | | | |
| 5.1. | Bylaws 3.A. | Changed appointments by MARAC Chair to President-elect, clarified that service on | Appointments are now the duty of the President-elect, and with no term limits for Steering Committee members |

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| | | Steering Committee must be concluded for appointment to the Nominations and Elections Committee. | (excepting the President and President-elect), clarified that members who will continue on the Steering Committee for additional terms are not eligible to serve concurrently on the Nominations and Elections Committee. |
| 5.2. | Bylaws 3.B. | Changed term of office, removed language regarding succession | Clarify and standardize the terms of office with other elected offices, and to standardize the lack of term constraints with other committee positions. |
| 5.3. | Bylaws 3.C. | Added language regarding member good status to be eligible for inclusion on the slate; deleted reference about soliciting Caucus Representative nominations from the state caucuses. | Clarify that individuals must be members, and not have lapsed membership, in order to be a candidate for any elected position. Deleted reference regarding Caucus Representative nominations coming from the state caucuses is obvious and if needed should be listed in the Operations Manual. |
| 5.4. | Constitution 4; Bylaws 2.A. & B. | Changed terms to July 1-June 30; added annual election of President-elect; changes Secretary to elected in odd-years | Terms conform with other officers and fiscal year/annual planning cycle. Permits the election of two officers (President-elect and Secretary and President-elect and Treasurer) each year. |
| 5.5. | Bylaws 3.D. | Changed 60 days to 75 days; added notation to indicate the first meeting of the calendar year is the first business meeting of the calendar year | Increasing the days out from the business meeting gives candidates more time to register for the conference if they are elected; clarifies which meeting is being referred to in the section. |
| 5.6. | Bylaws 3.E. | Changes the method of announcing results immediately rather than announcement at next Business Meeting | Modernizes practice permitting all members of the Conference to have results immediately through official communication channels |
| 5.7. | Bylaws 3.F. | Conforming with MARAC past practice, added notation regarding the highest number of votes does not need to be a majority. | In accordance with RONR, a plurality that is not a majority never elects anyone to office unless a rule that plurality shall elect is explicitly stated in the bylaws. |
| Article VI Meetings | | | |
| 6.1. | Constitution 6. | Added “up to” two meetings; “continuing education” as reason to hold meeting; added “and the public” as recipients of the program. | Permits the organization to innovate or experiment with conferences and permits deviation from their current forms or formats in response to changing member needs or desires. Clarifies the intent and recipients of the conference programs to align with our 501(c)(3) status. |
| 6.2. | Bylaws 4.B. | Minor editorial change; no change in substance | Clarity |

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| 6.3. | Constitution 6. | Added notation that limits business in a special meeting to that noticed in the call | Maintains the “special” quality of meetings to a limited agenda; usually special meetings are called in case of emergencies. |
| 6.4. | Bylaws 4.A. | Changes “mailed” to “sent” | Permits additional methods of notice rather than confining to postal mail |
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| Article VII Steering Committee | | | |
| 7.1. | Constitution 4. | Added a notation that describes the Steering Committee as the board of directors. Added sentence that sets forth who are the non-voting regular advisors to the Steering Committee. Added notation to allow President to invite others to the meeting. | Make the link between the Steering Committee and the organization’s “board of directors” as board terminology is used in MARAC’s articles of incorporation. Set forth the non-voting advisors to the Steering Committee suggested by the parliamentary authority, and permit the President to invite other advisors or guests to the meeting. |
| 7.2. | Constitution 5 | Reworded the responsibilities of the Steering Committee | Clarity to pull this sentence out and make it stand on its own. |
| 7.3. | General usage | Added section regarding resignations | Missing from current documents |
| 7.4. | Bylaws 2.C. | Expanded language on removals from Steering Committee to existing language on removals for failure to attend meetings; moved the provision regarding missing three meetings to the Operations Manual as one criteria that may call for removal. | Incorporated existing language and added generally used language for parliamentary clarity. |
| 7.5. | Bylaws 1.C. | Adds generally used language to existing language to cover vacancies, except when covered by another bylaws section, and ability of Steering Committee to continue business. | Modernizes language about vacancies and ensures the ability of the Steering Committee to act is not compromised by a vacancy. |
| 7.6. | Bylaws 4.D. | Adds language regarding the number of Steering Committee meetings per year and the place of those meetings. | No language exists in current documents regarding the number of Steering Committee meetings. Language permits the Steering Committee to hold as few as three regular meetings during the year, and permits meetings to be held outside of Delaware, where MARAC is incorporated, and outside any of the states/DC that make up MARAC’s territory. |
| 7.7. | General usage | Adds new section to permit a Special Meeting | No language exists in current documents regarding the |

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| | | of the Steering Committee to be called, with information about notice and agenda. | ability for special meetings of the Steering Committee to be called. |
| 7.8. | | Adds new section to permit attendance at Steering Committee meeting via electronic technology. | No language exists in current documents; Delaware corporation law permits electronic meeting attendance for board meetings. |
| 7.9. | Bylaws 4.D. | Adds language to existing language on quorum regarding members of Steering Committee having one vote, and the number of votes allowed and the number of votes needed on an issue before the Steering Committee for approval. | Adds generally used language that does not exist in the current documents to expand explanation of voting in the Steering Committee. |
| Article VIII Committees | | | |
| 8.1. | Bylaws 5.A.; recommendations approved by Steering Committee | Changes the list of standing committees by adding Awards and Communications, and eliminating Development, Publications and Outreach. | Streamlines the overlapping work of the Publications and Outreach committees into one committee; streamlines the numerous awards committees under one umbrella committee; changes work of the Development Committee to a one-person advisor as is used in some other regional archives organizations. |
| 8.2. | Bylaws 5.A & B; Bylaws 1.B.; | Changes appointments to President-elect; clarifies which committee chairs are appointed; establishes the chair of the Meetings Coordinating Committee as a position elected by membership for a three year term. | Appointment power conforms with duties of new office of President-elect; list of committee chairs appointed conforms with list of standing committees as set out in section 8.1.; adds language regarding chair of the Meetings Coordinating Committee. |
| 8.3. | Bylaws 5.D.; recommendations approved by Steering Committee | Establishes the Awards Committee to be chaired by Immediate Past President of the Conference, and as the umbrella committee for the work of all the awards committees | Places all awards committees together with one overall chair, streamlining representation to the Steering Committee and regularizing communication between these committees for consistency in procedures and efficiency of operations and publicity of awards. |
| 8.3. (a) | Bylaws 5.D.; recommendations approved by Steering Committee | Establishes number of members of the committee and terms, and establishes a new awards committee-Scholarships. | Clarifies current language and establishes a new committee following the same model as the Custer and Finding Aids award committees. Maintains the autonomy of each elected committee to conduct its work. |
| 8.3. (b) | Bylaws 5.D.; recommendations | Changes terms of service for two elected members to staggered two year terms. | Change of terms will allow for improved continuity year to year. |

| | | | |
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| | approved by Steering Committee | Changes language to conform with new officer title. | |
| 8.4. | Bylaws 5.D.; recommendations approved by Steering Committee | Added language regarding the essential duties of the Communications standing Committee. | Parliamentary law encourages listing of standing committees with essential duties. |
| 8.5. | Bylaws 5.D.; recommendations approved by Steering Committee | Added language regarding the essential duties of the Education standing committee. | Parliamentary law encourages listing of standing committees with essential duties. |
| 8.6. | Bylaws 5.D.; recommendations approved by Steering Committee | Added language regarding the essential duties of the Education standing committee. | Parliamentary law encourages listing of standing committees with essential duties. |
| 8.7. | Bylaws 5.D.; recommendations approved by Steering Committee | Added language regarding the essential duties of the Electronic Resources standing committee. | Parliamentary law encourages listing of standing committees with essential duties. |
| 8.8. | Bylaws 5.D.; recommendations approved by Steering Committee | Added language regarding the essential duties of the Meetings Coordinating standing committee. | Parliamentary law encourages listing of standing committees with essential duties. |
| 8.9. | Bylaws 5.D.; recommendations approved by Steering Committee | Added language regarding the essential duties of the Membership Development standing committee. | Parliamentary law encourages listing of standing committees with essential duties. |
| 8.10. | Bylaws 5.D.; recommendations approved by Steering Committee | Lists N&E as a standing committee list; refers to Article V for essential duties. | Parliamentary law encourages listing of standing committees with essential duties. |
| 8.11. | Bylaws 5.C. | Changes reference of Chair to President, adds language that President can delegate this duty to the President-elect. | Clarifies titles, and permits the President to delegate this specific duty. |
| 8.12. | General usage | Adds new section to permit attendance at committee meetings via electronic technology. | No language exists in current documents; Delaware corporation law permits electronic meeting attendance for committee meetings. |

| | | | |
|------------------------------------|--------------------------------|--|---|
| Article IX. Fiscal Matters; Assets | Bylaws 6, Bylaws 8, Bylaws 10, | Combines various sections of the current documents to create a new Article title | Streamlines language and provides for recognition of assets. |
| 9.1. | General usage | Establishes the fiscal year. | Language missing in current documents. |
| 9.2. | Bylaws 6 | Added “of the membership” after business meeting; changed “mailed” to “sent” | Clarifies how dues increases are approved and permits notice to the members through regular MARAC communication channels, not limited to mail. |
| 9.3. | General usage | Establishes audit schedule, makes the Steering Committee responsible for ensuring there is an audit | Language missing in current documents. |
| 9.4. | Bylaws 10 | Minor editorial change in reference to conferences. | Establishes financial control of the general and semi-annual conference budgets; permits the Steering Committee or membership to take action if expenditure is necessary and was not included in the budget. |
| 9.5. | General usage | Adds section regarding who can enter into contracts or other agreements on behalf of the Conference. | Language missing in current documents. |
| 9.6. | Bylaws 8 | Establishes archives as a Conference asset. | Adds language to existing documents that strengthens the archives as an organization asset, demonstrating how the Conference would like other organizations to value their archives. Removes most other language as inappropriate to the Bylaws, and placing it into the Operations Manual. |
| Article X Parliamentary Authority | Bylaws 9 | Changes parliamentary authority from Sturgis’ Standard Code of Parliamentary Procedure to most recent edition of Robert’s Rules of Order Newly Revised | Sturgis has not been updated in decades, while Robert’s is updated regularly and considers modern parliamentary situations such as electronic meetings. |
| Article XI Amendments | | | |
| 11.1. | Constitution 8 | Retains a proposed amendments coming from the membership and adds the Steering Committee as a possible proposer of amendments. | The Steering Committee, which has the full power to conduct, manage and direct the business of the Conference should have the authority to make proposals directly to the membership. |
| 11.2. | Constitution 8 | Adds language that during discussion of a proposed amendment, the members assembled at the Business Meeting may | The membership assembled at a Business meeting is the highest authority of the Conference. This gives the membership one last opportunity to shape the proposed |

| | | | |
|-------|----------------|---|---|
| | | amend the proposal. | amendment. |
| 11.3. | Constitution 8 | Changes reference from Chair to President; changes language on returned ballots to votes on a specific amendment. | Clarifies language in current documents, especially in how majority vote is established when counting a ballot for bylaws amendments. |
| | | | |

REPORT OF THE CUSTER COMMITTEE
Submitted by Elizabeth Shepard, Senior Co-Chair
October 7, 2014

The Committee received 10 nominations for the Custer Award.

The Custer Awards Committee is pleased to announce the 2014 award recipients.

The Arline Custer Memorial Award for Books goes to Arthur Kiron, editor and Andrea Gottschalk, artistic editor for their book, “Constellations of Atlantic Jewish History, 1555-1890: The Arnold and Deanne Kaplan Collection of Early American Judaica,” published by the University of Pennsylvania, 2014. This is a companion book to an exhibition and symposium of the same name at the University of Pennsylvania. The book is more than an exhibition catalog. It places this important archive in its historical context by including essays on Atlantic Jewish history along with articles on how this collection will benefit researchers in this field.

The Arline Custer Memorial Award for Articles goes to Aaron D. Purcell for his article “Charles Minor's Cashbook and Diary of EP Harmon, A Maine Soldier in the Overland Campaign, Spring 1864” published in Maine History in 2014. The article traces the story of an archival document that tells both sides of the Civil War. Charles Minor, a confederate soldier, first used the document as a cashbook. E. P. Harmon, a Maine Union soldier, found the book and used it to record his experiences of the Overland Campaign.

Both winners did an excellent job of showing how archives can tell the story of significant events in our American history.

One issue that came up in course of our deliberations was whether a committee member should be allowed to nominate a book or article. One of our members nominated a book. The issue was resolved by having someone else nominate the book, and the member did not review the book. We would interested in knowing if a rule should be made stating that members of the award committee cannot nominate books or articles.

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September 25, 2014

Distinguished Service Award Committee Report Fall 2014

Members:

- Ed Galloway – Chair
- Lauren Brown – Ex-Officio
- Pam Whitenack
- Alison Oswald

The call for nominations is gearing up. A leaflet announcing the DSA and how to nominate a colleague was created and will be stuffed in the Fall conference packets.

The portion of the MARAC Operations Manual that details the work of the DSA Committee is up-to-date.

I will ask Caucus Chairs to kindly make an announcement about the DSA during their caucus meetings.

An article is being drafted for publication in the winter issue of the MAA encouraging nominations.

Respectfully submitted,

Ed Galloway
Chair, DSA Committee
2013-2015

MARAC Education Committee Report
Brian Keough, October 10, 2014

Fall 2014 conference travel awards

The following individuals were selected for travel awards to attend the fall 2014 conference in Baltimore:

- Jamie Smith - \$400 Marsha Trimble Award
- Elizabeth Surles - \$250, An anonymous provided a donation In memory of Karen Stuart
- Amy Roberts - \$250, An anonymous provided a donation In memory of Karen Stuart
- Kelsey Conway - \$250
- Cale McCammon - \$250
- Caitlin Walker - \$250
- Michael Maloney - \$250

Workshops

Upcoming workshops:

- *Building Donor Programs for Archives* - Aaron Purcell (half-day)
Fall 2014 Baltimore conference
- *How to Build a "Catablog"* - Lindsey Turley (half-day)
Fall 2014 Baltimore conference
- *Audiovisual Processing* - Siobhan Hagan (full-day)
Fall 2014 Baltimore conference
- *Digital Forensics with BitCurator* – Porter Olsen (full-day)
Fall 2014 Baltimore conference
- *Ingest and Management of Digital Collections* - Bertram Lyons (full-day)
Fall 2014 Baltimore conference
- *Ingest and Management of Digital Collections* - Bertram Lyons (full-day)
February 2015, University at Albany
- *Arrangement and Description* - Instructor: Barbara Austen, (full-day)
Boston Park Plaza, March 19, 2015
- *Caring for Historical Collections* - Instructor: Anne Ostendarp (full-day)
Boston Park Plaza, March 19, 2015
- *Copyright Fundamentals for Archivists and Librarians* - Instructor: Peter Hirtle (full-day)
Boston Park Plaza, March 19, 2015
- *Investigating the Archive: Fostering Student Engagement and Learning Opportunities in College and University Archives* - Anticipated instructor: Asher Jackson
Boston Park Plaza, March 19, 2015

Recent workshops:

- *Introduction to Genealogy for the Unsuspecting Archivist*, September 9, 2014, Community Room, First Floor, C. Burr Artz Public Library, Frederick, Md. Instructor: is Mary K. Mannix, Frederick County Public Libraries

- *Project Management for Archival Processing Workshop*, September 22, 2014, at the National Archives at College Park, MD. Instructor: Vincent Novara, University of Maryland

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October 16, 2014

To: MARAC STEERING COMMITTEE

FROM: ARIAN D. RAVANBAKSH, CHAIR, ELECTRONIC RESOURCES COMMITTEE

RE: ELECTRONIC RESOURCES COMMITTEE REPORT – FALL 2014

Submitted to the Steering Committee at the Summer Meeting on Thursday, October 16, 2014 in Baltimore, MD.

Committee Membership

Steve Ammidown has been appointed to the committee to a term that expires in 2016. This fills a vacancy on the committee.

Work of the ERC

My work as program co-chair for the Baltimore meeting has not allowed the committee to meet or work on much since the last report.

One issue that we will be presenting to Steering for the Winter meeting is a recommendation regarding the use of the Guidebook app for our conferences. Past program committees have been using the “free” version of the app which is limited to 200 downloads. The free version is also limited in some features.

The report to Steering will address these limitations and provide a recommendation. This will be timely as we approach the joint meeting with NEA in the Spring of 2015.

Issues for Steering

See above.

Finding Aids Committee Report
MARAC Steering Committee Meeting
Baltimore, MD
October 18, 2014

The C. Herbert Finch Award was awarded to Trevor Owens for the web site *Finding Our Place in the Cosmos* at <http://www.loc.gov/collection/finding-our-place-in-the-cosmos-with-carl-sagan/about-this-collection/>

Trevor is a Digital Archivist in the Office of Strategic Initiatives at the Library of Congress. He co-edits the history and video games blog Play the Past and teaches graduate seminars on digital history and digital stewardship. Trevor is also the recipient of SAA's 2014 Archival Innovator Award.

As already reported for the Steering Committee Meeting, the committee has reviewed the guidelines as written and recommends that the following language be added to the handbook, following the first paragraph of Appendix D: **"The workbook shall be used at the discretion of the committee to aid in the committee's rating and decision-making process."**

Respectfully submitted,

Regine Heberlein (chair)

MARAC
Membership Development Committee Report
October 2014

Membership

- Rachel Grove Rohrbaugh, Chair
- Sara Borden
- Salome A.R. Jeronimo
- Jaime Margalotti
- Sierra Green
- Dyani Feige, MARAC Secretary (ex officio)
- Jason Speck
- Amanda May
- Tammy Hamilton, MARAC Administrator (ex officio)

Progress and news

- **Outreach Committee Collaboration:**

The Membership Development Committee has been working with Outreach on gaining feedback on the new logo designs created by the contracted graphic designer, Jessica Tanny. We have also collaborated on plans for a combined Outreach/Membership Development table at the Baltimore meeting, and the table will be staffed by members of both committees. Membership brochures and samples of the new MARAC merchandise will be on hand. Finally, our two committees have been discussing details of a raffle of the new MARAC merchandise and other prizes that will be held (as of this writing) following the Business Meeting on Saturday.

- **New Member Orientation**

In recent weeks, we have been preparing materials for the New Member Orientation, which will take place on Friday morning from 8:30-9 am in the 3rd floor Tuscan Room (note room change). All Steering Committee members are invited to attend.

- **Upcoming Projects**

As the new logo and any other design considerations are finalized, the committee is looking to work on a press kit and other materials for new members.

MARAC Nominations and Elections Committee Report

The Nominations and Elections Committee met briefly to plan for the 2015 election at SAA in August. We have begun compiling a roster of potential candidates. Our first call for nominations went out in early September. Additional nominations are welcome.

The offices up for election this cycle are as follows:

- Chair
- Vice Chair
- Members at Large (four members)
- Distinguished Service Award Committee (two members)
- Arline Custer Award Committee (two members)
- Nominations & Elections Committee (three members)

The voting for this election cycle will take place in January somewhat earlier than normal to allow newly elected officers and committee chairs sufficient time to make arrangements to attend the Spring Meeting in Boston. Our proposed schedule is as follows: finalize the slate by Thanksgiving, compile biographical information, etc. and prepare the ballot before the holidays; and run the election from January 9 -30.

N&E will be meeting on Thursday October 16 in the afternoon. I will provide an update and answer questions at the Steering Committee meeting that evening. Due to a work conflict, I am unable to attend the fall conference but the rest of the committee will be soliciting nominations and talking with potential candidates.

The members of the Nominations and Elections Committee are as follows:

Adriana Cuervo
Jim Gerencser
Caryn Radick
Tara Wink

Respectfully submitted
Susan McElrath
Chair
October 9, 2014



**Fall 2014 NATIONAL COALITION FOR HISTORY REPORT
MARAC Steering Committee Meeting
Baltimore, MD–Oct. 16, 2014**

CLINTON LIBRARY: On October 10, 2014, the Clinton Presidential Library in Little Rock, Arkansas, released the final set of previously restricted records, almost 10K pages of previously withheld material. The papers cover some of the biggest crises and news events of the Clinton presidency. The documents promise to contain a great deal of information about Hillary Clinton as well, including her Senate candidacy, her appointment as the head of the administration's health care task force and her communication with Congress while in that role.

PRESIDENTIAL RECORDS ACT: On September 11, 2014, the Senate passed H.R. 1233, "The Presidential and Federal Records Act Amendments of 2014," by unanimous consent. NCH has been pressing the Senate to pass a Presidential Records reform bill for almost a decade going back to when President George W. Bush issued the infamous executive order limiting access to presidential records and allowing heirs to hold up the release of records after a president's death.

President Obama revoked the Bush executive order and essentially reinstated the rules that were in place during Reagan, Bush, Sr., and Clinton administrations. However, without codifying the changes, it left it up to the whim of each president to set the rules. While the bill still has to go to conference committee to iron out some differences, it has already passed the House by a 420-0 vote. Fingers crossed!

CONGRESSIONAL HISTORY CAUCUS: In 2013, the National Coalition for History worked with the offices of Congressmen John Larson (D-CT) and Tom Cole (R-OK) on the creation of a Congressional History Caucus. Congressmen Ander Crenshaw (R-FL) and Bill Pascrell (D-NJ) are serving as co-chairs with Representatives Larson and Cole.

The purpose of the caucus is to provide a forum for members of Congress to share their interest in history and to promote an awareness of the subject on Capitol Hill. This effort includes establishing relationships between Members of Congress and historians at institutions in their district.

The coalition and NCH is asking us to encourage our House representatives to join the caucus and actively participate in its activities. If you are employed in the field, mention the institution where you work in your congressional district. A sample letter/email for your use can be found on the NCH website.

BOARD MEETING: The NCH's annual board business meeting will be held during the annual meeting of the American Historical Association in New York City from January 2-5, 2015.

Jan Zastrow, zastrow@hawaii.edu
MARAC/NCH Representative

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Date: 8 October 2014

To: Members of the MARAC Steering Committee
From: Heidi N. Abbey and Elizabeth M. Scott, Co-Chairs, MARAC Outreach Committee
Re: Summary of MARAC Outreach Committee Activities (July - October 2014) for the Fall Steering Committee Meeting, Baltimore, MD

Committee Membership and Past Activities (July-October 2014)

Current members of the Outreach Committee are listed below:

Heidi N. Abbey, Co-Chair and Elizabeth M. Scott, Co-Chair
Sarah Malcolm
Maren Read
Amanda Rindler
Valerie Wingfield
John LeGloahec, Ex-Officio and MARAC Chair
David D'Onofrio, At-Large Steering Committee Members

Since our last report in July 2014, Heidi Abbey and Elizabeth (Liz) Scott have continued to serve as Co-Chairs of the Outreach Committee. A telephone conference call was held on Tuesday, September 16, 2014, to discuss progress on goals through October 2014. Topics of discussion included: 1) revising the MARAC blog guidelines; 2) implementing the new MARAC blog posting schedule; 3) creating MARAC swag/give away merchandise, and brainstorming ideas about the current MARAC logo; 4) discussing development of the MARAC Online Shop; and 5) planning possible themes for Archives Month celebrations in October.

We are happy to report that, as of October 2014, we are on schedule with maintaining and regularly updating the MARAC Blog according to the posting schedule that was approved by the MARAC Steering Committee over the summer. Monthly MARAC Blog posts have been regularly received from state caucuses as well as MARAC Officers. We would like to thank everyone for their timely and valuable contributions.

In addition to keeping up with the MARAC Blog, the Outreach Committee has completed three other major goals for the year:

- **Theme for 2014 Archives Month:** We developed and will soon be promoting the broad theme, "History is All Around Us," so that MARAC members can plan outreach and advocacy activities or events. Detailed information about the theme will be publicized on the MARAC website soon.

- **MARAC Online Shop:** We finished creating our beta online shop via Café Press at <http://www.cafepress.com/marac>. This project also involved securing copies of the official MARAC logo, designing 60+ products that members can purchase directly from Café Press, and purchasing \$347 worth of merchandise that will be given away to MARAC members via a raffle during the Baltimore meeting. The Outreach Committee and Membership Development Committee will be sharing a table in the Salon Room at the Baltimore meeting so that we can not only jointly promote MARAC and MARAC membership, but also showcase Café Press items, including products that feature the four, new draft MARAC logos designed by Jessica Tanny for MARAC in September 2014. Members will be able to see the new logos and provide feedback to us about the designs and Café Press items. We especially would like to thank the Steering Committee for providing the funds to purchase MARAC merchandise, MARAC Treasurer Jennifer McDaid for securing our raffle license, and the members of the Baltimore LAC for all of their help with the final logistics and details required to promote this initiative during the meeting.
- **MARAC Logo:** In partnership with Rachel Grove Rohrbaugh and the Membership Development Committee, we communicated with archivist/graphic designer, Jessica Tanny to secure four, new MARAC logo designs. (**Please see the attached PDF file with logo examples.**) Ms. Tanny used the existing MARAC color scheme (blue/green) to produce four logos that might be incorporated into our organization's print and online media.

Current Activities and Future Objectives (October 2014 – February 2015)

Members of the Outreach Committee will focus on completing the following outstanding goals over the next several months: 1) finalize revisions to the MARAC Blog Guidelines, a task which was postponed due to other more urgent committee priorities this fall; 2) create user documentation and draft guidelines for the ongoing management of the MARAC Online Shop, including monitoring use of the site, such as whether or not any merchandise purchases are made; 3) promote the MARAC Online Shop by contributing a post about it to the MARAC Blog; 4) assist the Membership Development Committee with their work to develop a MARAC Press Kit, and 5) assist the MARAC Steering Committee, if requested, with future initiatives related to redesigning the MARAC logo.

The next Outreach Committee meeting is tentatively scheduled via conference call for Tuesday, November 19, 2014, from 10:30-Noon.

Topics for Discussion with the MARAC Steering Committee

MARAC Logo: The Outreach Committee and Membership Development Committee had a very positive experience working with archivist/graphic designer Jessica Tanny on the creation of four, new MARAC logos. We plan to solicit feedback from MARAC members about the new logos during the Baltimore meeting. Pending interest and availability of funds to redesign instances of our logo in print and online media, we respectfully defer to members of the MARAC Steering Committee on next steps with this initiative. We invite your comments and ideas.

Respectfully submitted by Heidi N. Abbey and Elizabeth M. Scott for the Outreach Committee

MARAC LOGO REDESIGN

Jessica Tanny (jtanny@gmail.com)

September 19, 2014

CURRENT LOGO AND COLOR SCHEME



SAMPLE NEW LOGO #1



MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

LOGO #1

This design uses a strong, bold typeface (Benton Sans) and stacks the letters inside a manuscript box.

Not only does this stacking create dynamic visual lines, but it also puts the letters in a new formation than MARAC members are used to seeing... This gives the suggestion that MARAC is changing members will have to see it in a new way.

SAMPLE NEW LOGO #2



LOGO #2

This design uses also uses a strong, bold typeface (Mr. Eaves) that is a little more open and wide. The manuscript icon is also used in this logo.

This version provides a traditional look at MARAC's name inside a fun, archives-related icon.

SAMPLE NEW LOGO #3



LOGO #3

This design suggests the manuscript box, but does not use the icon. The letters are knocked out -- making it easy to switch out colors or have fun with various backgrounds.



SAMPLE NEW LOGO #4

MARAC

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MARAC

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

MARAC

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

LOGO #4

For this design, I decided to try something radically different. Although handwritten, the letters are controlled giving this version a professional, but loose and fun feeling to the organization.

LOGOS IN THE ENVIRONMENT

On the next few pages, I put each of the logos on the website and on a giveaway item, so you can see what they would look like “in the real world”



Mid-Atlantic Regional Archives Conference

Dickinson College

P.O. Box 1773

Carlisle, PA 17013

Phone number 717/ 713-9973

Fax number 717/ 245-1439

E-mail: administrator@marac.info

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Begun in 1972, MARAC is a volunteer, regional consortium of archivists who live and work in the states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia, and in the District of Columbia.

MARAC Announcements

MEMBERSHIP APPLICATION AND RENEWAL FORMS:

CURRENT MEMBERS: Membership Renewal Forms for the 2014-2015 membership year (July 1, 2014-June 30, 2015) are now available!

Click here to renew online

Click here to download and print the membership renewal form to submit through the mail.

NEW MEMBERS: New Member Applications are available:

Regular Member Application: \$35.00

Student Member Application: \$20.00

Retired Member Application: \$20.00

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The MARAC Fall 2014 Baltimore Conference attendee registration is now open!

View the Summer 2014 Mid-Atlantic Archivist.

The summary of the 2012 MARAC membership survey is available.

MARAC BLOG

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News from Winterthur: FamilySearch Affiliation

News from Delaware Public Archives: State Archivist Speaks at National Association of Secretaries of State

News from University of Delaware Library: Opening of the Senator Edward E. "Ted" Kaufman Papers

News from the West Virginia Libraries: Collection Highlight and Special Events

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LOGOS IN THE ENVIRONMENT



MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

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LOGOS IN THE ENVIRONMENT



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**Publications Committee Report
Steering Committee Meeting
Baltimore, MD
October 16, 2014**

Mid-Atlantic Archivist

The deadline for the Winter issue is December 1 and with this issue Michael Martin will step down as editor and assume the assistant editor position. Kathryn Puerini, currently the assistant editor, will be taking over as editor of the MAA.

My term as chair ends this fall. Ilhan Citak will be appointed as chair of the committee and Eric Fritzler will serve as advertising editor.

I've enjoyed serving on the Publications Committee these past six years, including the last four as chair.

Respectfully submitted,
Sharmila Bhatia
Chair, Publications Committee