



## **POLICIES AND PROCEDURES MANUAL**

A How-to Guide to the Association's Business

## Document History

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**TABLE OF CONTENTS**

1.0 Annual Meeting Site.....4

2.0 Annual Meeting Local Arrangements .....6

3.0 Annual Meeting Program Planning.....11

4.0 Nomination of Executive Board .....15

5.0 Voting.....17

    5.1 Dues .....17

    5.2 NWA By-laws.....17

    5.3 Elected Officers and Board Members.....18

6.0 Awards and Scholarships.....19

    6.1 Student Awards.....19

    6.2 Professional Development Award .....21

    6.3 Retirement Recognition.....22

    6.4 Merle W. Wells/John F. Guido Distinguished Service Award .....23

7.0 Job Postings on NWA Web Site .....25

8.0 Distribution of Northwest Archivists, Inc. Mailing List.....26

9.0 Professional Advocacy.....27

10.0 Interest Groups .....28

Appendix A: NWA By-Laws of Northwest Archivists, Incorporated .....31

Appendix B: Northwest Archivists Officers Job Descriptions.....35

Appendix C: Northwest Archivists, Inc. State Representative Roles and Responsibilities .....36

Appendix D: Northwest Archivists Membership Application.....37

Appendix E.1: Vendor Invitation.....38

Appendix E.2: Vendor Information .....39

Appendix E.3: Vendor Registration Form .....40

Appendix E.4: Vendor Receipt.....41

Appendix E.5: Vendor Confirmation .....42

Appendix F: Mailing List Request Form .....44

Appendix G: Northwest Archivists, Inc. Code of Conduct for Events.....45

## 1.0 Annual Meeting Site

### Policy

Northwest Archivists holds an annual meeting in the spring which includes workshops, general educational sessions, special presentations, a business meeting, and tours. Advanced planning is required in order to form a Local Arrangements Committee and provide them enough time to secure the best options. A Site Selection Committee provides the Executive Board with annual meeting site suggestions.

### Committee Membership

The Chair of the Committee is appointed by the President of NWA, typically the Vice-President/President-Elect. The chair appoints the other members with representation from at least two states other than the home state of the Chair.

### Guidelines

1. Northwest Archivists, Inc. holds an annual meeting that occurs in the Spring, generally in late April or early May.
2. An attempt is made to circulate the meeting between the states of Oregon, Washington, Idaho and Montana. Alaska is not usually monetarily nor logistically feasible for the membership.
3. An attempt is also made to balance the meetings between the east and west side of the Cascade Mountains.
4. The Site Selection Committee proposes meeting sites but the NWA Executive Board is responsible for final selection. Either group may solicit advice from the full membership.
5. Prospective locations should meet the following criteria:
  - a. A large enough local membership representation to form an effective local arrangements committee;
  - b. Convention facilities large enough to host the meeting;
  - c. Transportation facilities that allow the membership to travel to the site without undue time and/or financial burden;
  - d. Adequate local tourist and/or historical/cultural attractions; and
  - e. The likelihood of weather during the meeting that will accommodate travel and general enjoyment of the selected site.

### Selection Timing

1. The Site Selection Committee will make site recommendations at least 18 months in advance of the meeting.
2. The Executive Board will make its final decision as soon as possible after receiving Committee recommendations.
3. The Executive Board decision may be made via email vote, telephone conference call, or vote at the annual Executive Board meeting.
4. The President of NWA will immediately appoint a Local Arrangements Chair.

5. If site recommendations are made two years in advance of the Annual Meeting, the Board can decide to put selection to a vote of the membership at the annual meeting.

#### Joint Annual Meetings

1. The Site Selection Committee may suggest and explore joint meetings with other archives or history associations.
2. The Executive Board may direct the Chair of the Site Selection Committee or another appropriate NWA member to discuss joint meetings with other associations.
3. Site selection for joint meetings will be determined through discussions with representatives of the other associations.
4. Final decisions about joint meetings will be made by the Executive Board.
5. The division of responsibilities and costs for joint meetings should be determined as early in the planning process as possible.

## 2.0 Annual Meeting Local Arrangements

### Policy

Northwest Archivists holds an annual meeting in the spring which includes workshops, general educational sessions, special presentations, a business meeting, and tours. The physical arrangements, tours, and certain administrative and programming aspects for the meeting are the responsibility of a Local Arrangements Committee (LAC), in cooperation with the Program Committee and in consultation with the Executive Board.

### Committee Membership

1. The LAC plans and organizes the physical arrangements of the annual meeting, and is responsible for arranging for the conference hotel, special meals, certain speakers and/or entertainment, tours, and other aspects of the onsite administration of the meeting.
2. The NWA President appoints the LAC chair as soon as the annual meeting site is determined. The Chair should be a member who lives and works in the city where the meeting will be held.
3. The Chair appoints as many members to the LAC as he/she deems necessary to adequately undertake all of the duties required.
4. LAC composition should consist of NWA members who also live in or near the conference site. The LAC Chair may also select non-member allied professionals to serve on the Committee.
5. Chair should coordinate with committee members on scheduling two or three meetings to discuss and assign duties related to annual conference. These meetings can be conducted in person, by phone, or via email. The meetings should determine tasks to be completed, a schedule for completion, and the delegation of responsibilities among the Committee members.
6. The Chair serves as the liaison to the Program Committee.
7. The Chair coordinates with the Executive Board regarding any unusual expenditures related directly to LAC responsibilities.

### LAC Responsibilities and Procedures

#### Hotel or Conference Site

Conference hotel selection should be the first job undertaken by the LAC because in many locations, room blocks for meetings are booked up to two years in advance.

1. Research and negotiate possible conference hotels before settling on a finalist.
2. Ask the previous LAC chair, president, secretary, and/or treasurer for advice and cost comparisons, and for the number of rooms to reserve for each night.
3. LAC chair should be prepared to provide the hotel with attendance and room figures from the previous two annual meetings.
4. The selection process will vary depending on the town size and conference facilities in the area.
5. Factors to consider when considering a conference hotel include:

- a. hotel room rates,
  - b. room conditions,
  - c. handicap accommodations,
  - d. meeting room sizes,
  - e. existence of large rooms for plenary sessions, annual business meeting, etc.
  - f. audio-visual and Internet capacity,
  - g. vendor exhibit space,
  - h. onsite restaurant,
  - i. quality and price of hotel food,
  - j. proximity to restaurant services and off-site events,
  - k. security and emergency planning,
  - l. hotel parking.
6. Pricing negotiations should consider:
    - a. reduced or free usage of meeting rooms based on number of room nights sold,
    - b. meal costs for any hotel catered events, and
    - c. audio/visual equipment costs.
  7. LAC chair recommends a conference hotel selection to the Executive Board which has final approval.
  8. LAC negotiates final details of all meeting related contracts. All contracts require the dual signatures of the LAC and the President.
  9. LAC monitors all contract deadlines.

#### Reception and Meals

1. Research, visit, and negotiate possible reception facilities.
2. Reception site issues to consider include:
  - a. rental cost,
  - b. policies on usage including food and alcohol,
  - c. catering,
  - d. liquor license and cash bar issues,
  - e. transportation from hotel to site, if needed,
  - f. set up and clean-up responsibilities, and
  - g. possible programming, such as a tour of the facility, music, or other entertainment.
3. LAC chair negotiates and signs contract for rental of space.
4. Research, visit, and negotiate possible banquet facilities including conference hotel and area restaurants.
5. Banquet issues to consider include:
  - a. cost,
  - b. menu, including special meal choices,
  - c. transportation from hotel to site, if needed, and
  - d. entertainment or other programming.
6. LAC negotiates final details of all meeting related contracts. All contracts require the dual signatures of the LAC and the President.

7. Research and negotiate other meals and food events such as continental breakfast, luncheon, and beverages/snacks at the various breaks.
  - a. NWA traditionally has provided a continental breakfast for the Saturday morning business meeting which is included in the registration cost.
  - b. NWA generally has provided a luncheon program at an additional cost. The LAC should coordinate with the Program Committee to find an appropriate luncheon speaker.
  - c. Morning and afternoon breaks between sessions generally include complimentary coffee, tea, juice, soft drinks, and snacks or fruit. (LAC seeks sponsors for these).
  - d. If sessions are held at a site without a restaurant, coffee and tea should be made available during Friday morning registration.

#### Sponsors

1. LAC should investigate the possibility of finding sponsors to help defray the costs associated with various elements of the meeting.
2. Letters should be sent to potential sponsors inviting them to participate in hosting the meeting. The same solicitation package can be used for contact with potential sponsors and vendors.
3. Meeting events that traditionally have received some sponsorship include the Thursday night reception, one or more breaks between sessions, and banquet or reception entertainment.
4. Sponsors may give direct cash payments for an event, purchase ads in the final program, or provide in-kind services.
  - a. Seattle Area Archivists has in recent years sponsored a break
  - b. In-kind sponsorship should also be explored.
  - c. Entertainers have agreed to perform free of charge or at a reduced fee.
5. Explore whether a local institution has the ability to offer equipment or other resources for conference activities such as audio/visual equipment, transportation, gifts.
6. LAC chair should ensure that the names of vendors and sponsors are included in the published conference program.

#### Local Amenities and Attractions

1. Establish contact with local chamber of commerce or visitor association to provide conference planning assistance and registration packet information.

#### Tours

1. Research and negotiate tours.
2. Possible activities may be associated with local history, archival or museum institutions, and outdoor recreation.
3. Arrange transportation if needed.
4. Arrange for food or a restaurant stop if needed.

#### Exhibitors



1. Vendor registration forms and cover letters should be sent out at least three months before the conference dates. (See Appendix D)
2. Assign one person to oversee vendor accommodations, to distribute brochures and flyers, and to act as the contact between vendors and the local arrangement representative. This individual should maintain the checks until the annual meeting.
3. LAC should ensure that there is adequate vendor exhibit space at the conference hotel.
4. An LAC rep should be available on the day that vendors set up exhibits to assist with any potential problems or issues.

## Registration

1. Pre-registration materials should be sent out well before the annual meeting. It should include:
  - a. A preliminary conference program;
  - b. Hotel information including room costs, reservation deadlines, and telephone number;
  - c. Travel information including airports, shuttles, and directions for driving;
  - d. Information about special events including reception, banquet, other meals;
  - e. Tour information including times and cost;
  - f. Description of pre-conference workshops including time and cost; and
  - g. Registration forms or details about online registration.
2. The LAC should coordinate with the Secretary/Treasurer and Easy Access Editor on acquiring and using membership lists for other professional organizations throughout the region. This gives the association a chance to reach out to potential new members.
3. LAC chair should coordinate with the Secretary/Treasurer on all costs associated with local arrangements.
4. The Executive Board approves all registration costs including registration, meals, and tours.
5. The NWA Board may be petitioned by a Session Chair or the Programming Committee Chair for a complimentary registration in the event that a Speaker (plenary), Session Moderator, or Workshop Leader is a non-archivist (or allied professional) and/or is not from the NWA Membership region. All complimentary registrations are the sole discretion of the NWA Executive Board.

Presenters have the option of registering for the conference and enjoying the benefits (networking, vendors, food, events, etc.) or they may forgo registration, but it is expected that presenters that forgo registration will leave the conference upon conclusion of their presentation. NWA uses the honor system to ensure compliance.
6. LAC will explore whether online registration is an option and make a recommendation to the Executive Board. Otherwise, registration forms and payments are sent to the Secretary/Treasurer.
7. LAC is responsible for gathering materials that will go in registration packets and for "stuffing" packets.
8. LAC and the Secretary/Treasurer and/or Membership Coordinator coordinate generation of name tags, and attendees list.

9. Coordination between the Program Committee, Local Arrangements Committee, and the Executive Board should be clearly defined.

#### Onsite Management

1. At the time of the conference the Local Arrangements and Program Committee members should coordinate to ensure the following tasks are covered:
  - a. designate individuals to verify that room and audio-visual equipment are functional; provide signage to post for each session room;
  - b. assign individuals to manage the registration desk (registration packets, name badges and conference program)
  - c. be available to answer questions about facilities, services, safety, and transportation; and
  - d. clearly post contact information for venue security, local police, transportation options, and emergency hotlines.

#### Other

1. Assign committee member to contact institutions regarding door-prizes. Get list of NWA members' from NWA directory or the Secretary/Treasurer.
2. When soliciting donations of door-prizes or supplies from vendors or other organizations, offer use of Northwest Archivists' tax identification number so the donation can be claimed as a tax write-off.
3. The President or Secretary/Treasurer sends thank you letters on NWA letterhead acknowledging non-member organizations that have contributed time or resources to the meeting.
4. The LAC makes arrangements for all transportation from the hotel(s) to meeting sites. This includes the opening reception, banquets or luncheons not at the hotel, and for sessions not held at the hotel.
5. Requests for refunds of registration fees must be sent to the Local Arrangements Committee Chair. To receive a full refund, requests must be received no later than two weeks before the first day of the annual meeting. For refund requests received between 14 and 4 days before the annual meeting begins, a \$25 cancellation fee will be deducted from the refund. No refunds will be issued for requests received less than 4 days prior or during the annual meeting.

### **3.0 Annual Meeting Program Planning**

#### Policy

Northwest Archivists holds an annual meeting in the spring which includes workshops, general educational sessions, special presentations, a business meeting, and tours. The program for the meeting is created by a Program Committee in coordination with the Local Arrangements Committee and in consultation with the Executive Board.

#### Program Committee

1. The Program Committee plans and organizes the programming portion of the annual meeting, and is responsible for arranging meeting sessions and workshops, and securing presenters.
2. The NWA President appoints a program chair at least one year prior to the annual meeting.
3. The Chair appoints as many members to the Program Committee as he/she deems necessary or appropriate.
4. Program Committee composition should consist of members who represent different parts of the NWA region and different types of institutions.
5. Chair should coordinate with committee members on scheduling two or three meetings to discuss and assign duties related to annual conference program. These meetings can be conducted in person, by phone, or via email. The meetings should determine such topics as a conference theme, conference sessions and workshops, and possible featured/session speakers or instructors.
6. The Chair serves as the liaison to the Local Arrangements Committee.
7. The Chair coordinates with the Executive Board regarding any unusual expenditures related directly to Program Committee responsibilities.

#### Theme

1. The program committee may decide to establish a conference theme or special format for sessions and presentations.
2. The Program Chair seeks theme approval from the Executive Board before making a final decision.

#### Workshops

1. NWA offers two or more pre-conference workshops.
2. The Chair consults with the Executive Board and the Education Committee Chair regarding potential workshops.
3. The Committee contacts national organizations (SAA, NEDCC, AMIGOS, etc) to arrange for a workshop.
  - a. Arrangements for these workshops need to be made consistent with the deadlines established by the presenters.

- b. Notification of these workshops to the NWA membership should be made consistent with registration deadlines established by the presenting organizations.
- c. Registration for these workshops should be the responsibility of the presenting organizations.
- d. Solicit workshops and instructors from within the NWA membership or allied regional groups.
- e. The Chair negotiates the workshop registration fee for any workshops offered by members or regional institutions.

### Sessions

1. The Committee is responsible for choosing session topics.
2. The Committee should consider the following when developing session ideas:
  - a. previous SAA conference programs or other regional archival/information associations;
  - b. the previous NWA meeting's evaluation forms;
  - c. topics discussed in recent professional literature or "hot topics;" and
  - d. current projects in the region, especially regional or cooperative ventures.
3. The Committee should also develop a program proposal form to be submitted to the general membership by publication in the June or September issues of Easy Access.
4. Try to attract workshop instructors and session moderators/speakers from throughout the NWA region, as well as from allied associations and professions.
5. Developing contacts and participation from outside the organization is encouraged, including record managers, administrators, lawyers, museum curators, journalists, academics, etc.

### Special Presentations

1. The Committee may develop special programming idea such as keynote speakers or plenary sessions.
2. Try to attract prominent or entertaining guest speakers who may inform and/or entertain conference attendees.
3. The Chair should work with the Local Arrangement Committee in locating special speakers from the meeting location.

### Finalizing the Program

1. Determine the "final program" (including speaker commitments, workshop and session schedule) and divide conference session responsibilities between committee members.
2. Committee members select moderators for the sessions for which they are responsible.
3. The Committee ensures the moderators understand their responsibilities, including:
  - a. contacting scheduled speakers for confirmation,
  - b. reminding them of the session format (panel discussion, traditional presentations, fundamental instruction),

- c. asking speakers for audio-visual needs/requirements and biographical information from session participants,
  - d. coordinating with the program committee on these issues, and
  - e. keeping presenters within allotted times.
- 4. The Committee should ensure that speakers understand their roles in the session and the time constraints associated with a 90-minute session.
- 5. The Committee should ensure that speaker understand they have the following responsibilities:
  - a. providing biographical and abstract information to the session's moderator,
  - b. communicating clearly their audio-visual requirements, and
  - c. preparing audience handouts.
- 6. The Committee may prepare a moderator/speaker letter that outlines these responsibilities.

#### Publish Preliminary Program in Easy Access/Publicity

1. Program Committee Chair should provide the Easy Access editor with a program outline at least 3 months prior to the conference dates, or by a deadline date established by the editor of Easy Access.
2. Program information should include an introduction, a conference schedule and descriptions of each workshop and session, special programs, a registration form, and a link to NWA Code of Conduct for Events (see Appendix G).
3. Chair coordinates with the Local Arrangement Chair to provide, a brief history describing the conference location, information about tours, a flyer regarding the hotel accommodations, travel information, directions to the conference site with a map, reception and banquet arrangements, transportation between events (if necessary), and any other local arrangements information deemed appropriate.
4. Chair coordinates with Website Editor to post annual meeting information on NWA's website.
5. Chair issues press releases about the meeting program, offerings, and activities to the SAA newsletter's Archivists Calendar and other appropriate forums.

#### Final Program

1. A final version of the conference program is produced in coordination with the Local Arrangements Committee prior to the meeting for inclusion in registration packets.
2. The program should include information about the conference workshops, sessions, tours, dinner/lunch banquets as well as safety contact information for the Local Arrangements Committee Chair, venue security, local police, and taxi cab companies.
3. Specific session information should include session title, session time, room or location, speakers' names, and a brief description of the session topic/format.
4. The final program should be given to the Easy Access editor with enough time for copies to be printed and available at least two days before the start of the meeting.

#### During the Meeting

1. The Program Committee and Local Arrangements Committee work together to ensure all aspects of the meeting run smoothly.
2. Ensure session needs are met, especially related to AV equipment.
3. Coordinate with the host hotel regarding specific meeting related needs.
4. The Program or Local Arrangements Chair coordinates with the Secretary/Treasurer to ensure that any necessary honoraria are paid.
5. Program Committee distributes conference evaluation forms and session proposals forms for the next meeting, then collects, summarizes, and forwards the results to the Program and Local Arrangement committees for the next year's meeting.

## 4.0 Nomination of Executive Board

### Policy

Article IV, Section 4 of the NWA By-Laws establishes the structure and role of the Nominating Committee. The Committee selects a slate of candidates for the annual election and presents the election ballot to the membership.

### Committee Membership

1. The immediate past president of NWA serves as the Chair of the Nominating Committee.
2. The Chair appoints two NWA members to serve on the Committee provided they are from different states and that neither is from the same state as the Chair. Committee members should represent some reasonable diversity in type of repository.
3. One Committee member should be a current state representative.

### Guidelines for Selecting Candidates

1. The Nominating Committee is responsible for finding candidates for the following offices:
  - a. Vice-President/President-Elect;
  - b. Secretary/Treasurer; and
  - c. State Representatives, one each from the five states.
2. Candidates must be NWA members in good standing. Candidates may not be current Nominating Committee members.
3. Candidates for Vice-President/President-Elect should be members who have served in leadership positions within NWA or some other archival association and have familiarity with the history and issues before NWA.
4. Candidates for Vice-President/President-Elect should have the institutional support and capability to initiate conference calls to conduct mid-year board meetings.

### Procedures

1. The Committee will solicit nominations from the general membership by publishing a nominations form in the fall and winter issues of Easy Access preceding the election.
2. Individual members may nominate themselves.
3. The Committee will also develop its own list of candidates, if necessary.
4. The Committee members will select a slate of candidates that will include at least one candidate for each position up for election in the given year. The slate will be prepared by February 1 of each year.
5. Candidates should prepare a brief resume of professional experience (including service to professional organizations), a short (100 words or less) candidate statement and submit a photograph to the Nominating Committee.
6. The Nominating Committee will prepare and mail a ballot and statements from each of the candidates to all current NWA members on March 1 of each year. Ballots should be

designed so that members in each state vote only for their own state representative, and should include a provision for mailing back the ballot (either a folding postcard or self-addressed envelope). This is a separate mailing from Easy Access. State representatives are to send out an email reminder to vote to all their members by March 10.

7. All ballots will be mailed back to the chair of the Nominating Committee and should be postmarked by March 20. Ballots will be counted by the Committee chair by March 30. Ballots may not be counted by an individual running for NWA office.
8. Ballots shall be retained until after the Annual Meeting, at which time they can be discarded.
9. Election results will be announced at the Annual Meeting and in the next available Easy Access.



## **5.0 Voting**

### Background

The NWA By-Laws vests certain powers in the general membership including decisions regarding dues, election of officers, and amendments to the NWA By-Laws. Different voting requirements are established for each decision process.

## **5.1 Dues**

### Policy

Article I, Section 3 of the NWA By-Laws stipulates that changes in dues are made by majority vote of the membership attending the annual business meeting.

### Procedures

1. The Executive Board may recommend changes in the dues structure.
2. Recommendations regarding dues must be submitted to the general membership at least 30 days prior to the Annual Meeting.
3. Changes in dues are voted on at the Annual Meeting.
4. Such changes can be made by a simple majority of those present provided they constitute a quorum.
5. The vote will be a voice vote; if the outcome is not certain, a division of the house may be called.
6. If a majority of the membership attending the general meeting stipulates, the dues vote may be by secret ballot.

## **5.2 NWA By-Laws**

### Policy

Amendments to the NWA By-Laws are governed by Article VI of the NWA By-Laws.

### Procedures

1. Any member may propose changes to the NWA By-Laws.
2. Proposals must be filed with the Secretary/Treasurer at least 60 days prior to the Annual Meeting.
3. The Secretary/Treasurer will notify the general membership of the proposed amendment at least 30 days prior to the annual meeting.
4. Amendments to the NWA By-Laws must be approved by two-thirds of the members present at the Business Meeting, provided they constitute a quorum.

### **5.3 Elected Officers and Board Members**

#### Policy

The election of the Executive Board is governed by Article IV, Section 4 of the NWA By-Laws.

#### Procedures

1. Officers and State Representatives constituting the Executive Board are elected by mail vote.
2. A simple majority from the ballots returned is required to elect officers and directors.
3. The Chair of the Nominating Committee ensures that the ballot is mailed to the general membership at least 30 days prior to the Annual Meeting.
4. All ballots will be mailed to the chair of the Nominating Committee.
5. The chair and the Committee (as needed) will count the ballots. The ballots may not be counted by an individual running for a NWA office.
6. The Nominating Committee Chair will announce the results of the election to the Executive Board and the winners prior to the annual meeting.
7. The Nominating Committee Chair will announce the results of the election to the general membership at the annual business meeting.

## 5.4 Membership Renewal Policy

### Policy

An automatic renewal reminder is sent to each active member 21 days before renewal date, 7 days before renewal date, and on renewal date (July 1). A grace period email reminder is sent on July 14<sup>th</sup>. If not renewed within 60 days, the member's status is changed to lapsed; an email is sent to inform them of that.

#### Lapsed Members:

- Do not receive automatic renewal notices
- Do not appear in member directories
- May not view member-only pages, add comments to blogs posts, or reply to forum topics
- May restore their membership by paying the renewal fee

## **6.0 Awards and Scholarships**

### Policy

NWA recognizes its members with four monetary awards (three awarded to students and one to professional) and two non-monetary recognition awards (one for distinguished service and one upon retirement). The Awards Committee is responsible for advertising award application schedules to the general membership, evaluating the applicants and presenting the award recipients to the Executive Board. The Committee Chair, appointed by the NWA President for a three-year term, selects a committee that includes at least two other NWA members in good standing. The Vice-President/President Elect joins the NWA Awards Committee in a year when the Distinguished Service Award will be presented. All awards are presented at the NWA annual meeting and reported in the Easy Access Newsletter. Recipients not in attendance at the annual meeting will receive their award by mail. Recipients will also be listed on NWA's website. Awardees of monetary awards must provide a description of the award funded activity, when completed, in an issue of Easy Access.

## 6.1 Student Awards

### Policy

These three awards are intended to support students of archival management and to increase student participation in our professional organization. They are intended as a resource for students from the NWA region who are enrolled in an archives graduate program of an accredited institution. In addition to the monetary award, each student is given a complementary NWA membership (for one year).

### Guidelines for Selecting Recipients - Applicants must:

1. Be enrolled in an archives graduate program of an accredited school in the NWA region (Alaska, Idaho, Montana, Oregon, or Washington) or currently reside in one of the five member states while enrolled in an archives distance education program in another state; and
2. Have already completed two quarters or two semesters of graduate coursework by the time of the award.

Note: see SAA Directory of Archival Education for list of approved archives programs. If program is not on this list, applicants must provide evidence of completion of archives or archives-related coursework.

### Use of Funds – Award money:

1. May be used to attend the NWA Annual Meeting (where the award will be formally acknowledged) but this attendance is not a requirement of receiving the award; or
2. May be used to allay direct educational costs (such as tuition, workshop registration, or travel expenses), at any time in the calendar year of the award but may NOT be used to purchase supplies or equipment (software, hardware, computers, books).

### Procedures – Student Awards

Applications for awards are sought by the Awards Committee Chair. Electronic application is encouraged.

### Application Requirements – Applications include:

1. Postmark by March 1;
2. Formal letter of application stating the proposed use of awarded funds;
3. Supporting evidence of archives-related coursework (if applicable);
4. Current résumé; and
5. (Optional) letter of recommendation and printed materials from proposed educational opportunity. Selection and announcement

### Process

1. Chair distributes application materials received to all committee members (this may be done electronically).
2. Committee members each select three candidates, ranking them in order of relative preference and report their selection to the Chair.
3. Chair compiles a relative numeric scale for the applicant pool. (i.e. First choice is assigned 3 points, second choice 2 points, and third choice 1 point). Points are tallied and the application with the highest tally is selected.
4. Chair reports the decision to the committee and facilitates resolution of any concerns.
5. Chair notifies all applicants of results by April 1. 21
6. Chair announces the recipients of ALL awards at the NWA annual business meeting.
7. Chair coordinates disbursement of funds with the NWA Treasurer.
8. Chair coordinates with website administrator to post recipients on the Awards page of NWA's website.



## 6.2 Professional Development Award

### Policy

This scholarship is intended to promote the professional development of practicing regional archivists by providing means for attendance at workshops, institutes, conferences or other training opportunities. Specifically, it is intended as a resource for colleagues who are self-employed or do not receive assistance for professional development from their employer.

### Guidelines for Selecting Recipients - Applicants must:

1. Be members of NWA in good standing;
2. Be currently engaged in the archival profession in an NWA member state;
3. Have a minimum of one year full-time paid or unpaid professional experience;
4. Have limited access to institutional funding for continuing education;
5. Apply personally (no third-party nominations will be considered); and
6. Provide a description of the scholarship-funded activity, when completed, in a subsequent issue of Easy Access.

### Use of Funds – Award Money:

1. May be used to attend the NWA Annual Meeting (where the award will be formally acknowledged) but this is not required; or
2. May be used to allay direct educational costs at any time in the calendar year of the award but may NOT be used to purchase supplies or equipment.

### Procedures - Professional Development Award

Applications for awards are sought by the Awards Committee Chair. Electronic application is encouraged.

### Application Requirements – Applications include:

1. Postmark by March 1;
2. Formal letter of application stating the proposed use of awarded funds;
3. Current résumé; and
4. (Optional) letter of recommendation and printed materials from proposed educational opportunity.

### Selection and Announcement Process

1. Chair distributes application materials received to all committee members (this may be done electronically).
2. Committee members each select three candidates, ranking them in order of relative preference and report their selection to the Chair.
3. Chair compiles a relative numeric scale for the applicant pool. (i.e. First choice is assigned 3 points, second choice 2 points, and third choice 1 point). Points are tallied and the application with the highest tally is selected.
4. Chair reports the decision to the committee and facilitates resolution of any concerns.
5. Chair notifies all applicants of results by April 1.
6. Chair announces the recipients of ALL awards at the NWA annual business meeting.
7. Chair coordinates disbursement of funds with the NWA Treasurer.
8. Chair coordinates with website administrator to post recipients on the Awards page of the NWA website.

### **6.3 Retirement Recognition**

#### Policy

The NWA Retirement Recognition award is intended to honor NWA members who have retired during the year between annual meetings. This is a non-monetary award.

Guidelines for Selecting Recipients - Applicants must:

1. have been active members of NWA for a minimum of five years;
2. have made significant contributions to the organization in areas that include: leadership, committee service, program participation; and
3. have made general contributions to the archival profession in at least one of the following areas: leadership, education, and scholarship. Procedures - Retirement Recognition  
Nominations for recognition are requested by the Committee Chair, who sends an email to the State Representatives and to the President of NWA reminding them about the award and soliciting nominations.

## **6.4 Merle W. Wells/John F. Guido Distinguished Service Award**

### Policy

The NWA Distinguished Service Award, named for Merle W. Wells, one of the charter members of the NWA and John F. Guido, a former president of the association, is an occasional honor intended to recognize NWA members who have made significant, sustained contributions to the activities and welfare of the association, or institutions that support the goals of NWA through service to the association. The award is given for lifetime service of a high caliber to NWA and exceptional service on particular projects or activities that benefit NWA. This is a non-monetary award. The physical nature of the award is to be determined in each case by the Awards Committee and the cost of creating the award must be approved by a vote of the NWA board. Not more than one Distinguished Service Award may be presented each year. There is NO requirement that the award must be presented every year. The Vice-President/President elect joins the NWA Awards Committee in a year when the Distinguished Service Award will be presented.

Guidelines for Selecting Recipients - Nominees must:

1. have been active members of NWA for a minimum of five years;
2. have made significant contributions to the organization in areas that include: leadership, committee service, program participation, or supporting the work of NWA in other professional activities; and
3. have made general contributions to the archival profession in at least one of the following areas: leadership, education, and scholarship.

Procedures - Merle W. Wells/John F. Guido Distinguished Service Award

No applications for awards are sought. Any NWA member may nominate another member for this award.

Selection and Announcement Process:

1. Award nomination form will be available on the NWA website.
2. When a member is nominated, the Vice-President elect joins the Awards committee and the nominee is evaluated according to selection criteria in the Policy Statement.
3. The physical form of the award to be given must be determined by the Committee and the cost brought to vote by the NWA board for approval.
4. Nominee is notified of the award to be announced before the Annual Meeting.
5. Award is announced and honored at annual business meetings.
6. Chair coordinates with website administrator to post recipient(s) on the Awards page of the NWA website.

## **7.0 Job Postings on NWA Web Site**

### Policy

As a service to members, job openings are posted on the NWA website <http://northwestarchivistsinc.wildapricot.org/jobsn> at no cost.

### Guidelines

1. Only job openings in Alaska, Idaho, Montana, Oregon, and Washington will be posted.
2. Announcements must include all the information necessary for candidates to submit complete applications, including an email address to contact for additional information.

### Procedure

1. Electronic versions of the job announcement should be sent to the NWA website administrator.
2. Job announcements will be placed on the website as soon as possible after they are received.
3. Job postings will remain posted until the deadline for application.
4. If the position is advertised as open until filled, the posting institution will specify an end date for posting or will contact the web site coordinator when the position is filled.

## **8.0 Distribution of Northwest Archivists, Inc. Mailing List**

### Policy

The Northwest Archivists, Inc., will under specified conditions distribute its membership mailing list to allied professional organizations, institutions, and vendors.

### Guidelines

1. The NWA will provide a onetime use of its membership mailing list that includes name and postal addresses only.
2. The NWA Board establishes the fees to be charged for use of the mailing list. As of September 2004, those fees are:
  - a. Commercial Vendors \$100
  - b. Organizations and Institutions \$ 30 with a total membership of 500 or more
  - c. Organizations and Institutions no charge with a total membership of less than 500
3. Advertising in the NWA newsletter, *Easy Access*, entitles a vendor, upon request to one free copy of the mailing list during the calendar year in which the advertisement appears.
4. The NWA membership application provides the member with an opportunity to request that his/her name be excluded from mailing list distribution outside the NWA.

### Procedures

1. Vendors, institutions, and organizations must request a copy of the Northwest Archivists, Inc. Mailing List Request Form (see Appendix F).
2. The Request Form is returned to the NWA Membership Coordinator.
3. The NWA Board has authority to approve all mailing list requests based on the established guidelines.
4. The NWA Membership Coordinator will provide the mailing list to the requestor upon approval.

## 9.0 Professional Advocacy

### Policy

Northwest Archivists, Inc., recognizes the importance of advocating on behalf of the interests of the archival profession and archival institutions at the regional and national level. NWA, therefore, has established an ad hoc committee to be known as the Advocacy Committee.

### Guidelines

1. The Advocacy Committee will provide leadership and direction on issues of policy importance to the archival profession both at the regional and national level.
2. The Committee will act as a primary point of contact for NWA members and other interested parties to submit issues of concern to archives and the archival profession.
3. All direct advocacy actions taken by the committee must be approved by the NWA Board.
4. NWA State representatives will assist the committee by acting as liaisons at the state level and by disseminating information to the membership.

### Committee Membership

1. The Advocacy Committee will be comprised of at least three members.
2. It will include the immediate past president who will serve as Committee chair, the president, and the vice-president/president-elect.
3. Additional Committee members may be appointed by the chair as needed, provided those appointed are members in good standing of NWA.

### Responsibilities

1. The Committee will monitor ongoing archival issues at the national and regional level, including acting as a liaison to the Society of American Archivist, and submit periodic updates to the NWA membership and board.
2. The Committee will evaluate advocacy issues submitted to it and provide recommendations for action to the NWA board.
3. The Committee will respond to issues occurring in the NWA five-state region on behalf of the organization.
4. The Committee will advocate for NWA at the regional and national level.
5. The Committee will write letters and make public statements for issuance by NWA.

## 10.0 Interest Groups

### Policy

The purpose of interest groups is to give members a chance to gather around a common archival subject or topic in the northwest region. These groups are considered ad-hoc committees Please note that membership is not limited to members of Northwest Archivists.

### Membership

1. The interest group must consist of at least ten Northwest Archivists members in good standing.
2. Membership and participation in group activities/discussions/events is not limited exclusively to Northwest Archivists members. This is at the discretion of the convener or board of the interest group.
3. Any Northwest Archivists member in good standing is welcome to join any interest group and cannot be denied membership.

### Meetings

1. Meeting attendance shall not limited exclusively to Northwest Archivists
2. Any non-Northwest Archivists members attending an interest group meeting at a Northwest Archivists annual meeting must pay the non-member registration cost for conference attendance.

### Reporting

1. A yearly written report shall be submitted to the president before the public board meeting at Northwest Archivists annual meeting.
2. Meeting minutes shall be taken by a designated interest group member, finalized, and submitted to the Northwest Archivists secretary for their publication on Northwest Archivists' public website/Easy Access.

### Governance

1. The convener of an interest group (i.e. chair, facilitator, etc.) shall be a Northwest Archivists member in good standing.
2. Only Northwest Archivists members in good standing shall be eligible to vote for interest group positions.
3. A list of interest group members (both Northwest Archivists members and non-members) must be submitted each year to the Northwest Archivists secretary.
4. A Northwest Archivists current board member will be appointed as your interest group's liaison to the board. Questions can be directed to her/him.



## General Goals and Activities

Goals and activities include but are not limited to:

1. Serve the membership and goals of Northwest Archivists at large.
2. Facilitate communication between members of interest group.
3. Provide a physical or virtual space for open dialog.
4. Solicit, encourage, and endorse annual meeting session proposals.
5. Encourage and create content for Easy Access.
6. Open a dialog with external organizations or individuals (where appropriate).

## Available Resources (upon request)

1. Northwest Archivists membership information (only name, institution, and email address)
2. Physical space at annual meeting in the form of a meeting room, dedicated session, or another arrangement
3. Website (separate page, blog space, and discussion forum)
4. Budget: The Board will review all financial requests up to \$200 and fund them as appropriate.
5. Use of Northwest Archivists' communication tools (Facebook, Flickr, Listserv, all member email lists, and state email lists) as appropriate
6. Pre-approval is required for any non-Northwest Archivists communication tools or social media applications.
7. Your interest group will be listed as a check box on the webform for new members. You can request a list of interested members from the membership coordinator.

## Dissolution

1. An interest group shall be dissolved if it ceases to meet the membership requirements (See Section I.A.).
2. An interest group shall be dissolved if the Northwest Archivists officially dissolves. 31

## **Appendix A**

### NWA By-Laws of Northwest Archivists, Incorporated

#### Article I. Name, Membership, and Dues

Section 1. The name of this organization is Northwest Archivists, Incorporated. Northwest Archivists, Incorporated is incorporated as a non-profit organization under the laws of the state of Idaho.

Section 2. Any person interested in the preservation and use of archival materials who applies for membership and who pays the necessary dues shall become a member of Northwest Archivists, Incorporated.

Section 3. Annual dues shall be voted on remotely through email, electronic survey, or paper ballot. An affirmative vote of two-thirds of total respondents to a remote balloting will constitute passage, provided a quorum of the total membership is achieved.

#### Article II. Annual Meetings: Schedule, Quorum, and Agenda

Section 1. Northwest Archivists, Incorporated will hold at least one meeting a year to transact any business brought before the meeting and to provide a program of general interest. The meeting date will be determined by the Executive Board.

Section 2. Special meetings may be called by the President, with the consent of a majority of the Executive Board, or at the written request of twenty five percent (25%) of the membership of Northwest Archivists, Incorporated.

Section 3. The membership must be notified at least ninety days in advance of an annual meeting and thirty days in advance of a special meeting.

Section 4. Twenty five percent (25%) of the Northwest Archivists, Incorporated membership will constitute a quorum. If a remote ballot fails to achieve a quorum, the Board may elect to extend the voting period until a quorum is achieved.

Section 5. The Executive Board will meet as directed by the President. Four voting members of the Executive Board, one of whom must be the President or Vice-President, will constitute a quorum.

#### Article III. Terms of Office, Elections, and Duties of the Officers and Directors

Section 1. The officers will be a President, a Vice-President, a Secretary, and a Treasurer. The Vice-President shall serve as President-Elect of the corporation and shall automatically become President at the adjournment of the annual meeting the year following his or her election.

Section 2. The terms of office of the President and Vice-President shall be one year and of the office of the Secretary and the Treasurer shall be two years. The Secretary and the Treasurer positions are elected in alternate years. The President, Vice-President, and Secretary shall assume their duties and receive their predecessors' files at the adjournment of the annual meeting at which they are elected. The Treasurer shall assume his/her duties and receive his/her predecessor's files at the end of the fiscal year immediately following the annual meeting at which he/she is elected.

Section 3. The government of the corporation shall be vested in an Executive Board composed of the four elected officers, the immediate Past President, and five directors. The five directors shall be elected, based upon regional representation, one each from the states of Alaska, Idaho, Montana, Oregon, and Washington, for terms of two years with two being elected at one annual meeting in one year and three being elected the following year.

Section 4. Candidates for officers and directors, as selected by the Nominating Committee, shall be elected by a majority of members returning votes by mail prior to the annual meeting. The new officers will be announced and introduced at the annual meeting.

Section 5. In the event of a tie vote, the Nominating Committee shall offer a second ballot containing only the names of the tied nominees within fifteen (15) days of the first tally. These ballots shall be returned to the Nominating Committee within fifteen (15) days.

Section 6. The President shall have executive supervision over the corporation within the scope provided by these by-laws, shall preside at all meetings, and shall report annually on the activities of the corporation. The President shall appoint committee chairs, the Membership Coordinator, and delegates not otherwise provided for in the by-laws.

Section 7. The Vice-President shall serve as President in the absence, incapacity, or resignation of the President, and shall hold the office for the remainder of the unexpired term, whereupon the Vice-President shall commence the term as President as designated by the by-laws.

Section 8. The Secretary shall keep the minutes of meetings of the corporation and of the Executive Board.

Section 9. The Treasurer shall render an annual financial report to the President and Membership and shall be responsible for the safekeeping of corporation funds, for maintaining adequate financial records, and shall deposit all corporation funds with a reliable banking company in the name of the corporation.

Section 10. The Executive Board shall conduct all affairs of the corporation and shall decide questions of policy that for any reason cannot be acted upon at a meeting of the corporation. In the case of a tie vote of the Board, the matter shall be resolved by a vote of the membership of Northwest Archivists at its next meeting. The Executive Board shall perform such other functions as designated in the by-laws or otherwise assigned to it by the President or by the membership in annual meeting. Directors shall serve

as liaison with national, state, and regional institutions and organizations as assigned by the President, and shall undertake special projects as determined by the Executive Board.

Section 11. If a vacancy should occur in any of the offices except President, the office shall be filled by a majority vote of the Executive Board. The person so designated shall hold the position for the unexpired term.

Section 12. The Membership Coordinator shall maintain records of the Northwest Archivist membership and distribute annual membership renewal notices.

#### Article IV. Committees

Section 1. The standing committees shall consist of a Nominating Committee, a Program Committee, a Local Arrangements Committee, a Publications Committee, and an Awards Committee. Other ad hoc committees and task forces may be formed as the Executive Board deems necessary.

Section 2. All committee chairs, except the chair of the Nominating Committee, shall be appointed by the President for one year terms.

Section 3. The rules of operation of the standing committees shall be determined by the chair of the respective committees.

Section 4. The chair of the Nominating Committee shall appoint the committee members based upon regional representation. The immediate Past President shall serve as chair of the Nominating Committee, and shall appoint two committee members provided that they are from different states and neither is from the same state as the chair. No member of the Nominating Committee shall be appointed from among the members of the Executive Board. The Nominating Committee shall consider candidates for the offices of Vice-President, Secretary, Treasurer, and directors of the Executive Board. Candidates currently must be members of Northwest Archivists, Incorporated. The recommendations of the Nominating Committee shall be formally reported to the membership at least thirty (30) days preceding the annual meeting. Recommendations may go out as part of the vote by mail ballots or as a separate mailing. The Nominating Committee shall nominate at least one candidate for each office. The Nominating Committee shall solicit nomination advice from the membership prior to selecting the final slate of candidates.

Section 5. The chair of the Program Committee shall appoint and direct a committee to plan and arrange the program for the annual meeting of Northwest Archivists, Incorporated.

Section 6. The chair of the Local Arrangements Committee shall appoint and direct a committee to plan and make host arrangements for the annual meeting of Northwest Archivists, Incorporated.

Section 7. The chair of the Publications Committee shall appoint all Committee members except that the editor of Easy Access, the official newsletter for Northwest Archivists, Incorporated, shall also serve on the Committee. The Publications Committee shall be responsible for overseeing all publications,

whether hardcopy or electronic, of Northwest Archivists, Incorporated. These publications include Easy Access, the corporation's website, the membership directory, and any other publications deemed suitable and necessary by the officers and directors of the corporation.

Section 8. The chair of the Awards Committee shall appoint and direct a committee to advertise, select, and present scholarships and professional development awards, and to honor members of Northwest Archivists, Incorporated, as approved by the membership.

#### Article V. Records

Section 1. The records of each office of Northwest Archivists, Incorporated shall be maintained as current for two terms of office, unless otherwise required by law. All current records shall be transferred to the respective incoming officers at the adjournment of the annual business meeting - excepting the records of the Treasurer which shall be transferred at the end of the fiscal year.

Section 2. When records of officers, directors, and committees are no longer deemed current, those records shall be sent to the permanent depository, determined by the Executive Board, in accordance with an approved records retention and destruction schedule.

Section 3. The fiscal year of the Northwest Archivists, Incorporated shall be July 1 through June 30.

#### Article VI. Amendments to By-Laws

Section 1. Amendments to these NWA by-laws must be proposed and filed with the Secretary at least 30 days prior to a vote being taken. Votes will be taken by remote ballot. The Secretary or another designated board member shall notify the individual members of proposed amendments by email, or by postal mail if requested by a member. Respondents will have 30 days to vote on proposed amendments. Members may request to be provided paper ballots in lieu of casting an electronic vote, in which case such ballots must be postmarked by the voting deadline.

Section 2. Amendments to the by-laws will be voted on remotely through email, electronic survey, or paper ballot. An affirmative vote of two-thirds of total respondents to a remote balloting will constitute passage, provided a quorum of the total membership is achieved.

#### Article VII. Dissolution

Section 1. In the event of the dissolution of Northwest Archivists, Incorporated, its assets and records shall be turned over to the Executive Director of the Society of American Archivists. Revised: May 31, 2014

## **Appendix B**

### Northwest Archivists Officers Job Descriptions

May 20, 2014

#### President

- Executive supervision over NWA as delineated by corporation NWA By-Laws
- Chair of Executive Board
- Presides at all Executive Board and general meetings
- Reports annually to the membership
- Appoints committee chairs (except for Nominating Committee and Distinguished Service Committee), and special task force chairs.
- Convenes two to four Executive Board meetings per year, including one at the annual meeting. Meetings may be conducted by conference call.
- Maintains necessary contact with all permanent and ad hoc committee chairs to ensure that all projects are proceeding appropriately
- Writes column for every issue of Easy Access
- Assigns liaisons to local, regional, and national organizations as appropriate
- Sets priorities and projects of the organization, in consultation with the Executive Board and in response to membership.

#### Vice-President/President-Elect

- Serves as President in the absence, incapacity, or resignation of the President
- Member of Executive Board
- Assists the President in any manner required
- Chairs Distinguished Service Committee
- Becomes familiar with projects and priorities of organization

#### Secretary

- Records, takes, and maintains minutes of Executive Board and general membership meetings

#### Treasurer

- Maintains the financial books of the organization
- Pays all bills
- Prepares and presents an annual financial report to the membership during the annual meeting
- Prepares annual financial report for the calendar year (January 1 – December 31)
- Submits financial statements quarterly to the Vice-President / President-Elect for review
- Prepares periodic financial reports for the Executive Board

#### Membership Coordinator

- Maintains a database of membership with accurate and complete contact information

## Appendix C

### Northwest Archivists, Inc. State Representative Roles and Responsibilities

May 25, 2001

The role of the Northwest Archivists director (state representative) as defined by Article 3, Section 8 is to "serve as liaison with national, state, and regional institutions and organizations as assigned by the President, and shall undertake special projects as determined by the Executive Board." As such, the state representative's responsibilities have been loosely relegated to soliciting local news and articles for Easy Access.

As more institutions submit news directly to the Easy Access editors, two results have occurred: 1) state representatives spend less time communicating with institutions within their states, and 2) representatives are eager to evaluate and more closely define their roles. This statement serves to formalize and expand the state representative's responsibilities.

A state representative's primary duty is to act as a liaison to their state's NWA members. This duty encompasses many facets, some which may change over time, as membership needs change. At this time, the following areas are identified as liaison responsibilities.

1. Membership -- act as key contact for the respective state
  - Identify potential members
  - Welcome new members
  - Identify retiring members
  - Solicit feedback from non-renewing members
  - First contact for membership issues
2. Coordinate information for Easy Access, particularly State repository news.
3. Annual Meeting
  - Conduct roundtable meetings with members attending conference in order to facilitate camaraderie among institutions, discuss issues of interest to the state and to elicit ideas for NWA priorities.
  - Meet with state representatives to decide on specific projects for the year that would be facilitated by the representatives.
4. Education
  - Collaborate with other state representatives on issues pertaining to professional educational opportunities for the membership.
5. Report to NWA committees as necessary to fulfill representative responsibilities.

## Appendix D

### Northwest Archivists Membership Application

Dues Year: July 1st – June 30th

New  Renewal

Individual (\$35)

Individual Sponsor (\$60)\*

Individual Associate (\$85)\*

Retired (\$25)

Student (\$25)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

E-MAIL \_\_\_\_\_

INSTITUTION \_\_\_\_\_

May we include the above information in a NWA membership directory?

Yes  No

(Distributed to NWA members only)

May we include your name and address in a NWA mailing list for distribution?

Yes  No

(May be distributed outside NWA) When did you join NWA? \_\_\_\_\_

Please check the committee(s) on which you are willing to serve:

Program

Education

Nominating

Scholarship

Electronic Access

Retirement Recognition

Local Arrangements

Bylaws

\*Additional gift supports Scholarship Committee

Please print and fill out this form or fill out online form. Make checks payable to Northwest Archivists, Inc. and mail to current membership coordinator.



## Appendix E.1

Vendor Invitation

Northwest Archivists

[Date]

Vendor Company

Address

Dear Sales Staff:

On behalf and the Northwest Archivists, we invite you to participate as a vendor or exhibitor in our upcoming Annual Meeting to be held \_\_\_\_\_(dates) at the \_\_\_\_\_(conference hotel) in \_\_\_\_\_(city). This meeting will attract archivists, librarians, historians, genealogists, scholars, and other interested individuals from institutions and organizations concerned with the management and preservation of archival resources throughout the Pacific Northwest. Past meetings have generated high attendance. We are pleased to provide the opportunity for you to interact with hundreds of archival professionals who evaluate products and make purchasing decisions for their institutions or repositories.

This year's vendor exhibition space at the \_\_\_\_\_(conference hotel) is located adjacent to the meeting rooms on the first floor of the hotel and offers excellent access to conference participants during the entire conference. You may ship materials to the hotel before the meeting. Exhibition days are \_\_\_\_\_(dates).

Please review the accompanying Vendor Information and Vendor Registration forms for additional details about participation in the conference. There are also opportunities to increase your visibility by sponsoring a coffee break or agreeing to become a conference co-sponsor. These sponsorship opportunities will provide additional publicity for your organization while helping to make the conference a memorable event.

We sincerely hope you will join us in \_\_\_\_\_(city). The NWA Annual Meeting offers an excellent opportunity to display your products and services to a receptive and interested audience. Should you have any questions, please don't hesitate to contact me at \_\_\_\_\_(phone, email).

Sincerely,

Name

Local Arrangement Chair

Address

## Appendix E.2

### Vendor Information

#### Northwest Archivists

##### Exhibition Fees: Standard 2-Day Fee: \$150.00

The fee for each vendor includes conference registration and meals for one (1) representative and a hotel table charge (8-foot table). The exhibit space will be available on Friday, May 7, 2004, from 8:00-5:00 and on Saturday, May 8, 2004, from 8:00-2:00. Vendors may also choose to set up and staff their tables on Thursday, May 6, during pre-conference workshops. There will be no charge for exhibits on May 6, but participants must notify conference planners in advance if they would like to participate on that day. Vendors who want a table for only one day or who have other needs should also contact the conference planning committee members listed below.

##### Sponsorships:

The Northwest Archivists, the Northwest Oral History Association, and the Pacific Northwest History Conference believe that this event will encourage and celebrate collaborative efforts among archivists, scholars, and heritage professionals throughout the Northwest. Companies, organizations, or individuals may want to take advantage of additional opportunities to highlight their participation and support the goals of the conference. Vendors may choose to sponsor a break or to serve as a conference co-sponsor.

Break Sponsor: \$ 150 and \$ 250

Breaks offer participants the opportunity to mingle in a congenial setting and to view vendor displays. Break sponsors will be recognized with prominent acknowledgements on the food and beverage tables and in the final program. This optional sponsorship is in addition to the standard exhibitor fee.

Conference Co-Sponsor: \$ 300 and up

Conference co-sponsors will provide a higher level of support for the conference and will be recognized in several ways. Co-sponsors will be given podium time during one of the conference's plenary sessions and will also be recognized prominently in the final program and on the conference Web site. Co-sponsors may include advertising materials in the packets provided to each attendee. Please contact conference planners for further information on sponsorship opportunities.

Planning Committee Contacts: Please direct any questions or comments about vendor participation in the conference to the following planning committee member: Name, Local Arrangements, Address, Phone, Email.

**Appendix E.3**

Vendor Registration Form

Northwest Archivists

Annual Meeting, City, State

Dates

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

Company/Institution: \_\_\_\_\_

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

Please check your level of participation below and enter appropriate fees:

Exhibition Fees (Required): Fee Enclosed  
\_\_\_\_\_ 2 Days \$150.00 \$ \_\_\_\_\_

Basic fee for all vendors includes conference registration and meals for one (1) representative; hotel table charges.

\_\_\_\_\_ We are interested in exhibiting during pre-conference workshops (date) NC

Sponsorships:

\_\_\_\_\_ Break Sponsor (Optional): \$150 and \$250 \$ \_\_\_\_\_

Break sponsorship gives you additional opportunities to reach attendees while supporting the goals of the conference. Benefits include significant recognition at break and in final program.

\_\_\_\_\_ Co-Sponsor (Optional): \$300 and up \$ \_\_\_\_\_

Co-sponsorship allows you to join other major sponsors and assure the success of the conference. Additional benefits include podium time; recognition at conference events and in final program; opportunity for inserts in conference packets.

Total \$ \_\_\_\_\_

Please make check payable to the Northwest Archivists and mail to the following:

Name, Treasurer

Address

**Appendix E.4**

Vendor Receipt

Northwest Archivists

Date: March 7, 2002

To: The Hollinger Corporation  
P.O. Box 9401 Northeast Drive  
Fredericksburg, VA 22404  
Attn: Ms. Elizabeth Williams

Received from The Hollinger Corporation

\$175.00 for 2-day exhibition space at the SCA Annual General Meeting 2002

\$150.00 for a full page advertisement in the meeting program

Total received (ck#2151) .....\$325.00

Thank you for your support!

## Appendix E.5

Vendor Confirmation

Northwest Archivists

March 4, 2003

April 1, 2003

Vendor Organization

Address

Dear Vendor:

Thank you for your participation in the Northwest Archivist Meeting in \_\_\_\_\_ (city/date). This letter is to follow up on a few logistical details relating to the conference.

1. Meeting Registration. You should have/will receive confirmation of your participation from NWA treasurer. As a vendor, you do not have to formally register for the meeting, you have already paid your fees. If, however, you plan to attend the Friday/Saturday lunch or dinner, you must register and pay for these meals. The deadline for payment is \_\_\_\_\_ (date). You may contact \_\_\_\_\_ to purchase meals. The deadline for our group room reservation rate at the (conference hotel and date), but I would recommend making arrangements as soon as possible. Please consult our website <http://northwestarchivistsinc.wildapricot.org/> for hotel contact information or phone \_\_\_\_\_.

2. Nametags. We will have nametags available for the individual listed in this letter, along with the name of your organization. If you are bringing a colleague, or require changes to the nametags, please contact me with any updates.

3. Shipping Exhibit Materials. (Confirm this information, vendors will want to know when and how to ship).

Example: Exhibit materials may be shipped to the \_\_\_\_\_ conference hotel. The hotel will store you materials up to two days prior to the meeting. Address packages to your organization, to the attention of \_\_\_\_\_ (hotel representative and address). Please indicate "Northwest Archives Annual Meeting" and the name of your organization" on each box.

4. Electricity/Audiovisual/Internet. The costs of technical services are not included in the exhibition fee. The hotel prefers that exhibitors arrange electrical, audiovisual, or Internet support through NWA.

- Electricity: \$\$\$
- Internet service: \$\$\$
- Phone service: \$\$\$
- Power strips: \$\$\$
- Extension cords: \$\$\$

Please contact \_\_\_\_\_ (NWA LAC Rep.) regarding your technical needs.

5. Location of the Exhibition Space. This year's exhibition space is located directly across from our main meeting rooms, in the \_\_\_\_\_ room.

6. Exhibit Setup. The exhibition area will be available for set up at \_\_\_\_\_ (time and date) and as early as \_\_\_\_\_ (time and date). The hotel will provide a skirted table and two chairs. Electrical and audiovisual services will be in place at \_\_\_\_\_ (time).

7. Storage. The exhibit area will be locked overnight on Friday, but the hotel suggests removing any valuable such as laptop computers each night. The hotel will not be responsible for any missing items. Please let me know if you have any questions, or if there is anything I can do to facilitate your participation. Contact Information \_\_\_\_\_

I look forward to meeting you in \_\_\_\_\_.

Sincerely,

Name

NWA Local Arrangements Committee

**Appendix F**

Mailing List Request Form

Northwest Archivists, Inc.

Mailing List Request Form

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

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

One time use of NWA mailing list  
\*names and postal addresses only

TOTAL: \_\_\_\_\_  
\*payable to Northwest Archivists, Inc.

Purpose of Mailing List Request  
\*one time use by the requestor only  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form with payment to: the current NWA secretary.

## Appendix G

Northwest Archivists, Inc.

Code of Conduct for Events

Adopted 12 May 2014

Part of the mission of Northwest Archivists, Inc. (NWA) is to hold events (trainings, workshops, activities, meetups, social events, conferences, and meetings) for its members throughout the year. These friendly and welcoming event spaces are intended to promote the free spread of ideas, facilitate professional networking, foster open dialog, and encourage continuing education in our region.

NWA is dedicated to continuing its long tradition of providing a safe, harassment-free event and meeting experience for everyone. Therefore, we do not tolerate harassment of/by event participants in any form. Harassment includes

- unwanted sexual attention
- stalking (physical or virtual)
- unsolicited physical contact
- deliberate intimidation
- harassing recording or photographing
- continued disruption of participants (verbally or physically)
- offensive comments, jokes, put-downs, insults, slurs, epithets and ridicule based on race, religion, language, sexual orientation, gender identity, gender expression, ethnicity, disability, physical appearance, body size, or other group status.

All participants are expected to observe these rules and behaviors in all event venues and spaces (physical or virtual) and NWA sponsored social events (including tours, receptions, and any other conference spaces). Participants include: attendees, speakers, exhibitors, sponsors, vendors, venue support staff, guests, and volunteers. Event participants violating these rules may be asked to stop, given a warning, or even expelled from the event at the discretion of the organizers.

Northwest Archivists, Inc. values your membership and the safety of all participants at our events. We take all reports of harassment seriously.

If you are being harassed, notice someone being harassed, or have other concerns, please report it to the event organizers immediately. During the annual meeting, the registration desk will be your point of contact. Only the President, the Local Arrangements Committee Chair, and the Program Committee Chair have the authority to respond to situations at the annual meeting. The President or specific event organizer(s) have the authority to respond to situations in other NWA events (physical and virtual).

Emergency contact information for the annual meeting (regarding venue security, local law enforcement, and pertinent hot-lines) can be found onsite at the registration desk. For virtual events, please contact the current President, the Chair of the Professional Development and Education Committee, or specific organizer(s) of the event.



Please note that NWA events might at times deal with sensitive content as well as subject matter that could be perceived as sexual or graphic in nature. This Code of Conduct does not cover exposure to 46 relevant event material unless these materials are being used in an inappropriate and abusive manner towards participants (i.e. visual assault). If you have any questions about the relevance of your conference or event material, please don't hesitate to contact the President, the Chair of the Program Committee, or the organizer(s) of the event.

Thank you for helping to make NWA events safe, friendly, and welcoming.

This policy is not a response to a particular past incident or reported occurrence. It is modeled on American Library Association's Statement of Appropriate Conduct at ALA Conferences, US OpenGLAM Launch/Friendly space policy, and the example policy the Geek Feminism Wiki, created by the Ada Initiative and other volunteers.