



New England Archivists Roundtables Handbook

Table of Contents

| | |
|-----------------------------------|----|
| Mission and Purpose..... | 3 |
| Mission Statement | 3 |
| General purpose | 3 |
| Activities and Expectations | 4 |
| Recognition and Standing | 6 |
| Board Recognition..... | 6 |
| Starting a new Roundtable | 6 |
| Governance..... | 7 |
| Goals and Objectives..... | 7 |
| Rules and Bylaws..... | 7 |
| Membership and Leadership | 8 |
| Membership..... | 8 |
| Elections | 8 |
| Leadership positions | 8 |
| Reporting | 10 |
| Annual reports | 10 |
| Leadership reports | 10 |
| Funding | 11 |
| Funding Requests..... | 11 |
| Reimbursement Requests..... | 11 |

Mission and Purpose

Mission Statement

Roundtables are member-organized groups officially sanctioned by NEA to provide members with opportunities to discuss ideas and issues and to socialize with colleagues of similar professional backgrounds and interests. Roundtables provide a means of focusing attention on and promoting discussion of archives-related subjects outside of NEA's meetings and official activities.

General purpose

Roundtables are created to represent the interests of NEA members in common areas of archival interest or specific affiliations of members. These areas include topical interests, institutional settings, occupational categories, and practices and methodologies. They are expected to support the larger goals of NEA and the archival profession in general by fostering communication and undertaking tasks related to and affecting their area of interest.

Roundtables are intended to assist in facilitating participation among new members in the organization and profession. The activities and functions of Roundtables are expected to develop leaders and promote greater professional activity and fellowship among members. Roundtables are intended to provide NEA members a dimension of professional involvement outside of formal NEA meetings. However, it is not intended that Roundtable members provide more efforts toward Roundtable activities than to general NEA matters.

Activities and Expectations

General Activities: The Roundtable may provide opportunities outside of regular NEA meetings for members to gather and socialize. Roundtables may conduct programs and activities related to their particular area of archival interest. These exercises may be conducted in collaboration with other Roundtables, and may welcome participants from the general NEA community who are not Roundtable members.

Meetings: Each Roundtable is expected to meet at least once every year, either virtually or in person. A meeting room will be provided by the Board during each Annual Meeting for each Roundtable upon request. Requests should be made to the Board Roundtable Liaison, who will send out a call for requests several months before the Meeting takes place. Should sufficient meeting space not be available for a Roundtable meeting at the NEA meeting site, the chairperson/liaison and Steering Committee will have the responsibility for selecting an alternate site in close proximity to the NEA meeting location. Should space considerations permit, Program Committees may also make meeting space available to Roundtables during the Fall meeting.

For meetings held in conjunction with either the Spring or Fall NEA meeting, Roundtable meeting times and locations will be promoted and included along with general NEA meeting publicity and schedules. Please do not send separate announcements or other publicity directly to the general NEA membership (via NEAdiscuss or otherwise) about your Roundtable's meeting. However, you are welcome and encouraged to promote Roundtable meetings held *outside* of the NEA Spring and Fall meetings directly to the general membership.

Presence at NEA Spring Meeting: Even if a Roundtable does not hold a formal meeting during the Spring Meeting, it is expected to have at least one member available at the Meeting in order to represent the Roundtable, to answer questions on behalf of the Roundtable, and/or to recruit new Roundtable members. Any member of a Roundtable can serve as its representative; s/he does not have to be a member of the elected (or appointed) Roundtable leadership.

Meeting Session Sponsorship: The Roundtable may sponsor session proposals of particular interest to its members to Program Committees. In the case of equally compelling proposals, a session that is sponsored by an NEA Roundtable will be given extra weight with the Program Committee.

Communicating with the Board: All communications between the Roundtable and Board will take place through the Chair. If a Roundtable has Co-Chairs, one of the Co-Chairs will be chosen as the Roundtable's liaison to the Board. NEA will appoint one Board member (one of the representatives-at-large) to serve as official liaison to Roundtable Chairs. Roundtable Chairs are responsible for informing the Board regarding Roundtable activities and events.

Service on Committees: Roundtables may be called upon to support the work of related NEA committees and task forces. For example, the Records Management Roundtable chair may be asked to

nominate a Roundtable member to serve on the Richard L. Haas Records Management Award Committee.

Web Presence: Roundtables are encouraged to contact the NEA Web Coordinator if they wish to add or change content on their dedicated page on the NEA website. Roundtables may also develop their own web presence, separate from the NEA website.

Use of NEA Name and Logo: Please consult with the Communications Committee before using the NEA logo on any web or print communications. Roundtables participating with, or co-sponsoring events with non-NEA organizations must request prior authorization from the Board.

Recognition and Standing

Board Recognition

A Roundtable enjoys the status of official recognition by NEA. It may conduct and host activities with official NEA sanction in accordance with NEA bylaws and policies. Roundtables may directly communicate suggestions of program sessions to Program Committees and other matters of concern to the Board. Roundtables are constituted as communities of interest, not as governing units. They are only permitted to make public statements on behalf of NEA, or to take action in the name of NEA, or to request funds in the name of either the Roundtable or NEA with prior authorization from the Board.

To remain in good standing, each Roundtable should maintain a roster of no fewer than 10 NEA members in good standing within a calendar year. Should any Roundtable fail to meet the minimum number of members or fail to submit reports in a timely manner, it shall be placed on probationary status for one calendar year. If the requirements are not met at the end of the 1-year probation, the Board may vote to dissolve the Roundtable.

Starting a new Roundtable

Roundtables may be initiated by a group of members or by a vote of the Executive Board. Roundtables may be initiated through a petition to the Board from no less than 10 NEA members in good standing. The Board may also vote to create Roundtables absent a petition from members. Petitions to establish Roundtables (Petition form available on the Roundtables page of the NEA website) may be submitted for approval at any of the quarterly Board meetings; petitions must be submitted to the NEA secretary no less than 10 working days prior to the Board meeting at which it will be voted on. Roundtables are officially established by majority vote of the Board, approval of a proposed Roundtable's goals and objectives, and approval of a liaison between the specific Roundtable and the Board.

Governance

Goals and Objectives

Each proposed Roundtable shall create and adopt a statement of goals and objectives of the Roundtable and its members. These goals and objectives shall address the proposed focus of the group and may address specific functions, activities or issues. All statements of goals and objectives must reflect the bylaws, policies and procedures of New England Archivists. Goals and objectives may be changed as a majority of the membership of the Roundtable sees fit. Such changes shall become effective upon approval of the NEA Board.

Rules and Bylaws

Roundtables are permitted, but are not required, to create their own operating rules and procedure. In all of their functions and activities, Roundtables must follow the bylaws, policies and procedures of New England Archivists, including those laid out in this handbook.

The Board may, from time to time, and by majority vote, alter the procedures governing Roundtables. Notice of changes to the Roundtables Handbook will be communicated to Roundtable Chairs by the Board liaison.

Membership and Leadership

Membership

Any NEA member is eligible to be a member of any Roundtable. NEA members are not limited in the number of Roundtables they may join. Each Roundtable may have its own procedure in place for new members who wish to join, but in the absence of such a procedure prospective members may simply contact the Chair(s). Members may also join using the checkbox feature on their member profile in the online Membership Directory. To remain in good standing, each Roundtable should maintain a roster of no fewer than 10 NEA members in good standing within a calendar year. Roundtable chairs may verify the current number of Roundtable members in good standing by contacting the Membership Secretary at membership@newenglandarchivists.org.

Elections

Roundtables are encouraged, but not required, to hold elections in conjunction with the annual Spring Meeting, either virtually or in-person. Results should be submitted to the Board Liaison within 14 days of an election (see the Reporting section of this Handbook for more information).

Leadership positions

Chair(s)

Members of each Roundtable will select as its presiding officer, a Chairperson. Alternately, a Roundtable may choose to elect two Co-Chairs. The Chair(s) serves as the main liaison and official representative between the NEA Board and Roundtable members. Duties of the Chair(s) include:

- Appears at NEA Board meetings when necessary.
- Submits changes in Roundtable Goals and Objectives to the Board for approval.
- Familiarizes her/himself with NEA bylaws, policies and procedures.
- Works with Roundtable Steering Committee to plan programs, reviews Roundtable Goals and Objectives, submits financial requests, and manages Roundtable finances.
- Prepares and submits annual report on Roundtable activities to the NEA Board no less than 10 days prior to the Board meeting held in conjunction with the annual meeting.
- Responsible for calling and chairing Roundtable meetings. Requests meeting space (when necessary) from Local Arrangements Committee at meetings.
- Serves as official representative of Roundtable at events within the Roundtable's sphere of interest.
- Manages and resolves conflicts within the Roundtable.
- Provides leadership and direction in policy matters for Roundtable.
- Markets Roundtable and activities to other NEA members.
- Other duties as specified in Roundtable Goals and Objectives.

Qualification: Must be a member of NEA and a member of the specific Roundtable

Term of duty: The standard term for a Roundtable Chair is 2 years; however, a Roundtable may vote to change the term of their Chair position to either 1-year or 3-years, depending upon the needs of the Roundtable. Any changes in leadership terms should be communicated to the Board in the Roundtables' annual report.

Should a Chair resign or otherwise not be able to fulfill their responsibilities, Roundtable members may hold an ad hoc election to select an interim Chair. Alternatively, Roundtable members may request that the Board appoint an interim Chair/liaison to fill the unexpired term.

Steering Committee

Optionally, a Roundtable may elect, or the Roundtable Chair(s) may appoint, a Steering Committee to assist in leadership of the Roundtable. Duties of the Steering Committee include:

- Helps plan and conduct events and programs for Roundtable.
- Secures space and supplies for Roundtable activities.
- Raises funds for Roundtable activities. Approves expenditures for Roundtable activities.
- Advertises and markets Roundtable to prospective members.
- Familiarizes her/himself with NEA bylaws, policies and procedures.
- Annually verifies validity of Roundtable membership against membership list maintained by the NEA Membership Secretary.
- May facilitate proposals for sessions and programs at NEA meetings. Coordinates with the Board, committees, task forces, and other Roundtables on developing sessions, projects and programs for NEA meetings.
- Communicates with NEA members on Roundtable activities. Posts Roundtable-related announcements to NEA listservs.
- Facilitates participation by members in Roundtable activities.
- Manages projects and tasks requested by NEA Board, committees, or task forces.
- Other duties as specified in Roundtable Goals and Objectives.

Qualification: Must be a member of NEA and a member of the specific Roundtable

Term of Duty: Steering committee terms should match the length of the Chairperson's term (1-3 years).

Reporting

Annual reports

Due: 10 days prior to the Board meeting held in conjunction with the Spring Meeting.

Submit to: The Board liaison.

Annual reports should summarize activity during the previous 12 month period. They should include:

- The names of Steering Committee members
- A count of the number of Roundtable members, in good current standing with NEA*, as of the report date
- A list of meetings and activities undertaken under the auspices of the Roundtable
- A report on NEA sessions and other activities conducted by the Roundtable
- A detailed account of revenues and expenditures from Roundtable activities since the previous Annual Meeting
- Any other information the Chairperson and Steering Committee wishes to submit.

*For assistance checking the NEA membership status of your Roundtable members, contact the Membership Secretary at membership@newenglandarchivists.org

Leadership reports

Due: 14 days after an election is held

Submit to: The Board liaison.

After an election is held, a report listing the name and contact information for newly elected Chair(s) of a Roundtable should be submitted to the Board no less than 14 days after the election is held.

Funding

Funding Requests

Roundtables are, in most cases, expected to provide their own funding and other resources to support activities. However, each Fall Roundtables may petition the Board for funds to finance their activities for the coming year. The request must include a detailed projection of expenditures.

The Board Liaison will notify Roundtables each Fall when budget requests are due; budget requests are to be submitted directly to the Board Liaison, who will then submit them to the Board for review. NEA's fiscal year runs from 1 January to 31 December.

The **Budget Request Form** is available on the Roundtables section of the NEA website.

The Board is not obliged to grant any requests for funds and reserves the right to decrease the amount of funding requested by the Roundtable. The Board will review funding requests for Roundtable activities in conjunction with NEA's annual budget review and approval process. Funds will be awarded in an amount not to exceed \$300 per Roundtable and not to exceed an aggregate \$1500 within the overall NEA budget in a single year. The Board reserves the right to increase or decrease this amount as it sees fit, or as fiscal circumstances and exigencies may dictate.

The Roundtable must include a detailed report of its expenditures in its annual report. Any unexpended funds will not be carried over to the next fiscal year.

Reimbursement Requests

Once money has been spent on approved activities, Roundtable Chair(s) should request reimbursement by emailing the NEA Treasurer. Include the amount spent and what the money was used for, as well as to whom the check should be made out and where it should be sent. Please include a scanned copy of the receipt. If it is easier to send this information by mail, contact the Roundtable Board Liaison for the mailing address of the current NEA Treasurer

The **Reimbursement Request Form** is available on the Roundtables section of the NEA website.

Questions about funding and reimbursement requests should be sent to the NEA Treasurer at treasurer@newenglandarchivists.org.