

Summary of Changes to the Constitution, By-Laws and Standing Rules Virginia Association of Government Archives and Records Administrators

CONSTITUTION:

No changes.

BYLAWS: Suggested changes:

Currently Reads:

Article II – PURPOSE

Change:

The name of Article II from **Purpose** to **Mission**. (Since VAGARA has a Purpose in the Constitution, and the wording in the Purpose is different from the By-Laws, it is recommended that the change of wording to Mission. Mission wording matches VAGARA brochure.)

Currently Reads:

Article III – PURPOSE (See above)

Section 1 There shall exist the following membership classifications within the organization: a) individual, b) vendor, and **d)** honorary.

Change:

ARTICLE III – MEMBERSHIP

Section 1 There shall exist the following membership classifications within the organization: a) individual, b) vendor, and **c)** honorary (Letter change from d to c.)

Currently Reads:

Section 5 whose dues remain unpaid for **six** months shall cease to be a member

Change:

Section 5 whose dues remain unpaid for **three** months shall cease to be a member (Change length of time for renewal update from 6 to 3.)

Currently Reads:

Article V – Elections

SECTION 3 **The newly Executive Board shall**

Change:

SECTION 3 **The newly *elected* Executive Board shall**

Currently Reads:

ARTICLE VI – MEETINGS

SECTION 1 There shall be a business meeting held at the Annual Conference.

Change:

SECTION 1 There shall be a business meeting *of the Association* at the Annual Conference. (Addition of wording.)

Currently Reads:

SECTION 2 Notices of all meetings of the Association shall be **mailed** not less than thirty calendar days prior to such meetings.

Change:

SECTION 2 Notices of all meetings of the Association shall be **disseminated** not less than thirty calendar days prior to such meetings. (Change of wording.)

Currently Reads:

ARTICLE VII - EXECUTIVE BOARD

SECTION 5 The **President** of the meeting is expected

Change:

SECTION 5 The **presiding chair** of the meeting is expected (Change of wording since there are other eligible chairs of board meetings.)

STANDING RULES: Suggested changes:

Currently reads:

1. The annual individual membership dues shall be \$20.00.

Addition:

1. After 1st sentence, add: The subscription period is January 1st through December 31st of each year. The rolls will be purged as of April 1of the new-year.

Currently reads:

2. Vendor Corporate Bundle Memberships are available at \$150.00 USD for up to three members of a company. The subscription period is for one year beginning on January 1. The Bundle membership allows companies to have up to three members join for one fee.

Addition/Revision:

2. **Individual vendor membership is available at \$100.00.** Vendor Corporate Bundle Memberships are available at \$150.00 ~~USD~~ for up to three members of a company. The subscription period is for one year beginning on January 1. ~~The Bundle membership allows companies to have up to three members join for one fee.~~ (Addition of individual vendor membership wording as well eliminating the initials USD from second sentence. Also, elimination of last sentence since it is redundant.)

Currently reads:

3. Each Member of the Executive Board may be re-elected to that same office for one additional term. However, members shall serve no more than eight continuous years on the Board. Non-voting ex-officio members are exempt.

Addition/revision:

3. . . . **A maximum of two members may be excluded from the eight year term limit. Non-voting ex-officio members are exempt from the eight year rule.**

Currently reads:

5. Each member of the Association shall be responsible for notifying the Membership Chariman of any change in name, address, telephone, or FAX number and E-mail address if appropriate.

Suggestion:

Eliminate #5 since members are able to update their member profiles via the VAGARA.org website.

Currently reads:

6. The **outgoing secretary** shall provide the Executive Board **and Committee chairmen** with a copy of all job descriptions, Constitutions and By-Laws, scholarship rules, and awards.

Suggestion:

6. The Executive Board shall ensure that a current copy of all guiding documents is available on the VAGARA website.

Currently reads:

7. Request for reimbursement of long distance calls made by Executive Board members or chairmen acting in their official capacity shall be presented to the Executive Board for approval. If approved, the requesting member shall submit their Quarterly listing of calls with charges to the Treasurer.

Change:

Eliminate #7 since long distance call reimbursement is obsolete.

Currently reads:

8. Request for reimbursement of **postage** incurred by Executive Board members or **chairmen** acting in their official capacity shall be submitted **on a quarterly basis, or sooner, if necessary**, to the Treasurer.

Change:

8. Request for reimbursement of **expenses** incurred by Executive Board members or **chair persons** acting in their official capacity shall be submitted to the Treasurer. (Change postage to expenses, chairmen to chair persons, and removal of extraneous language.)

Currently reads:

10. Before each publication, the VAGARA newsletter shall be approved by the President, as well as any changes to the web page site.

Change:

- (Renumber)** 9. Content of all publications shall be approved by the President. (Rewrite of sentence.)

Currently reads:

11. The outgoing President's plaque shall be purchased by the Immediate Past President and presented at the Annual Conference.

Change:

Eliminate #11.

Currently reads:

12. A membership roster shall be provided to each VAGARA member every July.

Change:

Originally recommended for elimination, after further discussion, suggested putting it back in with a rewritten statement.

- (Renumber)** 11. A membership roster shall be made available to members.

Currently reads:

13. The President shall be provided a suite at the conference **to be used as the VAGARA hospitality suite**, and the Conference Chairman will be provided with a room. The cost of the room and suite will be paid out of the Annual Conference budget.

Additions/changes:

(Renumber) 12. The President shall be provided a suite at the conference, and the Conference Chair will be provided a room. The cost of . . . **(Removal of hospitality suite language.)**

Currently reads:

15. The annual Connis O. Brown **Continuing Education** Scholarship(s) will be awarded by the Executive Board. **The Scholarship Committee shall select and present proper candidates from members in good standing for nomination.** The amount of the scholarship award(s), in addition to the number of scholarships, will be determined annually by the Executive Board.

Additions/changes:

(Renumber) 14. The annual Connis O. Brown Scholarship(s) will be . . . Removal of Continuing Education and 2nd sentence. . . The amount . . . **(Removal of extraneous language.)**

Currently reads:

16. All **donations and** interest earned from the money market account shall go into the General Fund.

Change:

(Renumber) 15. All interest earned from the . . . **(Removal of words 'donations' & 'and')**

Currently reads:

17. The Executive Board shall make a memorial donation on behalf of the VAGARA membership to a deceased member's chosen charity of organization.

Change:

(Renumber) 16. In the event of the death of a member, the Executive Board shall make a charitable donation in the deceased member's name on behalf of the VAGARA membership. **(Rewrite of language.)**

Currently reads:

18. The Executive Board shall recognize all retirees at the annual conference.

Change:

Eliminate #18.

Currently reads:

22. Credit card guidelines will be established and approved by the Executive Board and will be reviewed on a bi-annual basis or as recommended by a majority of the Executive Board.

Change:

(Renumber) 21. Credit card, Operational Guidelines, and policies will be reviewed biennially and approved by the Executive Board. (Rewording of sentence to include other documents used by the Executive Board.)

Other:

Renumber remaining items. No changes to content.