

MID-SOUTHERN CALIFORNIA AREA 09  
ARCHIVES COMMITTEE GUIDELINES

Approved 3-9-85

Revised 9-11-04

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The Mid-Southern California Area Archives Committee was created by the Mid-Southern California Area 9 Assembly in 1982. It is dependent upon that body for the bulk of its financial support. Donations, financial and otherwise will be accepted in accordance with general A.A. guidelines.

Much of the material for the archives has been donated, or loaned by interested members or friends of Alcoholics Anonymous. Without their help and dedication, this endeavor would not be possible.

I. **PURPOSE**

To carry the message of Alcoholics Anonymous through its historical perspective. This is accomplished through gathering, preserving and displaying historical material concerning the development of Alcoholics Anonymous in Southern California and the Mid-Southern California Area 9 in particular. It is hoped that this material will be used extensively by anyone interested in the history of Alcoholics Anonymous. No A.A. memorabilia should be purchased to achieve this goal, however, new material may be purchased, with the approval of the Archives Committee.

II. **ARCHIVES COMMITTEE**

The Archives Committee is responsible to the Mid-Southern California Area Assembly and is directly responsible for the operation and general welfare of a centrally located archives repository.

A. **MEMBERSHIP:**

1. The composition of this Committee is not restricted to members from any one specific locality or Delegate Area.
2. The number of Committee members is not limited. The Committee is open to any AA member willing to serve.
3. A.A. members serving on the Committee should have a reasonable length of sobriety, preferably one year.
4. The term of service for Committee members, except the Archivist, is four years. A member may serve one additional term of four years with the approval of the Committee
5. A prospective member may not vote at their first meeting but becomes a voting member at the second meeting, which must be within a six-month period.
6. Members missing two consecutive meetings without being excused by the Committee will be dropped from the membership list.
7. Any Archives Committee member may be removed for cause, by a two-thirds vote of the Archives Committee.

B. **MEETINGS:**

1. Archives Committee meetings should be held every other odd month or a minimum of six times a year. Meetings should be held the Saturday before the Area meeting. The Chairman may call additional meetings with at least two weeks notice.

C. **QUORUM:**

1. At least five members, two of them officers, must be present to constitute a quorum of the Archives Committee.

**D. VOTING PROCEDURE:**

1. Most Archives Committee business may be passed by a simple majority vote.
2. Unusually important matters such as, but not limited to, long-term policy decisions, making contractual obligations, and approval of the annual budget as a whole, will be decided by the principle of Substantial Unanimity.

**E. COMMITTEES:**

1. The Archives Committee shall have the following Committees;
  - a. Operating Committee,
  - b. Collections subcommittee,
2. Other Committees, special Committees and ad hoc Committees may be created as needed and will elect their own Chairs.

**III. OFFICERS**

**A. OFFICERS:**

1. The officers of the Archives Committee shall be;
  - a. a Chairman,
  - b. co-Chairman,
  - c. Secretary,
  - d. Treasurer.

**B. TERM OF OFFICE:**

Officers will serve 2-year terms, but are eligible to serve an additional 2- year term if re-elected.

**C. ELECTIONS:**

The officers of the Archives Committee will be elected at the first regular Archives Committee meeting after area elections, with the Chairman subject to approval by the Area Assembly. The Third-Legacy procedure may be used.

**D. DUTIES OF OFFICERS:**

Duties of the officers include, but are not limited to the following:

1. Chair:
  - a. Conduct Committee meetings and Chair Committee-sponsored events.
  - b. Follow Robert's Rules of Order at all Committee meetings.
  - c. Attend the monthly Area meetings and make reports on behalf of the Committee.
  - d. Make nominations to fill vacant positions of the Operating Committee.
  - e. Appoint, with the approval of the Archives Committee, all sub-Committee and Special Committee members.
  - f. Appoint, when necessary, a new Archivist.
  - g. Prepare the annual budget for Committee review and Area Assembly approval.
  - h. The Chair is a non-voting member of the Archives and Operating Committees but will cast the deciding vote in event of a tie.
  - i. The Chair is an ex-officio member of all sub-Committees and special Committees.
2. Co-Chair:
  - a. Assist the Chairman in parliamentary issues.
  - b. Maintain the schedule for the Archives Repository operating hours.
  - c. Represent the Committee at events.
  - d. Perform the Chairman's duties in his or her absence, for whatever reason.

3. Secretary:
  - a. Compile minutes of the Archives Committee and Operating Committee meetings.
  - b. Maintain a Committee membership list. Such list should include mailing information and membership dates.
  - c. Compose letters, notifications and correspondences to send on behalf of the Committee. U.S. Mail, email, or combination of both may be used to do this.
4. Treasurer:
  - a. Maintain a record of any money in the possession of the Committee.
  - b. Purchase material for the archives or the Committee and reimburse members for their expenses on behalf of the Committee.
  - c. Financial reports should be given at the regular Committee meetings and periodic reports submitted to the Area Treasurer.
  - d. Help with the preparation of the annual budget.

#### IV. OPERATING COMMITTEE:

The Operating Committee shall be composed of the officers of the Archives Committee, the Archivist and the Chair of the Archives Collections sub-Committee.

The Operating Committee is empowered to act on emergency matters between Committee meetings. A quorum of the Operating Committee shall be four members.

#### V. ARCHIVIST:

The purpose of the Archivist is to provide direction for the MSCA Archives. The Archivist has the custodial responsibility for assuring the physical integrity of the collection and its availability to persons with a valid reason for study and also a parallel and critical role of data gatherer.

The Archivist is appointed by the Chairman, subject to approval by a majority of the Committee and may serve an indefinite term. However, he or she will be subject to review and approval by a majority of the Committee every four years. The Archivist may be removed for cause, by a two-thirds vote of the Archives Committee. The Archivist is a ex-officio member of the Archives Committee, Operating Committee and other sub-Committees.

##### A. DUTIES OF ARCHIVIST:

1. Duties include but are not limited to;
  - a. Set up and maintain the Archives Repository,
  - b. Inform the fellowship of the need for the archives and the preservation of A.A. history,
  - c. Represent the Mid-Southern California Area 9 Archives at as many AA events as possible,
  - d. the Archivist shall recruit an assistant, with the Archive Committee's approval, to help carry out the duties of the Archivist. The Archivist's assistant shall be subject to the same terms and conditions as the Archivist. The assistant should be willing to assume the duties of the Archivist in the event of the Archivist's absence for whatever reason. The assistant may be removed for cause by the Archivist, subject to the approval of the Archives Committee.

#### VI. COLLECTIONS:

All material will be the responsibility of and under the direct control of the Archives Committee. Strict controls over the collection, storage and use of the material must be maintained and adhered to at all times. Those controls are outlined in the Collections Policy, which is a part of these guidelines. The full Archives Committee has approved the Collections policy and must approve any amendments. The Archives Committee may discard or dispose of any material accepted that does not reflect the Committee's purpose as stated in Article I of these Guidelines and the Collections Policy. This includes giving away or sharing any duplicated items with other Archives, Archivist or individual A.A. members. The Collections Committee shall provide a list of items to be disposed of and will make recommendations on what should

be done with the items. Any discarded material will be dealt with in accordance with the terms and conditions as set out in the Collections policy.

**A. COLLECTIONS POLICY:**

A Collections Policy was approved by the Archives Committee on May 1, 2004. This Collections Policy is included here by reference and attached as Appendix A.

The Collections Policy is not a fixed policy but is expected to develop over a period of time, it may need to be changed as the circumstances of the collection and the direction of the Archives alter. This policy should be reviewed at least every two years to re-assert the objectives and focus of the organization.

**B. COLLECTIONS SUBCOMMITTEE:**

The Collections subcommittee members need not be members of the Archives Committee. The Collections subcommittee shall have no less than 3 and no more than 6 members. The Archivist is a permanent member of the subcommittee. The term of service shall be no more than two consecutive 2 year terms. The subcommittee shall meet at the call of the Chair but no less than quarterly.

Duties of the of the Collections subcommittee include; develop and implement a detailed collections policy, catalogue all materials in a manner useful to the Archives Committee and the larger fellowship, make recommendations to the Archives Committee regarding acquisitions and disposal of items.

The subcommittee members shall elect the Chair who must be confirmed by the Archives Committee.

1. Duties of the Chair include;

- a. oversight of development and implementation of the Archives Collections Policy,
- b. presentation of the recommendations regarding addition to or deletions from the Archives Collection to the Archives Committee.

**VII. ARCHIVES REPOSITORY:**

The location of the archives will be left to the discretion of the Archives Committee. It should be in a location that provides the required protection and is readily accessible to the Fellowship. Due to the vastness of the area, it would not be practical to designate a specific town in which it will be located.

**VIII. GUIDELINES:**

Changes in these guidelines will be subject to the approval of two-thirds of the members present after the changes are discussed at two consecutive regular Committee meetings.

**IX. SUSPENSION:**

Upon agreement by three-fourths of the Committee present voting thereon, these Guidelines or any part thereof may be suspended temporarily for necessity.

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