

MID-SOUTHERN CALIFORNIA AREA 09  
ARCHIVES COMMITTEE GUIDELINES  
Originally Approved by MSCA 3-9-85  
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The Mid-Southern California Area (MSCA) 09 Assembly created the Mid-Southern California Area Archives Committee in 1982. The Committee is dependent upon that body for its financial support. Donations 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

The purpose of the MSCA 09 Archives is 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 MSCA 09 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 is to 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 MSCA 09 Assembly and is directly responsible for the operation and general welfare of a centrally located archives repository.

A. MEMBERSHIP:

1. The composition of Archives Committee (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. A prospective member may not vote at their first meeting but becomes a voting member at the second meeting, which must be within a 6-month period.
5. Members missing three consecutive meetings without being excused by the Committee will be dropped from the membership list.
6. Any Archives Committee member may be removed for cause, by a two-thirds vote of the Archives Committee.

B. MEETINGS:

1. Archives Committee meetings are held every month. Meetings, whenever possible, are to be held on the third Saturday of each month. The Chair may call additional meetings with at least 2 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 Committee
2. Other committees, special committees and ad hoc committees may be created as needed and will elect their own Chairs.

III. OFFICERS

A. OFFICERS:

The officers of the Archives Committee shall be;

- 1 Chair
2. Alternate Chair
- 3 Secretary
4. 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 and other committees will be elected at the first regular Archives Committee meeting after area elections, with the Archives Committee Chair subject to approval by the Area Assembly. It is suggested that a Third-Legacy procedure 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. Recommend, when necessary, a new Archivist to the Archives Committee.
  - f. The Chair is a non-voting member of the Archives and Operating Committees but will cast the deciding vote in event of a tie.
  - g. The Chair is a voting member of all committees and special committees.

2. Alternate Chair:
  - a. Assist the Chair in parliamentary issues.
  - b. Maintain the schedule for the Archives Repository operating hours.
  - c. Represent the Committee at events.
  - d. Perform the Chair's duties in his or her absence.
  - e. Organize and implement the Archives Open House and Heritage Day events.
  
3. Secretary:
  - a. Compile minutes of the Archives Committee, ~~and~~ Operating Committee, and Collection Committee meetings.
  - b. Maintain a Committee membership list. The membership list is to include mailing information, telephone numbers, email addresses, 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. Prepare the Committee's annual budget that is to be approved by the Archives Committee.

#### 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 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 Archivist is to provide direction for the MSCA 09 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 recommended by the Chair, subject to approval by a majority of the Committee and may serve unlimited terms. However, he or she will be subject to review and approval by a majority of the Committee every 4 years. The Archivist may be removed for cause, by a two-thirds vote of the Archives Committee. The Archivist is a voting member of the Archives Committee, Operating Committee and other 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 MSCA 09 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. 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 MSCA 09 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 and Archivists. 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, and revised and approved February 2013. 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 change. This policy should be reviewed at least every two years to re-assert the objectives and focus of the organization.

### B. COLLECTIONS COMMITTEE:

The Collections Committee members need not be members of the Archives Committee; however, they must meet all of the expressed suggestions of Archives Committee membership. The Collections Committee shall have no less than 3 members. The Collections Committee shall meet at the call of the Chair but no less than quarterly.

Duties of the of the Collections Committee 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.

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, with approval of the MSCA 09 Assembly. 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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