

CONFERENCE OF INTER-MOUNTAIN ARCHIVISTS

CIMA Policies and Procedures Handbook

A How-To Guide to the Organization's Mission, Business, and History

Version 1.0

Updated and Approved: May 2017

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CONFERENCE OF INTER-MOUNTAIN ARCHIVISTS

CIMA Policies and Procedures Handbook

Part 1: Introductory Material

1-1 Introduction

The Conference of Inter-Mountain Archivists (CIMA) Handbook is intended to be a practical tool outlining the major duties of the officers, Council, and committees. It provides an up-to-date reference on the Conference's structure, aims, policies, and procedures.

The Handbook is based on the CIMA Bylaws, Alice Sturgis's *The Standard Code of Parliamentary Procedure*, and ongoing decisions by the Council. Should there be a conflict among these, the Bylaws take precedence, since the Handbook is not binding.

To maximize the Handbook's usefulness, all Council decisions affecting material in it should be immediately noted by the Secretary. These revisions should be made and updated in the master online copy of the Handbook so that all Council members, committee chairs, and the general membership may have access to the most current version via the CIMA website.

1-2
Bylaws

REVISION HISTORY:

- *Revised and adopted by membership in July 2002*
- *Amended July 2009 to grant allowance for electronic voting*
- *Amended October 2009 to include addition of Life--Time Membership option*
- *Amended May 2010 to include creation of Awards Committee*
- *Amended June 2011 to include addition of institutional membership, and modification of Education and Training Committee responsibilities*
- *Amended and revised by membership in July 2012 to adhere to CIMA Procedures Manual.*

I. NAME

- I. The name of this organization shall be the Conference of Inter-Mountain Archivists (CIMA).

II. PURPOSE

- A. The Conference of Inter-Mountain Archivists is a professional organization established to promote cooperation and facilitate the exchange of information among individuals, groups, and institutions in the intermountain states and adjoining areas who are interested in the preservation and use of archival and manuscript materials; to disseminate information on research materials, archival methodology, and conservation techniques; to provide a forum for the discussion of matters of common concern; and to further the education and training of archivists, curators, records managers and custodians of private papers.

III. MEMBERSHIP

- A. Individual membership shall be open to any interested person who has paid all current dues assessed by the Conference.
- B. Institutional membership shall be open to any interested institution who has paid all current dues assessed by the Conference.
- C. Annual dues shall be determined by the Council and ratified by a majority of members voting. Notice of proposed dues increases shall be circulated to the membership at least thirty (30) days prior to a vote.
- D. Along with a standard option for annual dues, there shall be an option for a Life-Time Membership for individuals. The established fee for the Life-Time Membership shall be perpetually equivalent to ten (10) times the current dues for annual membership. After paying this optional one-time fee, a CIMA member shall be considered a member for life, with all the rights and privileges of full

CIMA membership. Life-Time Members shall receive a certificate acknowledging their life-time status.

IV. OFFICERS AND GOVERNMENT

- A. Officers: The Officers of the Conference shall be: a President, a Vice-President/President-elect, an Immediate Past President, and a Secretary/Treasurer.
- B. Council: The Council shall consist of the officers and six additional members.

V. TERMS OF OFFICERS AND COUNCIL MEMBERS

- A. Terms of Officers:
 - 1. President shall serve a term of one year, and then succeed to the office of Immediate Past President.
 - 2. Vice-President shall be elected to a term of one year, and then succeed to the office of President.
 - 3. Immediate Past President shall serve a term of one year.
 - 4. Secretary/Treasurer shall be elected to a term of two years.
- B. Council members shall be elected to two year terms. In order to stagger terms, three Council members will be elected each year.
- C. Resignations: upon the resignation of an officer or Council member, officers will appoint with approval of Council a replacement to complete the remaining term.
- D. All officers and Council members shall assume office and commence their terms July 1 of the year elected.

VI. COMMITTEES

- A. Ad Hoc Committees: The officers with the approval of Council shall have the authority to create and appoint membership to whatever committees Council deems necessary.
- B. Standing Committee: The Conference of Inter-Mountain Archivists shall have four standing committees:
 - 1. Nominating Committee – There shall be a Nominating Committee composed of three members. The Immediate Past President will serve as chair and select the other two members from the body of CIMA membership.

2. Program Committee – here shall be a Program Committee chaired by the President. The President shall constitute the committee as he/she sees fit. The Program Committee shall be responsible for preparing the program for the annual meeting of the Conference.
3. Membership, Education and Training Committee- here shall be a Membership, Education and Training Committee chaired by the Vice President. The committee shall be assembled by the Vice-President and include two Council members and one member from the body of the Conference. The Committee shall be responsible for increasing the number of individual and institutional members and ensuring the retention of these members through the offering of services that meet their needs. The Committee shall also be responsible for promoting the development of training programs within the intermountain region and provide an archival training session at each Conference meeting.
4. Newsletter Committee – There shall be a Newsletter Committee appointed by the officers and approved by the Council. The Committee shall be responsible for the CIMA Newsletter. The editor of the newsletter will serve as chair of the Committee and constitute the Committee as he/she sees fit.
5. Awards Committee – There shall be an Awards Committee appointed by the officers and approved by the Council. The committee shall include representatives from all states in the region. The Committee shall be responsible for the creation and presentation of awards and citations given in the name of the organization. The Committee shall also be responsible for all details concerning the implementation and selection process. All awards shall recognize service and accomplishment within the organization, or the archival profession generally. Nominations for awards shall be taken from the organization membership. Final approval of all awards recipients and presentations shall be made by the officers and the Council. The officers and Council shall also have final approval over the creation or elimination of any award.

VII. NOMINATIONS AND ELECTIONS OF OFFICERS AND COUNCIL MEMBERS

A. The Nominating Committee shall:

1. Consult the membership for suggestions.
2. Nominate at least one candidate from the Conference membership for each vacancy for Officers and Council members.

3. Submit a list of nominees to the Council by the March Council meeting for review. The list of nominees will be published in the Spring Newsletter.
 4. Reflect the diversity of interests, geographical location, sex, age, race, and religion in its selection of nominees.
- B. The officers and members of Council shall be elected by mail or electronic ballot by June 30th. The nominees receiving a plurality of the legal votes cast shall be elected and shall commence their terms on July 1st.

VIII. MEETINGS

- A. Regular meetings – The Conference shall hold two meetings each year: one in the spring and the second in the fall. The spring meeting shall include the annual business meeting of the Conference. Each state group of members may hold a separate fall meeting.
- B. Special Meetings – Special meetings of the Conference may be called by the President, upon the approval of Council, or at the written request of fifteen dues-paying members. These meetings may be called for the purpose of conducting special business or may consist of special workshops focusing upon a specific subject or subjects.
- C. Notification – written notice shall be sent to the membership at least thirty days in advance of all meetings. Notice may be sent via e-mail or the U.S. Postal Service.

IX. AMENDMENTS

- A. Amendments to these bylaws must be proposed in writing by at least five (5) members and filed with the Secretary sixty (60) days in advance of the annual business meeting.
- B. Proposed amendments will appear in the CIMA Newsletter thirty (30) days before the annual meeting. Such proposals will be discussed at the annual meeting.
- C. Proposed amendments will be voted on by mail ballot within six weeks of the annual meeting.

X. PARLIAMENTARY AUTHORITY

- A. The rules contained in Roberts' Rules of Order shall govern the Conference in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of the Conference.

1-3
Articles of Incorporation

ARTICLES OF INCORPORATION

OF

CONFERENCE OF INTERMOUNTAIN ARCHIVISTS

KNOW ALL MEN BY THESE PRESENTS, THAT:

I, the undersigned, being a natural person over the age of twenty-one (21) years, have this day voluntarily formed a corporation, which is a non-profit corporation within the contemplation and definition of Section 6-6-18 et. seq., Utah Code Annotated, 1953. I hereby certify as follows:

ARTICLE I

NAME

The name of this corporation shall be:

CONFERENCE OF INTERMOUNTAIN ARCHIVISTS

ARTICLE II

PERIOD OF DURATION

The term for which this non-profit corporation (hereinafter for convenience referred to as “the Conference” or “said Conference”) is to exist is one hundred (100) years from and after the date of its incorporation unless sooner dissolved or terminated by law.

ARTICLE III

PURPOSE

The Conference is established to promote cooperation and facilitate the exchange of information among individuals interested in the preservation and use of archival and manuscript materials in the intermountain states and adjacent areas; to disseminate information on research materials and archival methodology; to provide a forum for the discussion of matters of common concern; and, in furtherance of these objectives, to cooperate with other similar cultural and educational organizations.

The Conference shall be organized and operated exclusively for literary and educational purposes, and no part of the net earnings shall inure to the benefit of any

private shareholder or individual, all in compliance with UCA 59-13-4 (4) and IRC Section 501 (c) 3.

ARTICLE IV

MEMBERSHIP

(a) Individual membership shall be open to any interested person in the intermountain states and adjacent areas who has paid all current dues assessed by the Conference. There shall be no stock or securities of the Conference.

(b) Annual dues shall be determined by the Council and ratified by a majority of members voting. Notice of proposed dues shall be circulated to the membership at least thirty (30) days prior to a vote.

ARTICLE V

OFFICERS AND GOVERNMENT

(a) Officers and Trustees. The governance of the Conference, the management of its affairs, and the regulation of its procedures shall be vested in a Council of five (5) members who shall elect one (1) of their number as Chairman. The council shall be comprised of one (1) member from each of the States of Idaho, Nevada, and Utah, and two (2) members at large, chosen without regard to political boundaries. The following shall constitute the Council from the date of incorporation and until their successors are elected and qualified:

NAME AND POSITION

TITLE AND ADDRESS

Jay M. Haymond
Chairman and Treasurer
State Representatives
From Utah

Coordinator of Collections
and Preservation
Utah State Historical Society
603 East South Temple
Salt Lake City, UT 84102

A.J. Simmonds
Secretary
Member-at-large

Special Collections Librarian
Utah State University
Logan, UT 84322

Robert D. Armstrong
State Representative
from Nevada

Special Collections Librarian
University of Nevada
Reno, NV 89507

Judith Austin
State Representative
from Idaho

Research Historian and Archivist
Idaho State Historical Society
610 Julia Davis Drive

Boise, ID 83706

Brent Thompson
Member-at-large

Manuscripts Processor
LDS Church Archives
Salt Lake City, Utah

(b) Election of Council Members and Terms of Office. The members of the Council shall be elected by mail ballot within a month after the annual business meeting. The nominees receiving a plurality of the legal votes shall be elected. Council members shall be elected to a two-year (2-year) terms. Members from the States shall be elected during even-numbered years; at-large members shall be elected during odd-numbered years. Members shall serve until their successors are elected. Vacancies in the Council shall be filled by appointment by the remaining Council members. No more than one member from a single depository may be elected to serve at any one time as a member of the Council.

(c) Nomination of Council Members. Council members shall be elected from a slate presented in the report of the Nominating Committee and from names presented from the floor at the annual business meeting.

(d) Removal of Council Members. Any Council member may be removed from office by a written two-thirds (2/3) vote of the dues-paying members of the Conference.

(e) The initial principal office shall be: Utah State Historical Society, 603 East South Temple, Salt Lake City, Utah 84102.

ARTICLE VI

MEETINGS

(a) Regular Meetings. The Conference shall hold two (2) meetings each year: one in the spring and the second in the fall. The spring meeting shall include the annual business meeting of the Conference and shall be held within two hundred (200) miles of Salt Lake City. The fall meeting shall be held at a site which shall rotate among the States represented in the Conference.

(b) Special Meetings. Special meetings of the Conference may be called by the Chairman, upon approval of the Council, or at the written request of fifteen (15) dues-paying members. These meetings may be called for the purpose of conducting special business or may consist of special workshops focusing upon a specific subject or subjects.

(c) Notification. Written notice of all meetings shall be mailed to the membership at least thirty (30) days in advance of such meetings.

ARTICLE VII

COMMITTEES

(a) Committees. Committees shall consist of a standing Nominating Committee and such other committees as may be appointed from time to time for the transaction of the special business of the Conference.

(b) Nominating Committee. The Nominating Committee shall consist of three (3) members elected for staggered terms of three (3) years each. One member shall be elected from the floor at each annual business meeting. The Committee shall present a written report and slate of nominees for council positions at the annual business meeting.

(c) Special Committees. Special Committees shall be created by vote of the Council as need shall arise. They shall consist of at least three (3) members who shall be elected by the Council. The Chairman of the Council shall be an ex-officio member of all special committees. Members of special committees shall serve at the pleasure of the Council.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order shall govern the Conference in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws of this Conference.

ARTICLE IX

AMENDMENTS

The Articles and By-Laws may be amended by a two-thirds (2/3) majority vote of the legal votes cast by the dues-paying membership in a mail ballot, provided copies of such changes or additions have been circulated to the membership at least thirty (30) days in advance. Amendments may be proposed by a majority vote of the Council or by written petition filed with the Council from five (5) members of the Conference.

ARTICLE X

DISSOLUTION

Upon dissolution or termination of the Conference, the assets shall be collected, the creditors paid, and the remaining assets distributed to a similar organization with similar objectives.

ARTICLE IX

The incorporator is Jay M. Haymond whose address is: Utah State Historical Society, 603 East South Temple, Salt Lake City, Utah 84102

IN WITNESS WHEREOF, I have hereunto set my hand this 2 day of December, 1974.

Jay M. Haymond

STATE OF UTAH)
 :
COUNTY OF SALT LAKE) ss.

On this 2nd day of December, 1974, personally appeared before me, a notary public, Jay M. Haymond, who being first duly sworn upon oath, deposes and says that he executed the attached document by affixing his signature thereunto and that the matters therein state are true and correct.

Notary Public

Residing at

4-27-77

My commission expires

1-4

Administrative Information

The master copy of the Conference of Intermountain Archivist Handbook, maintained by the Secretary, exists in an online format on the CIMA website. All Council decisions affecting material in it should be immediately noted by the Secretary. These revisions should be made and updated in the master online copy of the Handbook so that all Council members, committee chairs, and the general membership may have access to the most current version.

A printed version of the Handbook should also be maintained by the Secretary, and a printed copy of each outdated or superseded section sent to the CIMA Archives.

1-4-1 Calendar: CIMA

Note: Most of the dates indicated on this calendar are intended as guidelines to the timing of CIMA activities. Those events whose timing is governed by the CIMA Bylaws are indicated as appropriate.

Scheduling is based largely on the recent tradition of holding the Annual Meeting in mid to late May. The exact dates of CIMA events and deadlines must be adjusted annually to reflect the variation of the calendar year and the varying dates of the Annual Meeting.

JANUARY/FEBRUARY

- CIMA fiscal year begins on January 1.
- Non-profit paperwork is generated and filed with the I.R.S.
- Bi-monthly Council meeting held.
- Annual General Meeting program information disseminated no later than late February/early March.
- Awards Committee disseminates a call for CIMA award nominations, with a deadline no later than the end of February.
- Call for Steve Wood Scholarship applications for the Annual Meeting goes out to the general CIMA membership.

MARCH

- Nominating committee will submit a list of nominee to the Council by the March Council meeting for review. The list of nominees will be published by the organization prior to the election (Bylaws 7.1.3).
- Written notice of the annual business meeting shall be sent to the CIMA membership at least thirty days in advance of the meeting. Notice may be sent via e-mail or the USPS (Bylaws 8.3).
- Bi-monthly Council meeting held.
- Spring newsletter published.

APRIL/MAY

- The officers and members of Council shall be elected by mail or electronic ballot no later than one month prior to the spring meeting. The nominees receiving a plurality of the legal votes cast shall be elected and shall commence their terms at the conclusion of the spring meeting (Bylaws 7.2).
- CIMA Officer and Council candidates are notified of results of election.
- Recipient(s) of the Steve Wood Scholarship are named.
- Annual CIMA Spring Meeting held (Bylaws 8.1).
- Annual CIMA Business Meeting held where annual financial report is delivered to the general membership, and new Council and Committee members are introduced to the membership.

- New CIMA Council member training to take place before the commencement of the Annual Meeting. This meeting shall constitute the bi-monthly Council meeting scheduled for May.

JUNE/JULY

- Bi-monthly Council meeting held.
- Program Committee and Local Arrangements Committee established.
- Summer newsletter published.

AUGUST

- Summer newsletter published

SEPTEMBER

- Bi-monthly Council meeting held.

OCTOBER

- Each state group of members may hold a separate fall meeting (Bylaws 8.1).

NOVEMBER/DECEMBER

- Bi-monthly Council meeting held.
- Chair for the Awards Committee and its members are selected.
- Utah Corporation Status is renewed with the Utah Division of Corporations.
- CIMA fiscal year ends on December 31, at which time the treasurer presents an annual budget report synopsis to the Council.
- Winter newsletter published

1-4-2
Mailing Information

Permanent Mailing Address

Conference of Inter-mountain Archivists
PO Box 2048
SLC, UT 84110

General Description and Use

The address noted above serves as a permanent mailing address for the Organization. The PO Box is located in the downtown Salt Lake City Post Office, located at 230 West 200 South, Salt Lake City, UT 84101.

The address should be used as the postal return address for the workshop fliers, membership brochures, publications, other brochures, and other mailings.

Membership inquiries and applications, dues payments, exchange newsletters, and other general correspondence and communications should be directed to this address. Mail will be sorted and forwarded to appropriate individuals as needed.

Registrations for workshops, the Annual Meeting, and other Organization events; newsletters submissions; ballots; surveys; and similar mailings should be addressed to the responsible Committee chair or designee, not the permanent mailing address.

Management of the Permanent Address

The CIMA Treasurer, or a designated manager in the Salt Lake City area, will manage the permanent address. If not the Treasurer, the designated manager serves at the pleasure of the CIMA Council; therefore the Council must be kept informed as to who is serving in this capacity.

CIMA will reimburse for all expenses incurred in the fulfillment of the responsibilities described below. Expenses may include postage, stationary, photocopying, mailing, labels, telephone calls, and rubber stamps.

Responsibilities

1. Checks the CIMA mailbox at least once a week and acts on the contents in a timely manner. Time dated or urgent materials should be forwarded immediately. Membership forms may be accumulated and forwarded weekly. Advertisements, junk mail, and oddities may be forwarded or discarded, at the discretion of the Treasurer/manager. Other mailings are forwarded to CIMA officers, directors, committee chairs, and/or newsletter editor as appropriate.

2. Responds to general inquiries regarding CIMA, provides membership information/brochures when requested and directs inquiries to the appropriate Council, chair, or committee member.
3. Contacts the Treasurer and/or Secretary to check on and correct member contact information (address or phone number) when CIMA mailings are returned as undeliverable from the post office. If mailing information can be corrected, forwards mail when possible.
4. If a designated manager, provides an itemized list of expenses, with receipts as possible, to the Treasurer. The Treasurer will include this expense as a line item labeled “Administrative Costs” to the CIMA Council.
5. Ensures that the annual renewal fee for the PO Box is paid in a timely manner, and that all names and contact information are kept updated with the Post Office at the branch where the PO Box is located.

Change of Address

Members are responsible for informing CIMA of any change of address. Returned mailing will not be forwarded unless a new address is provided by the post office on the returned item. CIMA is not responsible for determining new address information unless informed by members. Change of address information will be forwarded to the Treasurer to facilitate updating of the member rolls.

Foreign Mailings

CIMA mailings to foreign destinations must be placed in an envelope to assure proper delivery, otherwise they will be returned by the post office.

**1-4-3
CIMA Records Retention Schedule**

Official Repository

1. The Utah State Historical Society has been designated the official repository for Conference of Inter-Mountain Archivists' files and records.
2. CIMA officers are to keep all active and semi-active records with him/her. Inactive and permanent records are to be taken (or sent) to the Utah State Historical Society for accessioning.
3. All correspondence, financial documents, minutes of council meetings, conference files and records, and other records of the President, Secretary, and Council Members are open and may be reviewed by any CIMA member.

Retention of Records

1. The Secretary is responsible for overseeing the maintenance of all files and records of the Conference.
2. Files, documents, and other records are to be kept according to the periods listed below. These are minimum retention periods.

Bank and savings account records	7 years
Official correspondence	Permanent
Council meeting minutes	Permanent
Caucus files	Permanent
Annual conference files	Permanent
CIMA Newsletter (One copy of each issue)	Permanent
Old membership lists	10 years
Current membership lists, then transfer one copy to old membership lists file	2 years
Annual financial and statistical reports	Permanent
Newsletter exchange lists, or until updated	Permanent
Tax number, exemption, IRS and Department of Business renewals and correspondence	Permanent
Receipts for bills paid	7 years
By-laws (keep copies of all revisions)	Permanent
CIMA Policies and Procedures Handbook (keep copies of all revisions)	Permanent

3. The Secretary should be copied on all official correspondence conducted on behalf of the organization.
4. The Secretary must authorize the destruction of non-permanent records in January after the retention period has expired.

1-4-4

CIMA Collection Records: Utah State History Finding Aid

The CIMA Archives are held by the Utah Division of State History located at 300 S. Rio Grande Street (450 West), Salt Lake City, Utah 84101. An EAD version of the finding aid is made available at:

<http://www.heritage.utah.gov/apps/history/findaids/B00391/B0391ff.xml> . This version of the finding aid was accessed in February 2014.



CIMA Policies and Procedures Handbook

Part 2: Governing Body

2-1 CIMA Council

General Description

The four (4) officers (President, Vice-President, Secretary, and Treasurer) and six (6) Council members constitute the governing body of the Conference. The immediate Past President serves as an ex-officio member of the Council, as well as chair of the Nominating Committee. The election procedure, terms of office, and general duties of the Council are described in Bylaws, Sections 4, 5, and 7.

Responsibilities

1. The Council governs, manages, and regulates the affairs of the Conference, acting on behalf of the members.
2. The Council will meet bi-monthly via conference call. Special meetings of the Conference may be called by the President, upon the approval of Council, or at the written request of fifteen dues-paying members. These meetings may be called for the purpose of conducting special business or may consist of special workshops focusing upon a specific subject or subjects (Bylaws 8.2).
3. The Council makes final decisions on all recommendations submitted by committees, Newsletter editor, and members for consideration or approval. Items requiring the Council's approval are so indicated in appropriate places throughout this Handbook.
4. It is advantageous to have at least one member of the Council in attendance at Conference-sponsored events and workshops to represent the governing body of the Society and observe it first-hand.
5. It is part of the Secretary's duties to maintain and update the Handbook. The Secretary will distribute copies of revised pages to each member of the Council, and ensure that updates are submitted to the webmaster.

2-2 Duties of the President

General Description

The President acts as chief administrative officer and head of the organization, provides leadership for the Conference, and exercises supervision over the organization and all its activities

The election procedure, terms of office, and general duties of the President are described in Bylaws, Sections 4 and 5.

Responsibilities

1. Prepares agendas for all meetings or assigns another Council member to do so.
2. Appoints members to special committees and fills Council vacancies with the approval of the Council.
3. Responsible for coordinating any special projects, committee work, or other plans as determined by Council.
4. Calls special meetings when appropriate.
5. Serves as chair of the Program Committee for the Annual Meeting.
6. Coordinates the fall caucuses, including assisting with planning, preparation, and coordination of activities.
7. With the Treasurer, creates a budget and presents it to Council detailing the proposed expenditures for the year.
8. Approves expenditures for program planning, conference speakers, and other expenses.
9. Represents CIMA membership at the annual meeting of the Society of American Archivists (when possible).
10. Conducts leadership seminars for new and continuing Board members, committee chairs, and interested members.
11. Prepare an annual statement of the organization's activity for inclusion in Section 7.7 of the CIMA Handbook.

2-3

Duties of the Vice President/President-Elect

General Description

The Vice-President assists the President, and substitutes for the President as needed. The Vice-President is President-elect, and automatically becomes President on the expiration of the President's term.

Responsibilities

1. Introduces new CIMA Council members.
2. Assumes the responsibilities of the President in the president's absence.
3. Chairs the Education and Training Committee. Responsible for arranging archival training sessions/workshops for the spring business meeting.
4. Develops and coordinates the program for the Utah fall caucus.
5. Secondary responsibilities may be assigned by the President or Council.

2-4

Duties of the Immediate Past President

General Description

The immediate Past President is an *ex-officio* member of the Board for one year following his/her presidency.

Responsibilities

1. Participates in discussion of CIMA business, providing experience, advice, and continuity.
2. Chairs the Nominating Committee and coordinates the nomination of new officers.
3. Assists in planning of the fall caucuses and spring conferences as a member of Council.
4. Delivers the concluding address at the annual spring conference.

2-5 Duties of the Secretary

General Description

The Secretary is the chief recorder and keeper of the records of the Conference.

The election procedure and term of office for the Secretary are described in Bylaws, Sections 4 and 5.

The Secretary maintains the CIMA Handbook throughout the duration of his/her term on the Board of Directors. He or she is responsible for recording and acting upon all Handbook changes recommended by the Board and seeing to it that record copies of these changes are sent to the CIMA archives at regular intervals, as specified below.

Responsibilities

1. Maintain all files and records of the Conference.
2. Keep copies of official CIMA correspondence.
3. Take minutes of all Council and other meetings.
4. Send copies of Council meeting minutes to all Council members, and forwards approved minutes to the webmaster for posting to the association website.
5. Records minutes from the annual Business Meeting, brings them for approval by CIMA Council, and forwards them to the webmaster for posting.
6. Assist the President as required in planning, budget, and correspondence.
7. Maintain a current address list of membership, and for *CIMA Newsletter* distribution.
8. Conducts the annual election of officers and announces the results.
9. Serves as an *ex-officio* member of the Membership Committee.

2-5.1 Handbook Maintenance

General Description

The Secretary maintains the official copy of the CIMA Handbook.

Responsibilities

1. Records and acts upon all Handbook changes recommended by the Counsel.
2. Maintains an up-to-date electronic file and backup of the Handbook. The CIMA website version serves as the master copy of the Handbook.
3. Provides drafts of changes for Board review as appropriate. Generally these would include new policy statements or major revisions of existing sections. Minor wording and grammatical changes should be made as needed but need NOT be approved by the Council.
4. Submits revised sections to the webmaster with a “what’s new” announcement listing those new or revised sections for posting to the website.
5. Dates and initials additions and revisions at the bottom of the last page of each section at the time such revisions are made (See “Footers” in Handbook Procedures Format section).
6. Sends a set of obsolete Handbook pages a set of revised Handbook pages to the CIMA archives at the end of the Secretary’s two-year term.
7. Updates the Table of Contents and Handbook Review and Update Assignments sections when additions or deletions of entire procedures are made to the Handbook.

Handbook Style Format

1. **PAGE NUMBERS and FOOTERS** – Each section of the Handbook has a footer which notes sequential page numbers for that section.
2. **MARGINS** – Top and bottom margins shall be 1” and left and right margins shall be 1”.
3. **REVISION INFORMATION** – Dates of creation and revision of text, along with lowercase reviser’s initials, shall be left-justified at the bottom of the final page above the footer. Multiple entries shall be separated by commas (i.e., 7/86 rln, 2/98 dt, 9/04 Board).
4. **PARAGRAPHS** – Block format shall be used.

5. UNDERLINING – the subsection headings within each section shall be underlined. Titles of sections are not underlined.
6. TITLES – Section titles shall be capitalized, bolded, and centered. Subsections of sections shall be typed in upper and lower case and titled: General Description and Responsibilities. Procedures for Committees shall have the added subsection of Composition and Terms of Office.
7. VERBS – Each item under “Responsibilities” within any section shall begin with a verb in the third person, singular, present tense (i.e. writes, sends, prepares).
8. TYPEFACE – Times New Roman, 12 point type.
9. CAPITALIZATION – Officer titles, committee names, Bylaws, *Newsletter*, Handbook, Members Meeting, Council, Corporation, CIMA, AGM.
10. NUMBERING and LISTS – Responsibilities should be numbered, while other lists may be designated with bullet points.
11. STYLE PHRASES – Write out Annual General Meeting the first time it appears in a section followed by (AGM), but then in all subsequent appearances in the same section only AGM is to be used.
12. HYPHENATION – Vice President is not hyphenated, but President-elect is.

2-5.2
Handbook Review and Update Assignments

Section Description	Individual Responsible for Update
<i>1 Introductory Material</i>	
1-1 Handbook Introduction	Secretary
1-2 Bylaws	Secretary
1-3 Articles of Incorporation	Secretary
1-4 Administrative Information	Secretary
1-4.1 CIMA Calendar	President
1-4.2 Mailing Information	Secretary
1-4.3 Records Retention Schedule	Utah State Historical Society
1-4.4 CIMA Collection Finding Aids	Utah State Historical Society
<i>2 Governing Body</i>	
2-1 CIMA Council	President
2-2 Duties of the President	President
2-3 Duties of the Vice President/President-Elect	Vice President
2-4 Duties of the Immediate Past President	Past President
2-5 Duties of the Secretary	Secretary
2-5.1 Handbook Maintenance	Secretary
2-5.2 Handbook Review and Update Assignments	Secretary
2-6 Duties of the Treasurer	Treasurer
2-6.1 Checking Account	Treasurer
2-6.2 Savings Account	Treasurer
2-6.3 Steve Wood Scholarship Account	Treasurer
2-6.4 Journal of Western Archives Account	Treasurer
2-7 Duties of Council Members	Secretary
INCOMPLETE – IN PROGRESS	

2-6 Duties of the Treasurer

General Description

The Treasurer is responsible for all financial transactions of CIMA, for keeping an accurate record of those transactions, and reporting to the CIMA Council and the general membership on the financial condition of the organization. The work of collecting, disbursing, and accounting for funds may be delegated by the Treasurer; however, the Treasurer is responsible for ensuring that the delegated activities are properly carried out and the reports are accurate

The election procedure and term of office of the Treasurer are described in the Bylaws, Sections 4-5

Responsibilities

1. Approve all expenditures.
2. Do a monthly balance of checking, savings, scholarship, and Journal of Western Archives accounts.
3. Advises the Council on all matters pertaining to CIMA's finances, and the expenditure and collection of funds. Prepares budget reports to present to the Council at each bi-monthly meeting. Reports will provide balances on all CIMA accounts.
4. Retains all bills, receipts, and check register as required by law and as identified on the organization's records retention schedule.
5. Make timely deposits of all funds received.
6. File annual corporation renewal forms.
7. Present annual statistical and financial reports to Council and to the general membership. Prepare budget updates for each Council Meeting and a Treasurer Report documenting CIMA's finances and membership totals for each issue of the *CIMA Newsletter*.
8. Prepare budget and pay bill for any fall caucuses held under the auspices of CIMA in member states.
9. Review budget and pay bills for the annual spring conference.
10. Maintains a current membership roster and record of dues paid. Sends out renewal notice to members at the beginning of each month that memberships are set to expire.

11. Serves as an *ex-officio* member of the Awards Committee.
12. Files governmental reports, as necessary, in a timely manner and in accordance with the Treasurer's calendar (Section 2-6.2). Updates calendar as needed to ensure compliance with ever-changing filing dates and form numbers.

2-6.1 Audit Procedures

General Description

The purpose of the audit is to determine the completeness and accuracy of the Conference's financial records. The audit consists of tracing transactions from source documents to registers and bank statements, verification of signature approvals and timely filing of tax/corporation reports, and conformance with written procedures.

Responsibilities

1. Verify that each check of payment or reimbursement has a corresponding reimbursement form or other statement authorizing the check to be drawn.
2. Verify that each reimbursement for, or other statement has the required support documentation and that the amount of the payment check matches that of the request.
3. Match each check to its entry in the check register to verify payee, amount, and clearance through the bank.
4. Verify that voided checks were not cashed.
5. Match each deposit to its entry in the check register to verify amount deposited and supported for that deposit.
6. Verify that corporate reports were filed with the appropriate agency on time and with any required filing fees or payments.
7. Verify that the Treasurer's reports to the Council accurately report all transactions of monies paid out of or received into the treasury.
8. Verify that all payments were budgeted and/or authorized by the appropriate parties as delineated in the Treasurer's procedures.

2-6.2
Fiscal Calendar: Treasurer
(NEEDS DRAFTING)

January

2-6.3
Annual Financial Reports
(NEEDS DRAFTING)

2-6.4
Annual Utah Corporation Status Renewal
(NEEDS DRAFTING)

2-6.5
Annual IRS Non-Profit Status Renewal
(NEEDS DRAFTING)

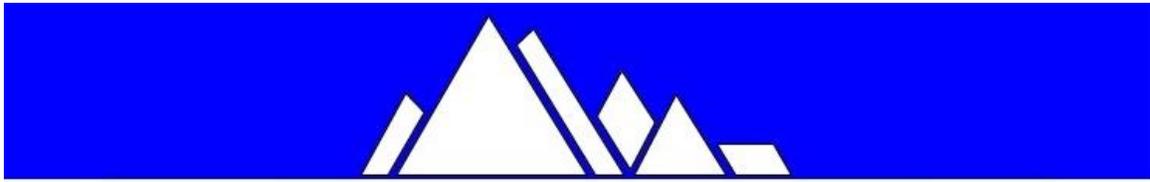
2-7
Duties of Council Members

General Description

The election procedure and terms of office for Council Members are described in the Bylaws, Sections 5.2 and Section 7.

Responsibilities

1. Actively participate on Council and attend Council meetings as often as possible.
2. Actively serve in CIMA Standing Committee(s) as assigned.
3. Attend CIMA-sponsored conferences and functions, as possible.
4. Participate in the planning of the fall and spring conferences (local arrangements, conference themes, suggestions for topics, speakers, etc.).
5. Communicate with membership to represent them and convey needs and ideas to Council.
6. Fulfill assignments and obligations given by CIMA officers or other Council members as needed.
7. Support and uphold policy and mission statement of the Conference of Inter-Mountain Archivists as set forth in the by-laws.



CONFERENCE OF INTER-MOUNTAIN ARCHIVISTS

CIMA Policies and Procedures Handbook

Part 3: Committees

3-1 Standing Committees

There are six standing committees in CIMA. All committee appointments are made by the officers with the approval of the CIMA Council.

3-1.1 Nominating Committee

Purpose

The Nominating Committee exists to select candidates for the elective offices of CIMA.

Composition and Membership

1. The Nominating Committee will be composed of three members.
2. The Immediate Past President serves as chair and selects the other two members of the Nominating Committee from the body of the CIMA membership.

Responsibilities

1. Select a complete, representative slate of candidates for positions in CIMA's leadership. Candidates should reflect the diversity of interests, geographical locations, sex, age, race, and religion of the region in its selection of nominees.

Procedures

1. Consult the membership for nomination suggestions.
2. Nominate at least one candidate from the Conference membership for each vacancy for Officers and Council members.
3. Submit a list of nominees to the Council by the scheduled Council meeting two months prior to the Annual Meeting for review. The list of nominees will be published by the organization prior to the election.

3-1.2 Program Committee

Purpose

The Program Committee is responsible for planning the program for the Annual Meeting of CIMA each spring.

Composition and Membership

1. The Program Committee is chaired by the President of CIMA.
2. The President shall constitute the Program Committee as he/she sees fit.
3. The chair of the current Local Arrangements Committee serves as an *ex officio* member of the Program Committee.

Responsibilities

1. Plan all aspects of the program for the annual meeting.
2. Coordinate all program plans with the Education and Training Committee and the Local Arrangements Committee, as appropriate.

Procedures

1. The Vice-president becomes the Program Committee Chair at the same time that they assume the office of President. The Chair will select additional members as deemed appropriate at any time after assuming the chairmanship.
2. The Program Committee will develop the program theme and solicit session proposals as early in the year as possible.
3. The Program Committee will be provided with a budget to cover the costs for audio-visual equipment, computer equipment, or speaker expenses. Ordinarily speakers for the program are not paid honoraria. Travel expenses of non-members may be reimbursed if these expenses are factored into the budget for the meeting.
4. The Chair will report on the Program Committee's plans at each meeting of Council during the year.
5. The Chair will furnish a complete copy of the program, with speakers' names, institutions, and titles of presentations, audiovisual needs, honoraria, and travel expenses (if any), as well as other appropriate information, to the Chair of the Local Arrangements Committee no later than February 1.

6. The Program Committee will coordinate all aspects of the program with the Local Arrangements Committee.

3-1.3 Membership Committee

Purpose

The Membership Committee shall be responsible for increasing the number of individual and institutional members and ensuring the retention of these members through the offering of services that meet their needs.

Composition and Membership

1. The chair of the Membership Committee is appointed by CIMA officers and Council annually.
2. The Membership Committee shall include appointed members representing the different states belonging to the Conference.
3. The Secretary serves as an *ex officio* member of the Membership Committee.

Responsibilities

1. Actively promote membership in CIMA.
2. Work with the editor of the *CIMA Newsletter* and the webmaster to revise and make available membership forms and other promotional materials.
3. Work with the Secretary to assure that correct information regarding current membership is available.
4. Manage the CIMA mentoring program, soliciting applications for mentors and mentees, and matching applicants for mentoring relationships.

Procedures

Promoting New Members

1. The Chair sends introductory information to new members to welcome them to the organization.
2. The Chair encourages new members to photocopy their membership form and distribute it to friends and colleagues. The Chair also encourages new members to have their institutions join, notifies new members of any special membership projects, and informs them of membership benefits.

3. Committee members contact related organization in their areas and provide membership brochures and information about the association to be distributed at meetings.
4. Each committee member representing a state coordinates membership activities for that state.
5. Committee members acquire and review membership lists of related organizations. The chair will organize names from mailing lists by state, and forward them to Membership Committee members supervising membership activities for those states. The Membership Committee members will then contact prospective members residing in their state through personal letters or in person.
6. Committee members with special assignments (e.g., Membership Committee liaison to National Parks Services libraries and archives, Membership Committee member for state and local officials, etc.) will be responsible for compiling mailing lists and contacting potential new members in their areas of responsibility.
7. The Membership Committee shall review each year the association's membership brochure, recommend changes (if any), and report to the CIMA Council on the need to obtain additional supplies.
8. The Membership Committee will undertake from time to time, with the approval of the CIMA Council, such additional activities as may seem appropriate to achieving the goals of increasing the membership and welcoming new members.

Providing mentoring services to members

1. The committee will manage online application forms for the mentoring program, both for enlisting mentors and mentees.
2. Applications for mentors will be accepted from current members of CIMA, while applications from mentees may include non-CIMA members.
3. From the applications received, the committee will match applicants into mentoring relationships.
4. The committee will work to advertise the mentoring program to the membership.

Working with CIMA publication outlets

1. The chair will work with the editor of the *CIMA Newsletter* and the webmaster to insure that up-to-date membership forms and reminders of renewal dates appear in the newsletter and on the website.

2. The chair will periodically update the membership brochure and see that adequate supplies are printed.
3. The chair will work with the editor of the *CIMA Newsletter* and the webmaster to promote the mentoring program and to distribute application forms.

Committee responsibilities pertaining to publications

1. At the end of every membership year, the chair of the committee will forward a statistical summary of the membership to the editor of the *CIMA Newsletter* for inclusion in the next issue of the newsletter.
2. The committee will work with the webmaster to update the membership directory.

General

1. Since the Treasurer maintains the records of paid memberships, the Chair of the Membership Committee should keep in close contact with the Treasurer regarding statistics and trends that can be gleaned from the membership list, and assure that the Treasurer receives any assistance needed to maintain the database.
2. At the end of every membership year, the Chair of the Membership Committee will draft a statistical summary of the association's membership to present to the CIMA Council.
3. The Chair of the Membership Committee will maintain a procedures file which will explain the functioning of the committee, record specific procedures for committee activities, and serve to educate new committee members in the committee's operations.

3-1.4 Education and Training Committee

Purpose

The Education and Training Committee shall be responsible for promoting the development of training programs within the intermountain region and provide an archival training session at each Conference meeting.

Composition and Membership

1. The Education and Training Committee is chaired by the Vice-President of CIMA.
2. The Education and Training Committee shall be assembled by the Vice-President and include two Council members and one member from the body of the Conference.
3. The Chair of the current Local Arrangements Committee serves as an *ex officio* member of the Education and Training Committee.

Responsibilities

1. Compile a list of possible workshops, symposiums, or other education activities that the Education and Training Committee deems of interest to the general membership of the Conference.
2. Solicit suggestions and proposals from members of the association and coordinate ideas with the Program Committee.
3. Present proposals for professional development programs and activities to the CIMA Council for approval.
4. Plan, organize, promote, and conduct professional development activities approved by the CIMA Council. This will include selecting topics for speakers, negotiating financial arrangements for workshops or other sessions, selecting sites or host institutions, determining registration fees, assigning local arrangement responsibilities, and designing and producing promotional material.
5. Review scholarship applications and award travel grants from the Steve Wood Memorial Scholarship fund.

Procedures

Provide training opportunities in the Intermountain West

1. Maintain a listing of activities conducted by the Education and Training Committee, along with a list of Committee members.

2. Report in person or in writing at all meetings of the CIMA Council.
3. Submit for approval to the CIMA Council all proposals for professional development activities.
4. Submit a written report to the CIMA Council following each workshop, symposium, or other activity including details on attendance, expenses, and income.
5. Professional development workshops, symposiums, classes, and programs planned and conducted by the Education and Training Committee should be self-supporting. If there are not enough registrants to cover the costs of the program, then the program should be canceled and registration fees refunded. Excess revenue generated by an educational program should be used to help fund future programs.
6. All financial receipts and disbursements, including registration and travel expenses, should be processed through the association's Treasurer.
7. Mailings regarding training programs should be distributed to the CIMA membership, but should not necessarily be limited to CIMA only.
8. CIMA will reimburse speakers for expenses incurred in modest commercial travel, food, and one night's lodging. All receipts must be submitted to the Chair of the Education and Training Committee as quickly as possible. Ground transportation will be provided by local members.
9. Professional development events planned in conjunction with the Annual Meeting must be coordinated through the Local Arrangements Committee. Generally, workshops and classes are scheduled on the day before the meeting. All information regarding the event, including announcement copy and registration forms, should be provided to the Chair of the Local Arrangements Committee by February 1st prior to the Annual Meeting in question.

Award scholarships and travel grants

1. The committee will work with the Treasurer to determine the amount and number of travel grants to be offered for the Annual Meeting, which shall be based on surplus conference funds from previous meetings. Additional travel grants may be funded from conference registration receipts, if accounted for in conference planning in consultation with the Local Arrangements Committee.
2. The Chair will prepare announcements of the scholarship and travel grants. The announcement should indicate the deadline for applications and provide the address to which the applications should be submitted.

3. The Education and Training Committee will work with the editor of the *CIMA Newsletter* and the webmaster to distribute application information for the Steve Wood Scholarship and travel grants. Applications will also be made available to institutional members and other archival repositories in the region.
4. Applications will be returned to the Chair, who will then distribute copies among the members of the Education and Training Committee for evaluation.
5. Education and Training Committee members will review the applications and select recipients from applicants. The recipients for the scholarship and travel grants will be announced in the annual business meeting.
6. The Chair of the Education and Training Committee will work with the Treasurer to ensure that funds are disbursed to award recipients.
7. The Chair will follow up with recipients following the meeting regarding required reports on their experience, which will then be submitted to the editor of the *CIMA Newsletter*.

Working with CIMA publication outlets

1. The Chair will provide promotional copy to the editor of the *CIMA Newsletter* and the webmaster regarding training events outside of the annual meeting.

Committee responsibilities pertaining to local arrangements

1. The Education and Training Committee will coordinate the planning of workshops offered at the annual meeting with the Local Arrangements Committee and Program Committee.
2. The Education and Training Committee will offer any aid necessary to help the Local Arrangements Committee fulfill its responsibility of notifying every CIMA member of the annual meeting and giving the annual meeting the widest possible publicity.
3. The Education and Training Committee will offer any aid necessary to help the Local Arrangements Committee fulfill its responsibility of including in all meeting announcements and registration packets notices for membership renewal and membership information for nonmembers who may wish to join.
4. The Education and Training Committee will offer any aid necessary to help the Local Arrangements Committee fulfill its responsibility of implementing procedures for renewing memberships or joining the association when registering for the annual meeting, using a single form for both registration and membership and paying with a single check.

5. The Education and Training Committee will offer any aid necessary to help the Local Arrangements Committee fulfill its responsibility of arranging activities recognizing new members at the annual meeting. The Chair will report on the Education and Training Committee's plans at each meeting of the CIMA Council during the year.

General

1. The Chair of the Education and Training Committee will maintain a committee procedures file which will explain the functioning of the committee, record specific procedures for committee activities, and serve to educate new committee members in the committee's operations.

3-1.5 Awards Committee

Purpose

The Awards Committee shall be responsible for the creation and presentation of awards and citations given in the name of the organization.

Composition and Membership

1. The Awards Committee will be appointed by the CIMA Council.
2. The Awards Committee shall include representatives from all states in the CIMA region.

Responsibilities

1. To promote awareness of the awards program among the members of the association.
2. To solicit nominations for the awards from the members of the association. Current awards include the Life-Time Achievement Award and the Service Award.
3. To recommend recipients of awards to the CIMA Council.
4. To produce awards (i.e., certificates, plaques, etc.) and present them to recipients.

Procedures

1. The Chair will prepare announcements calling for nominations from the CIMA membership for the Life-Time Achievement Award and the Service Award. The Chair shall cause a call for nominations for the Distinguished Service Award to be published in the fall issue of the *CIMA Newsletter* and posted on the association's website. The Chair shall also solicit nominations by other appropriate means, including from other members of the Committee. The closing date for nominations, which should be widely publicized, should fall within the month of January. Nominations for the Service Award may be made by any member of CIMA, while nominations for the Life-Time Achievement Award may recognize any individual with the region that has made significant contributions related to the archival profession. Nominations should include a brief statement of the contributions of the nominee's relevant service to the association and/or the profession, and may be accompanied by letters supporting the nomination.
2. By the end of January, the Chair shall advise other members of the Committee of all nominations received and shall confer with them by telephone (or email) about the means by which they will arrive at their decision. When this has been determined, the Chair shall coordinate the selection process.

3. The Chair shall communicate the committee's decision to the CIMA Council for approval, either during a regular meeting of the Board held in the late winter or early spring or, in the absence of such an opportunity, through email and/or individually by telephone.
4. All elected members of the CIMA Council shall be informed of the Committee's selection for the Life-Time Service Award and the Service Award, and the nominee must be approved by a majority vote of the elected officers, including the President, Vice-President, Secretary, Treasurer, and six Council Members.
5. When the Committee's nominee has been approved by majority vote of the CIMA Council, the Chair shall propose the form of the award (i.e., certificate, plaque, etc.) which shall be subject to the approval of the elected association officers. Following approval, the Chair shall cause the awards be prepared for presentation to the recipients at the annual meeting. The bills for award production should be forwarded to the Treasurer for payment.
6. The Chair of the Awards Committee or his/her designee shall present the awards during the business meeting at CIMA's annual meeting.
7. The Committee may elect to recommend to the CIMA Council that no awards be given. In this event, the recommendation should be communicated to the CIMA Council and approved in the manner outlined in C and D above.
8. The Committee may also propose the creation or elimination of an award to the CIMA Council. This recommendation should be presented to Council by the Chair prior to the issuance of nominations. The creation or elimination of an award must be approved by a majority of the elected association officers, as listed in D above.

3-1.6 Newsletter Committee

Purpose

The Newsletter Committee is responsible for producing CIMA's newsletter.

Composition and Membership

1. The editor of the *CIMA Newsletter* is appointed by the CIMA Council.
2. The Newsletter Committee shall include the *CIMA Newsletter* editor and two appointed Council members.

Responsibilities

1. Publish and distribute a newsletter containing timely information regarding the association, its membership, and archival activities in the region in general.
2. Work with the webmaster to insure that the information on the website is current and correct.
3. Take on other publication and distribution assignments at the request of the CIMA Council.

Procedures

1. The Chair of the Newsletter Committee, as editor of the *CIMA Newsletter*, shall make final determination of all materials to be included in the newsletter, excepting those expressly outlined in these procedures.
2. The Chair, as editor of the newsletter, shall maintain a publication schedule for the newsletter. The newsletter will be published three times per year with set topics for each issue. The publication schedule (and corresponding topics) are:

Issue	Topic	Date
Spring	Elections and Annual Meeting Information	March
Summer	Annual Meeting Report and Caucus Information	August
Winter	Fall Caucus Report and Feature Topic (ex. Oral history, digitization, etc.	December

3. The newsletter shall include a formal membership renewal form in every issue. The newsletter shall publish annual membership statistics and the treasurer's report in the summer issue.
4. The newsletter shall print all announcements requested by the President and/or the CIMA Council regarding the business of the association. The newsletter shall give priority in printing to the announcements from the Committees of the association regarding the organization's business. Submission guidelines for the newsletter can be found in Appendix 9.6.
5. The members of the Newsletter Committee shall collect material (brief articles, announcements and notices, job vacancies) from around the region and help develop content (including member and institution spotlights).
6. The editor shall be responsible for content, layout, printing, and mailing of the newsletter, but may delegate these responsibilities to other members of the Committee.
7. The editor shall distribute the newsletter electronically to all individual members of the association. The editor shall provide print copies of the newsletter for institutional members, as well as for individual members upon request. Additional print copies shall also be available for distribution to other professional organizations, for new members, and potential advertisers. Surplus copies of each issue shall be mailed to the Chair of the Membership, Education, and Training Committee and to the Treasurer for official use.
8. The editor shall provide to the webmaster with electronic copies of the preceding issue for the association website.

3-2
Ad Hoc Committees

Ad hoc committees may be formed by the President, with the approval of the CIMA Council. By definition, these committees are established to meet a particular need, and are disbanded afterward. One type of ad hoc established on a regular basis are local arrangements committees created for CIMA's annual meetings. The responsibilities and procedures of this type of ad hoc committees are given below.

3-2.1 Annual Meeting Local Arrangements Committee

Purpose

The Local Arrangements Committee is an ad hoc committee of CIMA.

The Committee is responsible for planning all aspects of the local arrangements for the CIMA Annual Meeting. The Committee's planning should be coordinated with that of the Program Committee and the Membership, Education, and Training Committee.

Composition and Membership

1. The Chair of the Local Arrangements Committee will be appointed by the President, with the advice and consent of the CIMA Council. The Chair must be a member in good standing of CIMA, and must reside in reasonable proximity to the site of the Annual Meeting.
2. The Chair may recruit as many additional members as he or she deems appropriate to assist in the work of the Committee. The Chair will nominate additional members to the President, who will appoint them to the Committee. In order to take proper advantage of local resources and to include as many individuals and institutions in the Annual Meeting activities, not all members of the Committee must be members in good standing of CIMA, but all should be encouraged to join.
3. The Chair of the Local Arrangements Committee should be appointed at least three months before the Annual Meeting prior to the one the Committee is to plan, and shall serve until all affairs relating to the Annual Meeting have been concluded. All other appointments to the Local Arrangements Committee are for terms adequate to carry out the charge of the Committee.
4. The Chair of the Program Committee and the Chair of the Membership, Education, and Training Committee shall serve as *ex officio* members of the Local Arrangements Committee.

Responsibilities

1. Scheduling - Schedule the annual meeting for a two-day period (generally Thursday evening through Saturday noon) in April or May of each year. The dates of the meeting should be approved by the CIMA Council no later than the preceding Annual Meeting, and should not conflict with other regional conferences, if possible. Once the dates have been approved, they should be announced in the *CIMA Newsletter* and on the association's website at the earliest possible date. The Chair of the Membership, Education, and Training Committee should be advised as soon as meeting dates are determined so that their activities may be scheduled to coincide with the Annual Meeting.

2. Budgeting – The Committee will plan for all expenses and income related to the Annual Meeting, with the approval by CIMA Council. The meeting is meant to provide education and networking opportunities for the members and is not meant to generate a profit for the organization. Budgets should focus on covering costs and minimizing registration costs for members.
3. Selection of Conference Headquarters - The Committee will survey hotels and other facilities in the site locale, select a headquarters site, reserve an appropriate block of rooms, arrange for meeting rooms and an exhibits area, and upon Council approval contract for all necessary services.
4. Arrangements for Receptions, Dinners, etc. - Reserve locations and arrange for catering for receptions, dinners, etc. In the past, meetings have included an opening reception on Thursday evening; a luncheon and dinner on Friday; and a breakfast/business meeting on Saturday morning.
5. Programs - Secure all information from the Program Committee; design, print, and mail advance programs to the membership.
6. Registration - Collect advance registration and manage registration table at the annual meeting.
7. Transportation - Arrange for shuttle buses or other transportation, if needed.
8. Tours - Arrange for optional tours of attractions, historic sites, etc.
9. New Members - One of the primary purposes of the annual meeting is to attract new members from the area in which the meeting occurs. The Local Arrangements Committee should publicize the meeting in the local area, encouraging non-CIMA members to join and attend.

Procedures

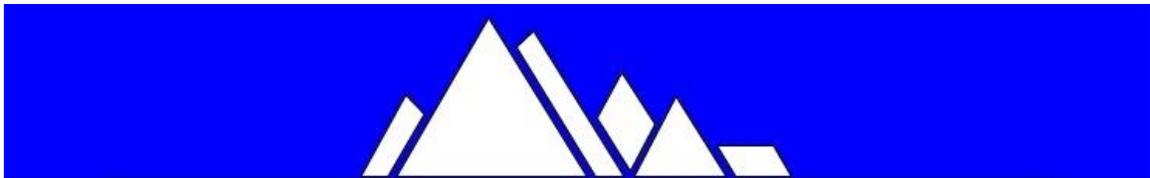
1. One year prior to the meeting:
 - Arrange for hotel, reserve block of rooms, and sign contract guaranteeing meeting rooms, room rate, etc.
2. Six or seven months prior to the meeting:
 - Make tentative catering and site arrangements for reception(s), meal functions, and all committee meeting and program sessions.
 - Arrange for optional tours and any necessary bus transportation.

- Present local arrangements plan to CIMA Council at the fall meeting. Be prepared with prices, registration fee, and all other details you have tentatively arranged.
 - After Council approves arrangements, sign contract with each caterer guaranteeing menus, prices, and other details.
 - Also contract for bus transportation, optional tours, and any other arrangements you make. Some contractors may wish to defer executing contracts until a later date; in such cases, firm estimates should be secured and the contract executed at the earliest possible date.
 - Design the Program and arrange for it to be printed in April.
 - Give promotional information including meeting theme, dates, and images, (if available) to the webmaster for posting on the website.
 - Begin contacting potential vendors, sponsors and exhibitors.
3. February 1 - Get program arrangements from program chair and prepare Preliminary Program to be included in registration packet.
 4. Three or four months prior to meeting - Compile registration packet for mailing. Packet should include Preliminary Program, registration form, and hotel reservation card. Give an electronic file of registration form to the webmaster for posting as a printable form on the website. Arrange to publicize the meeting through notices in appropriate newsletters and journals.
 5. At least two months prior to meeting – create a conference website that provides a centralized place for conference information and conference registration payments. Deposit money early and often, to give checks a chance to clear before you have to pay bills.
 6. One to two months prior to meeting - Confer with Program Chairman, confirm all program speakers and arrangements; confer with other Committee chairs and confirm all arrangements for committee meetings; send final Program copy to the printer. Visit caterers and sites to reconfirm arrangements and take care of any last minute details. Go over final details for sessions -- coffee, set-ups, media equipment needs, etc.
 7. Work to insure that name tags and print programs will be ready for the conference. Work with the Program Committee to determine the AV needs of panelists and the AV capabilities of the conference venue.
 8. At the meeting – coordinate staffing of the registration table, coordinate with exhibitors, and make sure that AV needs are met for each conference session.

9. General Hints:

- Share responsibility with other repositories in town.
- Take advantage of Chamber of Commerce or Convention and Visitors' Bureau. Talk to them at the hotel-selection stage and again a month or so before the meeting. If you have good organizations in town they may provide free name tags, assistance with housing unexpected overflow registration, help spot trouble areas in your arrangements, stuff registration envelopes, and otherwise assist.
- In order to avoid poor communication, confer early and often with officers and committee chairs regarding arrangements that affect them.
- Set a registration deadline ten days to two weeks prior to the meeting; charge a minimal late fee. If you get your programs out on time, people will take the deadline seriously, so you will be able to give caterers fairly accurate numbers by their deadlines, and collect a little money in late fees.
- When negotiating the hotel contract, be sure to specify the registration needed for a complimentary room. If a lower room rate for members can be arranged in lieu of a free room, take advantage of this opportunity to cut costs for members. If a complimentary room is arranged as part of the hotel contract, specify for how many nights. Any complimentary room should be offered for the use of award recipients; advise the Awards Committee chair of its status as far in advance as possible.

10. Prepare a report for the CIMA Council detailing the number of people who attended, the amount of money made, and the number of new members who joined because of the annual meeting.



CONFERENCE OF INTER-MOUNTAIN ARCHIVISTS

CIMA Policies and Procedures Handbook

Part 4: Membership and Dues

4-1 Financial Planning

The operations of the Conference of Inter-Mountain Archivists should be self-supporting and conducted on a non-profit basis. Membership dues are to be used to cover operating costs, such as the production of the *CIMA Newsletter*, postage, administrative costs, and outreach activities. Educational programs and conferences should be planned to cover costs, and should not generate a profit.

The President should submit a proposed budget for expenses at the beginning of their term accounting for projected costs.

Any excess funds generated from educational programs or conferences should be put toward travel grants for future events.

4-2 Membership Dues

1. Dues are based and paid on the calendar year.
2. The Treasurer will maintain lists of dues organized by the month/year last member dues were paid. At the beginning of each month a notification will be sent out to members whose dues are up at the end of that month, reminding them to renew their status.
3. The purpose of dues is to pay for the *CIMA Newsletter*, postage, correspondence, and normal operating expenses.
4. One third (1/3) of all dues payment will be used for the creation and maintenance of scholarship funds.
5. Benefits of membership in CIMA include
 - Member pricing for enrollment at the Annual Conference (including a Western Roundup every 5 years).
 - Access to the quarterly *CIMA Newsletter*.
 - Invitations to fall conferences in Utah and Nevada.
 - Access to scholarship opportunities to attend the Annual Conference.
 - Access to the CIMA website which features professional news and job postings.

4-2.1

Professional Archivist Dues

1. The cost of the standard professional archivist membership for CIMA is \$30. This will be the most common type of membership for CIMA members.
2. \$10 of this membership payment will be deposited into the Steve Wood Scholarship Fund.

4-2.2

Paraprofessional Membership Dues

1. The cost of the paraprofessional membership for CIMA is \$15.
2. Paraprofessionals are defined as individuals who work side-by-side with professional archivists in a support role. Their position classification and required level of education are not considered professional by their employer.
3. Any determination of whether a position should be considered “paraprofessional” will be determined by the CIMA Vice-President/President-elect.
4. \$5 of this membership payment will be deposited into the Steve Wood Scholarship Fund.

4-2.3

Student Membership Dues

1. The cost of the student membership for CIMA is \$15.
2. Student members must be enrolled in a four year or masters-level degree program closely associated with the archival profession, such as library science, history, or museum studies and should be working towards a position in the archival profession.
3. A member can only use the student designation for a two year period.
4. \$5 of this membership payment will be deposited into the Steve Wood Scholarship Fund.

4-2.4

Retiree/Emeritus Membership Dues

1. The cost of the student membership for CIMA is \$15.
2. The purpose of this membership classification is to encourage the continued support and participation of retired professionals in CIMA.
3. \$5 of this membership payment will be deposited into the Steve Wood Scholarship Fund.

4-2.5
Institutional Membership Dues

1. The cost of the institutional membership for CIMA is \$50.
2. CIMA's Institutional Members represent leading archival collections, historical societies, special collections, consultants, and vendors from across the region.
3. Institutional Members are listed in the online membership directory, have access to an electronic copy of the *CIMA Newsletter*, and shall receive special advertising and sponsorship opportunities at CIMA events.
4. \$15 of this membership payment will be deposited into the Steve Wood Scholarship Fund

4-2.6
Lifetime Membership Dues

1. The cost of the lifetime membership for CIMA is \$300.
2. Lifetime members will receive a certificate recognizing their status at the first Annual Meeting after lifetime member dues are paid.
3. \$100 of this membership payment will be deposited into the Steve Wood Scholarship Fund.

4-2.7
First-Time Members

1. All first year CIMA members are eligible for one year of free membership in the organization.
2. The purpose of this membership classification is to encourage growth of the organization by allowing new members to experience organization benefits free for one year.
3. The Treasurer will maintain a list of first year members, and determine when members are eligible for this membership type.

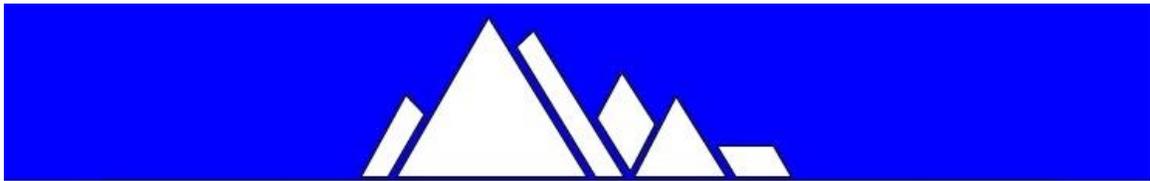
4-3 Delinquent Membership Dues

1. A monthly review will be made by the Treasurer to identify members whose dues will become delinquent at the end of said month. Members will be notified of upcoming delinquency.
2. Members with impending delinquent dues will be notified that membership dues must be paid by the end of the month to ensure that CIMA membership and benefits remain active.
3. Communication from the Treasurer to members with impending delinquent dues will include:
 - An invitation to reinstate.
 - Methods for renewing dues (either online or by mailing in payment).
 - Amount of dues owed.
 - Date at which point dues will be considered delinquent, and membership will be suspended.
4. Those responding and sending dues for the current year will have their information updated and membership will remain in full standing.
5. Those who do not respond by the deadline will be removed from the active membership roster, and placed on an Inactive Member list maintained by the Treasurer. They will also be removed from all online member lists which are used to send out correspondence and the *CIMA Newsletter* from the organization.
6. Standard notices, replies, and membership renewal forms can be found in the appendices section of this handbook

4-4
Official Membership Roster

1. The Treasurer will keep a current roster of all active (and inactive) CIMA members.
2. The CIMA roster will list:
 - Member name
 - Preferred mailing address
 - Institutional affiliation
 - Work and/or home phone number
 - Email address
 - Membership type
 - Date last dues were paid.
3. Copies of the active member roster will be shared in a secure online document with the President, Vice President, Secretary, and CIMA Council.
4. When a new member joins CIMA:
 - His/her name, mailing address, institutional affiliation, email address, and phone number(s) are to be entered on the official roster.
 - All contact information listed above will be entered on the secure online membership document, which will be used to send out organization correspondence and the *CIMA Newsletter*.
5. A published list of active members will appear on the CIMA website. This list will include:
 - Member name
 - Institutional affiliation
 - Membership type
 - Date last dues were paid.
6. The Society of American Archivists (SAA), other regional associations, or other related professional associations may request and be sent a copy of the roster.

7. The roster may not be given to private parties, vendors, or other organizations for sales, profit, or marketing purposes.



CONFERENCE OF INTER-MOUNTAIN ARCHIVISTS

CIMA Policies and Procedures Handbook

Part 5: Financial Accounts

5-1
Checking Account

General Account Information

1. The bank that CIMA uses is Zion's First National Bank, based in Salt Lake City, Utah.
2. The treasurer maintains the account number, and all other pertinent information related to this account.
3. The checking account is a no-fee, non-profit corporate checking account.
4. Deposits and withdrawals can be made at any Zion's Bank office.
5. Checks require one signature to be cleared.
6. The Treasurer, the President, and the Vice-President are authorized signatures on the account.
7. Funds exceeding operating costs will be transferred to the CIMA Savings Account.

5-1.1
Changing Names on the Checking Account

1. New signature cards and names on the account must be made within one month of the change of the President or Treasurer.
2. Obtain the two-part signature card from any Zion's Bank office.
3. Fill in the following information on the signature card:
 - Title: Conference of Inter-Mountain Archivists
 - Account Number
 - Names: print names of President and Treasurer and have each sign the card.
 - Number of signatures: 1
 - Mark the box for Replacement
 - Date the change request
 - Type of account: Checking regular
 - Type of ownership: Corporation/Organization
 - Street address: PO Box 2048, SLC, UT 84110
 - Tax ID Number
4. Take this card to the Zion's Bank office located at 425 Fifth Avenue, Salt Lake City, UT 84103. Hand it to the new accounts officer who will change the information on the account. The use of any other Zion's Bank office will require more paperwork, signatures and hassle.

5-1.2
Balancing the Checking Account

1. Statements for the account will be mailed to the CIMA PO Box monthly.
2. The statement and the check register are to be balanced and verified by the Treasurer within five days of receipt. Any discrepancies are to be handled directly with Zion's Bank.
3. If discrepancies are not resolved between Zion's Bank and the Treasurer, the President is to be informed. The President and two Council members will conduct an audit of the account and financial records to identify and resolve all discrepancies.

5-2
Savings Account

General Account Information

1. The bank that CIMA uses is Zion's First National Bank, based in Salt Lake City, Utah.
2. The treasurer maintains the account number, and all other pertinent information related to this account.
3. The savings account is a statement, interest-bearing account.
4. Deposits and withdrawals on this account can be made at any Zion's Bank office.
5. Only one signature is required on the savings account withdrawal form.

5-2.1
Changing Names on the Savings Account

1. New signatures cards and names on the account must be made within one month of the change of either the President or Treasurer.
2. Obtain the two-part signature card from any Zion's Bank office.
3. Fill in the following information on the signature card:
 - Title: Conference of Inter-Mountain Archivists
 - Account Number
 - Names: print name of the Treasurer and sign the card
 - Number of signatures: 1
 - Mark the box for Replacement
 - Date the change request
 - Type of account: Savings – Statement
 - Type of ownership: Corporation/Organization
 - Street address: PO Box 2048, SLC, UT 84110
 - Tax ID Number
4. Take this card to the Zion's Bank office located at 425 Fifth Avenue, Salt Lake City, UT 84103. Hand it to the new accounts officer who will change the information on the account. The use of any other Zion's Bank office will require more paperwork, signatures and hassle.

5-2.2

Balancing the Savings Account

1. Statements for the account will be mailed to the CIMA PO Box quarterly.
2. The statement and savings book are to be balanced and verified within five days of receipt. Any discrepancies are to be handled directly with Zion's Bank.
3. If discrepancies are not resolved between Zion's Bank and the Treasurer, the President is to be informed. The President and two Council members will conduct an audit of the account and the financial records to identify and resolve discrepancies.

5-3
Steve Wood Scholarship Account

General Account Information

1. The bank that CIMA uses is Zion's First National Bank, based in Salt Lake City, Utah.
2. The treasurer maintains the account number, and all other pertinent information related to this account.
3. This is a savings, interest-bearing account.
4. Deposits and withdrawals can be made at any Zion's Bank office.
5. Only one signature is required on the savings account withdrawal form.

5-3.1
Changing Names on the Scholarship Account

1. New signature cards and names on the account must be made within one month of the change of the President or Treasurer.
2. Obtain the two-part signature card from any Zion's Bank office.
3. Fill in the following information:
 - Title: Conference of Inter-Mountain Archivists
 - Account Number
 - Names: print name of the Treasurer and sign the card
 - Number of signatures: 1
 - Mark the box for Replacement
 - Date the change request
 - Type of account: Savings – Statement
 - Type of ownership: Corporation/Organization
 - Street address: PO Box 2048, SLC, UT 84110
 - Tax ID Number
4. Take this card to the Zion's Bank office located at 425 Fifth Avenue, Salt Lake City, UT 84103. Hand it to the new accounts officer who will change the information on the account. The use of any other Zion's Bank office will require more paperwork, signatures and hassle.

5-3.2

Balancing the Scholarship Account

1. Statements for the account will be mailed to the CIMA PO Box quarterly.
2. The statement and the savings book are to be balanced and verified within five days of receipt. Any discrepancies are to be handled directly with the bank.
3. If discrepancies are not resolved between Zion's Bank and the Treasurer, the President is to be informed. The President and two Council members will conduct an audit of the account and financial records to identify and resolve the discrepancies.

Journal of Western Archives Account

General Account Information

1. The bank that CIMA uses is Zion's First National Bank, based in Salt Lake City, Utah.
2. The treasurer maintains the account number, and all other pertinent information related to this account.
3. The checking account is a no-fee, non-profit corporate checking account.
4. Deposits and withdrawals can be made at any Zion's Bank office.
5. Only one signature is required on the savings account withdrawal form.
6. The CIMA Treasurer manages the Journal of Western Archives account, submits payments on the journal's behalf, and makes payments/withdrawals based on direction from the Journal of Western Archive's managing editor.

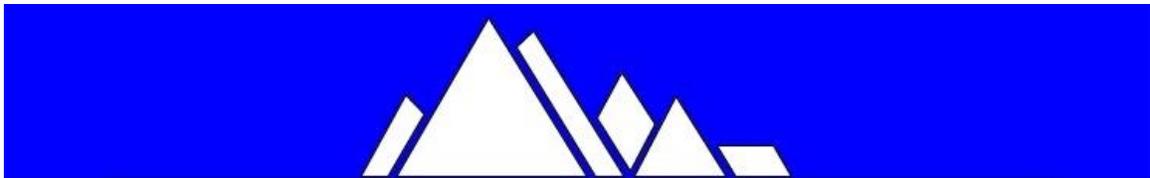
5-4.1

Changing Names on the Scholarship Account

1. Names on the account must be made within one month of the change Treasurer.
2. Name changes on the account can be made at the Zion's Bank office located at 425 Fifth Avenue, Salt Lake City, UT 84103. The use of any other Zion's Bank office will require more paperwork, signatures and hassle.

5-4.2
Balancing the Scholarship Account

1. Statements for the account will be mailed to the CIMA PO Box quarterly.
2. The statement and the savings book are to be balanced and verified within five days of receipt. Any discrepancies are to be handled directly with the bank.
3. If discrepancies are not resolved between Zion's Bank and the Treasurer, the managing editor of the Journal of Western Archives is to be informed. The Journal editor and two editor designees will conduct an audit of the account and financial records to identify and resolve the discrepancies.



CONFERENCE OF INTER-MOUNTAIN ARCHIVISTS

CIMA Policies and Procedures Handbook

Part 6: Conference and Caucus Planning

6-1
Annual Conference Planning

Purpose

CIMA will host an annual conference for all members each spring. The purpose of the annual conference is to provide sessions that will enhance the professionalization of CIMA members, as well as provide a place for students and paraprofessionals to build connections within the profession.

In addition to conference sessions, the annual conference provides an avenue for planning pre and post conference sessions. The annual conference will feature a business meeting for CIMA members, during which the future of the organization can be discussed and planned.

Lastly, the annual meeting serves as the point at which leadership changes take place, and new Board and Council members are trained on their expected duties as members of the CIMA leadership.

Planning

The Program Committee and the Local Arrangements Committee are responsible for all aspects of planning for the annual conference (see section 3-1.2 for Program Committee responsibilities and section 3-2.1 for Local Arrangements Committee responsibilities).

Location

To provide continuity and proactive conference planning, the CIMA Annual Conference will rotate between a predetermined series of sites on a five year basis. The five year cycle will begin with the Western Roundup (see Section 6-2). The meeting the year following the Western Roundup will be held in Utah. The next meeting will be held in Arizona, Idaho, or Nevada. The next meeting will be held (again) in Utah. Ideally the conferences held outside of Utah will serve as opportunities to partner and joint-plan with other regional professional archival groups (namely Northwest Archivists, the Society of California Archivists, the Society of Rocky Mountain Archivists, and/or the Society of Southwest Archivists). The final meeting, before the cycle renews will be held in Arizona, Idaho, or Nevada. Based on this calendar the CIMA Annual Conference will rotate on the following schedule through 2030:

DATE:	LOCATION:
2015	DENVER, COLORADO (Western Roundup)

2016	OGDEN, UTAH
2017	BOISE, IDAHO (with NWA)
2018	SALT LAKE CITY, UTAH
2019	NEVADA OR ARIZONA
2020	CALIFORNIA (Western Roundup)
2021	UTAH
2022	ARIZONA, IDAHO, OR NEVADA
2023	UTAH
2024	ARIZONA, IDAHO, OR NEVADA
2025	WESTERN ROUNDUP
2026	UTAH
2027	ARIZONA, IDAHO, OR NEVADA
2028	UTAH
2029	ARIZONA, IDAHO, OR NEVADA
2030	WESTERN ROUNDUP

6-1.1 Calculating Conference Costs

1. Average meeting attendance by membership and institution can be obtained from a statistical report generated by the Treasurer from past annual conference registrant data.
2. Costs that need to be planned and budgeted for in the conference registration fee include:
 - Printing of announcements, mailers, programs, and registration materials.
 - Postage.
 - Printing of registration and mailing materials.
 - Airfare, lodging, meals, and honoraria of invited guests.
 - Breaks.
 - Meals.
 - Luncheon speakers.
 - Entertainment.
 - Reception location and refreshments.
 - Evening banquet and reception.
 - Registration packets and name tags.
3. The purpose of the registration cost is to cover conference expenses, and pay cost(s) of guests.
4. Conference registration fees are not to be used as a profit maker. Registration costs should be carefully budgeted so that the entire conference is paid for, without incurring a loss.

6-1.2 Mailing Conference Registration Materials

1. Each current CIMA member is to be sent conference registration information. In addition, registration information should be made available on the CIMA website.
2. The registration information should include the following:
 - Complete conference program.
 - Hotel information.
 - Map of the area.
 - Date and location of the conference.
3. The registration membership should include the following:
 - Place for name, address, phone, email, and institution of member.
 - Cost of the conference, and any pre-conference workshops.
 - Registration deadlines.
 - The meals, tours, breaks, breakfasts, or other items included in the registration cost.
 - The name and address to return conference form and payment to.
 - Place for members to pay annual dues.

6-1.3 Conference Registration Table

1. The Conference Planning Committee is responsible for staffing the registration table and having registration packets ready. Plan on checking the facility and setting up the registration table at least 30 minutes before the scheduled registration time begins.
2. A registrant checklist should be prepared and filled in as registrations are received, and should include:
 - Name of registrant.
 - Optional events paid for.
 - Column for CIMA dues paid.
 - Total amount paid.
3. Conference registration packets should be prepared with the following:
 - Name tags.
 - Conference agenda.
 - Handouts.
 - Area map.
 - Area information and points of interest.
 - Receipts for members who pay registration costs themselves.
 - List of conference attendees.

6-1.4 Conference Expenses and Accounting

1. The CIMA President is responsible for informing the host institution and food facilities of the number of attendees and servings required for breaks and meals.
2. The Treasurer is to pay all conference expenses with CIMA funds.
3. The Treasurer is to total all receipts and expenses for the conference. A summary report accounting for all costs, receipts, and the profit or loss on the conference is to be given to the CIMA Council at the next scheduled meeting after the conference.
4. A file is to be kept on each conference and is to include:
 - Complete copy of the registration mailer.
 - Complete list of conference attendees.
 - Conference registration checklist.
 - Area information.
 - Conference survey summary.
 - Balance sheet listing all expenses and receipts and the profit or loss on the conference.
 - Minutes of planning meetings.
 - Statements.
 - Copy of the annual financial report.
5. Receipts, individual registration forms, and draft agendas should all be discarded after the conference and report to the CIMA Council.

6-2
Western Roundup Conference Planning

Purpose

Every five years CIMA will join with the other major western regional archival professional organizations to plan the Western Roundup Conference. Participating regional groups joining CIMA in this effort include the Northwest Archivists, the Society of California Archivists, the Society of Rocky Mountain Archivists, and the Society of Southwest Archivists. The purpose of the Western Roundup Conference is to provide sessions that will enhance the professionalization of CIMA members, as well as provide a place for students and paraprofessionals to build connections within the profession.

In addition to conference sessions, the Western Roundup provides an avenue for planning pre and post conference sessions. The Western Roundup will feature a business meeting for CIMA members, during which the future of the organization can be discussed and planned. The Western Roundup will also feature an awards ceremony event exclusively for CIMA members.

Lastly, the Western Roundup serves as the point at which leadership changes take place, and new Board and Council members are trained on their expected duties as members of the CIMA leadership.

Planning

The Program Committee and the Local Arrangements Committee are responsible for interfacing with the other regional groups and assisting with planning for the Western Roundup (see section 3-1.2 for Program Committee responsibilities and section 3-2.1 for Local Arrangements Committee responsibilities).

See Appendices 9.5.1 and 9.5.2 for documentation on Western Roundup Conference planning.

Location

The Western Roundup rotates between the western states on a five year cycle. Here is the current calendar for past, and future, Western Roundup Conference locations:

DATE:	LOCATION:
2005	LAS VEGAS, NEVADA
2010	SEATTLE, WASHINGTON

2015	DENVER, CO
2020	CALIFORNIA
2025	UNDETERMINED
2030	UNDETERMINED

6-3 Fall Caucus Planning

Purpose

CIMA will host a Fall Caucus for members in September, October, or November of any given calendar year. Separate Fall Caucus events may be held (typically one in Utah and one in Nevada), to ensure that all members have a chance to attend based on where they live.

The purpose of the Fall Caucus is to provide an individual day of sessions and activities oriented towards enhancing the professional development of the organizations members, and keeping members apprised of activities and developments in the local archival community.

The Fall Caucus also serves as a place for students and paraprofessionals to build connections within the profession, and as a means for CIMA to recruit new members.

Planning

Primary planning for the Fall Caucus is to be conducted by the CIMA Vice-President. The president may form ad-hoc committees as needed, particularly if two caucus events are held in separate locations. Often a member of the hosting institution for the caucus will work in concert with the vice-president on caucus planning.

The Fall Caucus is intended to be as cost-neutral an event as possible. This relies on utilizing conference spaces offered by hosting institutions to which CIMA members belong.

It is acceptable to charge a nominal fee to caucus attendees if conference space needs to be rented and/or food is provided. However, it is strongly recommended that these fees remain as low as possible (ideally \$10 or less). It is strongly encouraged that caucus planners seek out sponsorships from institutional members to help cover any costs associated with the Fall Caucus.

Location

The site location(s) for Fall Caucus activities should be planned at least one year in advance.



CIMA Policies and Procedures Handbook

Part 7: Conflict of Interest Policy

7-1
Purpose

The purpose of the Conference of Inter-Mountain Archivists' conflict of interest policy is to protect our tax-exempt interest when we are contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Conference of Inter-Mountain Archivists. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

7-2
Definitions

Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the Conference of Inter-Mountain Archivists has a transaction or arrangement,
2. A compensation arrangement with the Conference of Inter-Mountain Archivists or with any entity or individual with which Conference of Inter-Mountain Archivists has a transaction or arrangement, or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Conference of Inter-Mountain Archivists is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

7-3 Procedures

Duty to Disclose

1. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists

1. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest

1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Conference of Inter-Mountain Archivists' best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

Violations of the Conflicts of Interest Policy

1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of

the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

7-4
Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

7-5
Compensation

1. A voting member of the governing board who receives compensation, directly or indirectly, from the Conference of Inter-Mountain Archivists for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Conference of Inter-Mountain Archivists for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Conference of Inter-Mountain Archivists, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

7-6
Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands the Conference of Inter-Mountain Archivists is a private foundation and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

7-7
Periodic Reviews

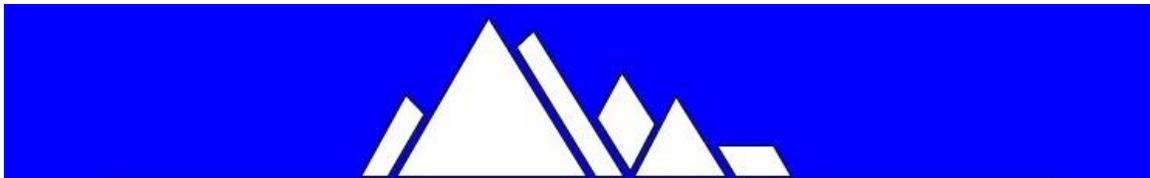
To ensure the Conference of Inter-Mountain Archivists operates in a manner consistent with private foundation purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Conference of Inter-Mountain Archivists' written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

7-8

Use of Outside Experts

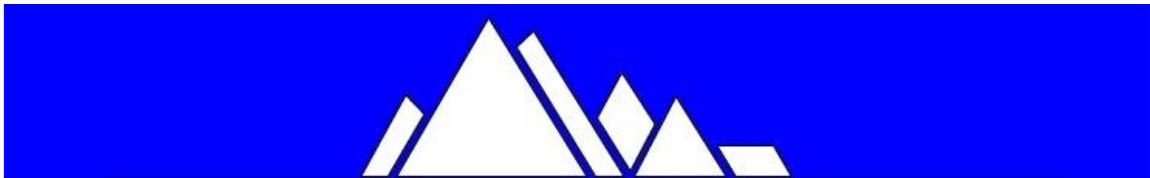
When conducting the periodic reviews as provided for in Article VII, the Conference of Inter-Mountain Archivists may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.



CONFERENCE OF INTER-MOUNTAIN ARCHIVISTS

CIMA Policies and Procedures Handbook

Part 8: Organizational History



CONFERENCE OF INTER-MOUNTAIN ARCHIVISTS

CIMA Policies and Procedures Handbook

Part 9: Appendices

9-1
CIMA Letterhead

9-2
Lifetime Membership Certificate

9-3 Membership Applications

Purpose

This section provides copies of membership applications for CIMA membership. It is intended for these applications to exist both on the CIMA website, as well as in a format that can be transmitted via email, or printed out and distributed as needed.

9-3.1
CIMA Membership Form

**INDIVIDUAL
MEMBERSHIP
FORM**



The Conference of Inter-Mountain Archivists (CIMA) serves members from Utah, Nevada, Idaho, Arizona, and New Mexico; as well as surrounding areas.

CIMA holds an Annual Meeting every spring, helps plan and coordinate workshops and continuing professional development opportunities, and hosts annual caucus meetings throughout the region every fall. Members receive the *CIMA Newsletter* electronically, discounted registration at CIMA-sponsored events, and additional benefits.

Please review (and select) your membership classification level below. If you have any question concerning requirements for the paraprofessional or student designation please contact the CIMA Vice-President/President-elect.

CLASSIFICATION:	ANNUAL DUES:	PLEASE CHECK:
PROFESSIONAL ARCHIVISTS:	\$30	<input type="radio"/>
PARAPROFESSIONALS:	\$15	<input type="radio"/>
STUDENT:	\$15	<input type="radio"/>
RETIREE/EMERITUS:	\$15	<input type="radio"/>
LIFETIME MEMBERSHIP:	\$300	<input type="radio"/>
FIRST-TIME MEMBERS:	FREE (One Year)	<input type="radio"/>

Forms and payment can be submitted online through the CIMA website (www.cimarchivists.org) or can be mailed to:

CIMA (attn: Treasurer)
PO Box 2048, SLC, UT 84110

Membership Information:

Name: _____

Title: _____

Institution: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

PRIVACY CHOICE:
Please check this box if you do NOT want your contact information provided to other vendors.

CIMA Individual

9-3.2

CIMA Institutional Membership Form



INSTITUTIONAL MEMBERSHIP FORM



INSTITUTIONAL INFORMATION General information for the institution

Main Office/Headquarters contact for general

SHIPPING ADDRESS: If different from the above address, please list here.

PRIMARY CONTACT: Member Institutions may designate a primary contact who is eligible to vote and to hold office; may serve on appointed groups and committees; and receives full member discounts and benefits.

Make checks payable to CIMA and mail along with this form to:

CIMA Membership PO BOX 2048 SLC, UT 84110

Please fill-in the form below We need your most current contact information.

Enclose fee with this form: ONE YEAR Institutional Membership - \$50.00

Company/Institution: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Contact Email: _____

Billing Email (optional): _____

Website URL: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Courtesy Title: _____

First Name: _____

Last Name: _____

Designation: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Contact Email: _____



CONFERENCE OF INTER-MOUNTAIN ARCHIVISTS

CIMA INSTITUTIONAL MEMBERSHIP

CIMA is an organization of approximately 150 archivists, curators, and records managers, serving in Arizona, Nevada, New Mexico, and Utah.

CIMA's Institutional Members represent leading archival collections, historical societies, special collections, consultants, and vendors from across the region.

Institutional Members have continually supported archival activities in the intermountain region by devoting institutional and financial resources to training and conference activities.

By listing your organization or company with CIMA, you join a strong tradition of professional activity, and your organization will be part of an alliance that supports the archival profession and mission.

For \$50.00 a year, Institutional Members are listed in our on-line membership directory. Your organization will receive access to an electronic copy of the *CIMA Newsletter*, special advertising and sponsorship opportunities at CIMA sponsored events, and additional benefits.

CIMA hosts an Annual Meeting every spring, as well as fall causes throughout the region every fall. We look forward to your participation in CIMA!

9-4 Standard Notices and Responses

Purpose

The purpose of this section is to centralize all standard notices and responses that go out to CIMA members on a routine basis. This includes notifications for making annual dues payments, as well as responses to be issued once payment has been received.

9-4.1
CIMA Lifetime Membership Payment Received Notice

Subject: CIMA Lifetime Membership Payment Received

Dear CIMA Member,

Thank you for your recent Lifetime Membership payment to the Conference of Inter-Mountain Archivists. As you know, CIMA is an active regional organization that provides quality programs and publications to educate and enrich the activities of archivists, manuscript curators, records managers, librarians, historians, and other individuals committed to the preservation and use of our documentary heritage.

As a member you have access to the *CIMA Newsletter*, which will help you keep abreast of news of interest to the archivists in your state. A copy of the most recent *CIMA Newsletter* has been attached to this email. In addition, we encourage you to take advantage of CIMA's role as a sponsor of the [Journal of Western Archives](#), and access that publication online, at no cost.

You will also be invited to attend fall and spring programs, and the CIMA Annual Meeting. These meetings and workshops occur throughout the region, so please be sure to check the [CIMA website](#) for the most up to date information and schedules.

Lastly, in honor of your commitment to CIMA you will receive a certificate commemorating your status as a Lifetime Member of CIMA at the next annual meeting.

Again, thank you for your commitment and Lifetime Membership. If you have questions, comments, or suggestions, please don't hesitate to contact me, or any of the CIMA Board members or committee chairs. We look forward to seeing or hearing from you soon.

Sincerely,

CIMA Treasurer

9-4.2
CIMA Institutional Membership Payment Received Notice

Subject: CIMA Institutional Membership Payment Received

Dear CIMA Institutional Member,

This email is to notify you that the institutional membership dues for the INSTIUTION have been received. As you know, CIMA is an active regional organization that provides quality programs and publications to educate and enrich the activities of archivists, manuscript curators, records managers, librarians, historians, and other individuals committed to the preservation and use of our documentary heritage.

Just a reminder, as an institutional member you will have access to the *CIMA Newsletter*, which will help you keep abreast of news of interest to the archivists in your state. A copy of the most recent *CIMA Newsletter* has been attached to this email.

You will also be invited to attend fall and spring programs, and the CIMA Annual Meeting. These meetings and workshops occur throughout the region. Please check the [CIMA website](#) for the most up to date information and schedules.

Again, thank you for renewing. If you have questions, comments, or suggestions, please don't hesitate to contact me, or any of the CIMA Board members or committee chairs. We look forward to seeing or hearing from you soon.

Sincerely,

CIMA Treasurer

9-4.3
CIMA Institutional Membership Renewal Notice

Subject: CIMA Institutional Membership Renewal Notice

Dear CIMA institutional member,

I am writing in my role as Treasurer of the Conference of Inter-Mountain Archivists to notify you that the membership dues for ORGANIZATION NAME are now due. Dues paid now will keep your institutional membership active until MM/DD/YY.

As you know, CIMA is an active regional organization that provides quality programs and publications to educate and enrich the activities of archivists, manuscript curators, records managers, librarians, historians, and other individuals committed to the preservation and use of our documentary heritage.

Dues can be [paid online](#), or payments can also be mailed in. Please find attached a copy of the CIMA institutional membership renewal form with this email. You can submit this form along with payment to:

CIMA
Attention: Name (Treasurer)
PO Box 2048
Salt Lake City, UT 84110

Thank you for considering renewing your CIMA membership. If you have questions, comments, or suggestions, please don't hesitate to contact me, or any of the CIMA Board members or committee chairs.

Sincerely,

CIMA Treasurer

9-4.4
CIMA Membership Payment Received Notice

Subject: CIMA Dues Payment Received

Dear CIMA member,

Thank you for paying your dues, and renewing your membership to the Conference of Inter-Mountain Archivists! As you know, CIMA is an active regional organization that provides quality programs and publications to educate and enrich the activities of archivists, manuscript curators, records managers, librarians, historians, and other individuals committed to the preservation and use of our documentary heritage.

As a member you have access to the *CIMA Newsletter*, which will help you keep abreast of news of interest to the archivists in your state. A copy of the most recent *CIMA Newsletter* has been attached to this email. In addition, we encourage you to take advantage of CIMA's role as a sponsor of the [Journal of Western Archives](#), and access that publication online, at no cost.

You will also be invited to attend fall and spring programs, and the CIMA Annual Meeting. These meetings and workshops occur throughout the region, so please be sure to check the [CIMA website](#) for the most up to date information and schedules.

Again, thank you for renewing. If you have questions, comments, or suggestions, please don't hesitate to contact me, or any of the CIMA Board members or committee chairs. We look forward to seeing or hearing from you soon.

Sincerely,

CIMA Treasurer

9-4.5
CIMA Membership Renewal Notice

Subject: CIMA Dues Renewal Notice

Dear CIMA member,

I am writing in my role as Treasurer of the Conference of Inter-Mountain Archivists to notify you that your membership dues are now due. Dues paid now will keep your membership active until MM/DD/YY.

As you know, CIMA is an active regional organization that provides quality programs and publications to educate and enrich the activities of archivists, manuscript curators, records managers, librarians, historians, and other individuals committed to the preservation and use of our documentary heritage.

Membership entitles you to access to the *CIMA Newsletter*, which will help you keep abreast of news of interest to the archivists in your state. Membership will also give you access to the reduced registration rate for the CIMA Annual Meeting. In addition your dues payment helps support the administrative costs of running the organization, allows for CIMA to remain an ongoing sponsor of the [Journal of Western Archives](#), and allows the association to make available scholarship opportunities to members throughout the year.

Dues can be [paid online](#), or payments can also be mailed in. Please find attached a copy of the CIMA membership renewal form with this email. You can submit this form along with payment to:

CIMA
Attention: Name (Treasurer)
PO Box 2048
Salt Lake City, UT 84110

Please be aware that in 2014 the CIMA membership voted to raise dues. If you have any questions concerning which membership category you fall under please contact me or the CIMA President for specific information. Current membership classifications and attendant dues for 2015 are:

- **Professional Archivist: \$30.00**
- **Paraprofessional: \$15.00**
- **Student: \$15.00**
- **Retiree/Emeritus: \$15.00**
- **Institutional Membership: \$50.00**
- **Lifetime Membership: \$300.00**

- **First-Time Members: Free (For One Year)**

Thank you for considering renewing your CIMA membership. If you have questions, comments, or suggestions, please don't hesitate to contact me, or any of the CIMA Board members or committee chairs.

Sincerely,

CIMA Treasurer

9-4.6
CIMA Membership Welcome to New “1st Year Free” Members

Subject: CIMA Registration Form Received

Dear new CIMA member,

Welcome to the Conference of Inter-Mountain Archivists, and thank you for submitting a membership application. As you may already know, CIMA is an active regional organization that provides quality programs and publications to educate and enrich the activities of archivists, manuscript curators, records managers, librarians, historians, and other individuals committed to the preservation and use of our documentary heritage.

As a member you have access to the *CIMA Newsletter*, which will help you keep abreast of news of interest to the archivists in your state. A copy of the most recent *CIMA Newsletter* has been attached to this email. In addition, we encourage you to take advantage of CIMA’s role as a sponsor of the [Journal of Western Archives](#), and access that publication online, at no cost.

You will also be invited to attend fall and spring programs, and the CIMA Annual Meeting. These meetings and workshops occur throughout the region, so please be sure to check the [CIMA website](#) for the most up to date information and schedules.

Again, welcome. If you have questions, comments, or suggestions, please don’t hesitate to contact me, or any of the CIMA Board members or committee chairs. We look forward to seeing or hearing from you soon.

Sincerely,

CIMA Treasurer

9-4.7

CIMA Membership Welcome to New Dues Paying Members

Subject: CIMA Dues Payment Received

Dear new CIMA member,

Welcome to the Conference of Inter-Mountain Archivists! As you may know, CIMA is an active regional organization that provides quality programs and publications to educate and enrich the activities of archivists, manuscript curators, records managers, librarians, historians, and other individuals committed to the preservation and use of our documentary heritage.

As a member you have access to the *CIMA Newsletter*, which will help you keep abreast of news of interest to the archivists in your state. A copy of the most recent *CIMA Newsletter* has been attached to this email. In addition, we encourage you to take advantage of CIMA's role as a sponsor of the [Journal of Western Archives](#), and access that publication online, at no cost.

You will also be invited to attend fall and spring programs, and the CIMA Annual Meeting. These meetings and workshops occur throughout the region, so please be sure to check the [CIMA website](#) for the most up to date information and schedules.

Again, welcome. If you have questions, comments, or suggestions, please don't hesitate to contact me, or any of the CIMA Board members or committee chairs. We look forward to seeing or hearing from you soon.

Sincerely,

CIMA Treasurer

9.5 Western Roundup Conference Planning

Purpose

The appendices in this section provide administrative documentation that is to be used for the purposes of planning the Western Roundup Conference (described in Section 6-2).

9-5.1
Western Roundup Procedures Manual (2012)

INTRODUCTION

This manual includes the charges, responsibilities, and guidelines for the committees necessary to hold a Western Roundup of the western regional archival associations once every five years. It should serve as a guide to the officers of the participating regional associations and to the members of committees and committee chairs. Committee chairs and committee members are responsible for making sure that this manual remains accurate in describing actual practice. They should suggest changes and modifications as the need may arise, either to clarify existing responsibilities or procedures, or to add new procedures as they become necessary. These proposed changes will be ratified by the existing Planning Committee and then made to the manual.

SECTION A: PLANNING COMMITTEE

I. Purpose

The Planning Committee exists to select the location of the Western Roundup, to facilitate communication between the participating regional organizations, and to publicize the Western Roundup. The Planning Committee is responsible for coordinating between the Local Arrangements Committee and the Program Committee.

II. Composition and Membership

- a. The Planning Committee will be composed of 1-2 representatives from each participating regional organization.
- b. The governing boards of each participating regional organization select their representatives three years prior to the next Western Roundup.
- c. The chair of the local arrangements committee is an ex officio member of the Planning Committee.
- d. A representative of the upcoming host regional organization serves as chair of the Planning Committee.

III. Duties

- a. The Planning Committee selects the host location from among the participating regional associations. The meeting should rotate through every participating regional association. The hosting rotation will follow this pattern: Conference of Intermountain Archivists (CIMA), Northwest Archivists (NWA), Society of Rocky Mountain Archivists (SRMA), and the Society of California Archivists (SCA)
- b. The Planning Committee establishes the dates of the Western Roundup.
- c. The Planning Committee creates a contract outlining the revenue sharing for the Western Roundup that is then signed by the presidents of the participating regional associations.
- d. The Planning Committee passes information from the local arrangements committee to the regional association governing boards.
- e. The Planning Committee publicizes the Western Roundup to the memberships of the participating regional associations.

SECTION B: PROGRAM COMMITTEE

I. Purpose

The Program Committee is responsible for planning the program for the Western Roundup. It is established one year prior to the Western Roundup. The Program Committee reports to the Planning Committee.

II. Composition and Membership

- a. The Program Committee is chaired by the President of the host regional association or his/her designee.
- b. The Program Committee shall consist of two members from each participating regional association.

III. Duties

- a. The Program Committee creates a call for proposals and makes it available in October of the year preceding the Western Roundup.
- b. The Program Committee reviews received proposals by December of the year preceding the Western Roundup and notifies the proposers of accepted proposals by the middle of February of the year of the Western Roundup.

- c. The Program Committee selects plenary speakers for the program and negotiates speaker fees when appropriate, in consultation with the heads of the regional associations.
- d. The Program Committee is responsible for hosting the conference website and designing and providing content for the conference program. This committee is also responsible for printing the physical program.
- e. The Program Committee works to ensure that the program is successful.

SECTION C: LOCAL ARRANGEMENTS COMMITTEE

I. Purpose

The Local Arrangements Committee is responsible for identifying a venue for the Western Roundup, negotiating hotel rates, meals for the conference, and hosting the opening reception. It also manages the finances for the Western Roundup. The Local Arrangements Committee is established 2 years prior to the Western Roundup. The Local Arrangements Committee reports to the Planning Committee.

II. Composition and Membership

- a. The Local Arrangements Committee is chaired by the President of the host regional association or his/her designee.
- b. Members of the Local Arrangements Committee shall be selected by the chair.

III. Duties

- a. The Local Arrangements Committee locates an appropriate conference venue.
- b. The Local Arrangements Committee negotiates appropriate lodging for conference attendees.
- c. The Local Arrangements Committee selects the site of the opening reception and plans the reception.
- d. The Local Arrangements Committee handles all registration duties for the conference.

- e. The Local Arrangements Committee manages the finances for the conference including setting registration and vendor fees and then collecting those fees.
- f. The Local Arrangements Committee distributes any profit to the participating regional associations based on the agreement created by the Planning Committee.
- g. The Local Arrangements Committee identifies appropriate vendors and invites them to participate in the conference.
- h. The Local Arrangements Committee is responsible for selecting meals (via hotel or outside caterers) that are part of the registration fee.
- i. The Local Arrangements Committee arranges specialized tours and coordinates repository open houses in coordination with the Program Committee.

9-5.2
Western Roundup Agreement Draft (2015)

Agreement between the
Society of Rocky Mountain Archivists (SRMA)
Conference of Inter-Mountain Archivists (CIMA)
Northwest Archivists (NWA)
Society of California Archivists (SCA)
To hold a Joint Meeting in
Denver, Colorado, May 2015.

In the interests of professional collaboration, SRMA, CIMA, NWA, and SCA, hereby agree to hold a Joint Meeting. Participating organizations agree to the following:

1. The Joint Meeting will be held in accordance with the Western Roundup Procedures Manual (2012) which describes the roles and responsibilities of the participating organizations and the standing committees necessary for planning and executing the Western Roundup.
2. That SRMA will make the initial site hotel deposit. SRMA will serve as “host” organization, agreeing to make initial outlay for local arrangements. These funds will be repaid out of any proceeds resulting from the meeting.
3. That the conference registration form (on-line and paper) includes a check-off box where registrants may indicate whether they are members of SRMA, CIMA, NWA, or SCA. A single registration price structure will apply to all sponsoring societies.
4. That the Western Roundup Local Arrangements Committee will be authorized to vary from standard procedures of each organization for local arrangements in order to facilitate an efficient meeting. Committee members representing each society should seek guidance from their governing bodies on significant questions that require resolution.
5. If one of the participating societies desires to hold an event (such as a breakfast, lunch, etc.) that will be open only to members of that society, then the expense for that event shall be borne entirely by the society sponsoring the event.

6. That profits and losses from the Western Roundup will be divided based on the ratio of the number of attendees from each society and the number of days they are attending. Profits from individuals who fail to check a society membership box on the registration form or make some other identification mistake will be divided based on the percentage of the numbers of attendees from each organization.
7. That the Western Rounup Local Arrangements Committee will be responsible for processing registrations and will provide a final fiscal report detailing income and expenses relating to the Western Roundup.

Agree to this day, the date:

Signed:

Representative: CIMA

Representative: SCA

Representative: NWA

Representative: SRMA

9.6 CIMA Newsletter Submission Guidelines

Purpose

This appendix provides formal guidelines to standardize and govern the process for contributors submitting content for the newsletter.

Submission Guidelines CIMA Newsletter

Thank you for submitting to the CIMA newsletter. Submissions from our membership keep the newsletter going. Please use these guidelines when submitting articles, conference reports, calendar items, and images.

General Guidelines

- Save submissions as a Word document
- Make sure all your text is the same size and color (black, 12-point, Times New Roman)
- Include the following information with your submission:
 - Author Name
 - Institution
 - Email Address
 - Website (optional)

News Items

- News items are short (300 word) updates about your collections, events, and projects
- Images are encouraged, but depending on the newsletter layout, we may not be able to use all images sent to us.

Feature Stories/Conference Reports

- Feature stories are longer articles, about 500 words, where you can share more in depth information about your collections and projects, share how your institution is facing challenges, profile new employees, etc.
- Because these are more in depth stories, include at least one image with your text.
- Conference reports should also be about 500 words, but images are optional

Calendar Items

- Calendar items are short descriptions (75-100 words) of events that may be of interest to CIMA members, such as exhibit openings, trainings, conferences, etc.
- In addition to your contact information, include the following information about your event:
 - Event Name
 - Location
 - Date(s)
 - Start/End Times (if applicable)

Images

- Images help make your submissions more interesting, but please provide a short caption for each image, including a credit line.
- Your images should be JPEG files with a resolution of no less than 240 dpi

Please contact us if you have any questions about these guidelines or the newsletter.