

## Los Angeles As Subject Archives Forum Membership Policy

[D.A. Stieber, M. Palmer July 27, 2011]

1. **Eligibility:** Membership in the Forum is open to any public or private institution, organization, or individual committed to identifying, preserving, and disseminating the primary records of the cultural, economic, ethnic, political, and social history of the Los Angeles region.
2. **Process:** A prospective member of the Forum submits an application form to the Forum Coordinator, who transmits the form, together with any comments, to the full Executive Committee, which approves admitting members to the Forum at bimonthly meetings.
3. **Types of Members:** Forum members are classed as one of three types:
  - (1) Institutions, organizations, and individuals owning, holding, or administering primary records of the history of the Los Angeles region are classed as “Archive Members”. *Archive Members are institutions, organizations, or individuals that hold, produce and/or preserve materials about the Los Angeles region, and provide researchers reasonable access to these materials. Independent units of larger entities (e.g., the Special Collections Department, Map Library, and Business School Archive of the same university) are each eligible for a separate membership, with separate profiles in the Membership Database and Resource Directory, provided they are separately administered and distinct in collection scope. Archive Members have full access to the Members website to maintain their profile, participate in Forums, announce events, and attend functions and meetings.*
  - (2) Institutions, organizations, and individuals not owning, holding, or administering such primary records are classed as “Research Members”. *Research Members do NOT hold or preserve materials but support and promote the mission of LA as Subject, either as independent archivists, librarians, or curators; community activists; historians; researchers; or teachers. Researcher Members are listed in the LA as Subject Membership Database. Research Members have access to the Members website to participate in Forums, announce events, and attend functions and meetings.*
  - (3) Students—K-12, undergraduate, or graduate—in historical studies or archives management are encouraged to form student chapters of LA as Subject to further develop their research and professional interests, and support local archives and historical research. *Student Chapter Members do NOT hold nor preserve materials but support and promote the mission of LA as Subject. Student Chapter Members are listed in the LA as Subject Membership Database, and have access to the Members website to participate in Forums, announce events, and attend functions and meetings.*
4. **Archive Members Rights and Terms:**
  - (1) **Membership rights:** Each Archive Member has the following rights:

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- a. to have its name and contact information entered in the Membership Database, accessible in the restricted [*members only*] area of the Forum website;
- b. to have an entry in the Forum's publicly accessible Resource Directory database;
- c. to attend and participate in all bi-monthly membership meetings of the Forum and any seminars, workshops, programs or events sponsored by the Forum;
- d. for one representative to vote in elections for President and members of the Executive Committee, and on any matter presented by the Executive Committee to the general membership for a vote;
- e. for one representative to run in elections for President or member of the Executive Committee;
- f. for one or more representatives to serve on any Forum standing or ad hoc committee;
- g. to exhibit at the annual Archives Bazaar.

**(2) Terms of Membership:**

- a. Archive Members of the Forum are required:
  - (a) to designate and keep current information on a primary contact person;
  - (b) to keep current the information in the Resource Directory database;  
and
  - (c) to exercise any of the rights listed at 4(1)c-g at least once every two years.
- b. Archive Members of the Forum who do not fulfill the requirements set out at 4(2)a will be considered "inactive", and will no longer be permitted to vote in elections for President and members of the Executive Committee, or on any matter presented by the Executive Committee to the general membership for a vote.
- c. Inactive Archive Members may return to active status, with full voting rights, by informing the President, Coordinator, or other member of the Executive Committee of the intent to fulfill the requirements set out at 4(2)a above, and by following through on this intent.

**5. Research Members Rights and Terms:**

**(1) Membership rights:** Same as Archive Member with the exception of Archive paragraph 4.1(d) modified as follows:

For an individual Research Member, or, if an institution or organization, one representative to run in elections for President or member of the Executive Committee, provided that at no time shall the number of Research Members serving as President and/or Executive Committee member constitute a majority of the voting members of the full Executive Committee (viz., President and all Executive Committee members, with the exception of the non-voting Coordinator).

**(2) Terms of membership:** Same as Archive Member.

**6. Student Chapter Members Rights and Terms:**

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- (1) **Membership rights:** Each Student Chapter Member has the following rights:
    - a. to have his or her name and contact information entered, as a Student Chapter Member, in the Membership Database, accessible in the restricted [*members only*] area of the Forum website;
    - b. to attend and participate in all bi-monthly membership meetings of the Forum and any seminars, workshops, programs or events sponsored by the Forum;
    - c. to serve on any Forum standing or ad hoc committee.
    - d. *Note: Students do not have voting privileges.*
  - (2) **Terms of membership:**
    - a. Student Chapter Members of the Forum must be members of a bona fide Student Chapter to exercise any of the rights listed.
    - b. Students Chapter Members are immediately inactive upon completion or termination of formal studies.
7. **Membership Obligations:** In addition to the rights and terms outlined above, all members are encouraged to attend meetings; become active in the leadership by serving on committees and, if eligible, as President or on the Executive Committee; and by generally promoting LA as Subject to the general public and media.
8. **Termination of Membership:**
  - (1) A member may terminate membership by informing the President, Coordinator, or any other Executive Committee member in writing.
  - (2) Inactive members who do not return to active status within three years of becoming inactive may be removed, at the discretion of the Executive Committee, from both the Membership and Resource Directory Databases.
  - (3) In exceptional circumstances, a member who is found to act contrary to the Charter of the Forum may be removed from membership by a simple majority vote of the full Executive Committee.

*Dale Ann Stieber, Michael Palmer July 27, 2011*