

Handbook of Section Guidelines

Government Resources Section

**of the
North Carolina Library
Association**

INTRODUCTION

The *Handbook of Section Guidelines* for the North Carolina Library Association's Government Resources Section (GRS) codifies the policies, procedures and structure of the Section. The *Handbook* contains key documents, such as the Purpose or Mission Statement, *Bylaws*, and Policies. It provides names of current & past officials and committee members. It will serve as a guide to the operations of the organization.

All content is based on and does not conflict with the Government Resources Section's *Bylaws*, or *Handbook of the North Carolina Library Association*.

The *Handbook* will be updated as needed by the Chair of the Government Resources Section with the advice of the Executive Committee. Any questions or comments should be directed to those entities.

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NORTH CAROLINA LIBRARY ASSOCIATION (NCLA)

An affiliate of the American Library Association and the Southeastern Library Association, the **North Carolina Library Association** is the only statewide organization concerned with the total library community in North Carolina.

Our purpose is to promote libraries, library and information services, librarianship, intellectual freedom and literacy.

Our Goals

- to provide a forum for discussion of library-related issues
- to promote research and publication related to library and information science, and provide opportunities for professional growth
- to support formal and informal networks of libraries and librarians
- to identify and help resolve special concerns of minorities and women in the profession

Strategies

- provides continuing education for all library personnel through workshops, programs, and conferences
- informs members of legislation which affects libraries and library personnel, with opportunities for involvement at federal and state levels
- publishes *North Carolina Libraries Online*, an award-winning journal devoted to discussion of library issues
- awards scholarships to library school students
- recognizes outstanding contributors to librarianship
- functions through active committees
- sponsors Leadership Institute

<http://www.nclaonline.org/organization>

Officers and members of the Government Resources Section are encouraged to consult the official version of the *Handbook of the North Carolina Library Association* for guidance and clarification on NCLA and GRS matters.

<http://www.nclaonline.org/organization/ncla-handbook>

GOVERNMENT RESOURCES SECTION PURPOSE

The purpose of the Government Resources Section of the North Carolina Library Association shall be

1. to promote state-wide cooperation among library employees working with all types of government information,
2. to provide opportunities for continuing education and idea sharing,
3. to support all levels of government in making their public information readily available to all types of libraries, and
4. to seek to fulfill the objectives of the North Carolina Library Association.

It is important that officers of the Section keep this Purpose in the forefront of their minds when meeting, planning, and making decisions.

The Official Version of the Government Resources Section bylaws
may be seen at [http://www.nclaonline.org/organization/ncla-
handbook/government-resources-section](http://www.nclaonline.org/organization/ncla-handbook/government-resources-section)

**North Carolina Library Association
Government Resources Section
BYLAWS**

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Article II: Purpose
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ARTICLE I. NAME

The name of this organization shall be the Government Resources Section of the North Carolina Library Association.

ARTICLE II. PURPOSE

The purpose of the Government Resources Section of the North Carolina Library Association shall be

1. to promote state-wide cooperation among library employees working with all types of government information
2. to provide opportunities for continuing education and idea sharing
3. to support all levels of government in making their public information readily available to all types of libraries, and
4. to seek to fulfill the objectives of the North Carolina Library Association.

ARTICLE III. MEMBERSHIP

Members of the North Carolina Library Association who state a preference for this Section at the time of payment of the Association dues shall become members.

ARTICLE IV. ORGANIZATION

1. The election of officers for the Government Resources Section of the North Carolina Library Association shall be the first order of business at the annual meeting.
2. The elected officers of this Section shall be Chair, Vice-Chair, who shall serve as Chair-Elect; and Secretary/Treasurer.
3. Duties of Officers:

a. Chair.

The Chair shall serve two years and preside over annual meetings of the Section, and over meetings of the Executive Committee.

The Chair shall appoint necessary committees and coordinate their activities.

The Chair can serve as an ex officio member on all committees with the exception of the Nominating Committee.

The Chair shall serve as Chair of the Executive Committee.

b. Vice-Chair and Chair Elect.

The Vice-Chair and Chair-Elect shall serve two years.

The Vice-Chair shall serve as the Program Committee Chair.

c. Secretary/Treasurer

The Secretary/Treasurer shall serve for two years.

The Secretary/Treasurer will keep the minutes of the organization and of the Executive Committee and be responsible for maintaining a brief record of finances.

Registration fees for workshops and meetings shall be directed through the Secretary/Treasurer to the North Carolina Library Association Treasurer. Payment of expenses shall be handled similarly.

d. Vacancies

An office is considered vacant in the event of absence, death, disability, or resignation of the incumbent.

In case of vacancy in the Office of Chair, the Vice-Chair assumes the responsibilities of the office for the unexpired term and continues the

program-planning work of the Vice-Chair until a new Vice-Chair has been appointed.

The Executive Committee then appoints a member to fill the unexpired term of the Vice-Chair and the subsequent term of Chair.

The Executive Committee appoints members to serve the unexpired term of any other office or position.

4. Committees

a. All committees shall be composed of members in good standing of the organization, who shall serve until their successors have been appointed, or until the committee is dissolved.

b. Special Committees, including but not limited to: Membership, Nominating, Website, shall be appointed by the Chair, as needed, or upon request of the Executive Committee.

The Chair shall appoint Special Committee Chairs while committee members are to be appointed by the respective Committee Chair.

c. Program and Executive are Standing Committees.

The Program Committee plans programs for the two-year term of the Vice-Chair.

The Executive Committee shall consist of the elected officers, the immediate past Chair, the Web Manager, the Federal Regional Depository Librarian and the State Documents Clearinghouse Coordinator, if they are not already elected officials.

ARTICLE V. MEETINGS

1. The Government Resources Section of the North Carolina Library Association will meet at least annually at a time and place set by the Program Committee.
2. The Executive Committee shall meet at least once a year. Additional meetings, for any subset of the Section, or the Section as a whole may be called as necessary by the Executive Committee.

ARTICLE VI. ELECTIONS

1. Any member or members of the Section may present candidate or candidates for the elective offices of this Section provided (a) that they notify the Chair of the Section, and (b) that consent of the nominee has

- been secured and so indicated in the conversation with and/or in writing to the Chair of the Section.
2. A majority vote of the Section members either attending and voting at the annual meeting or submitting proxy votes in advance of the annual meeting to any member of the Executive Board shall constitute an election.

ARTICLE VII. PARLIAMENTARY AUTHORITY/SECTION GUIDELINES

1. Parliamentary authority for this Section shall be *Robert's Rules of Order*, latest edition.
2. Any officer, and/or member(s) of the Executive Committee may take notice of and follow any of the *Section Guidelines*, as appropriate. The *Section Guidelines* are the collected information, either in a tangible notebook and/or on the Section website, passed on from incumbent to incoming officer.

ARTICLE VIII. AMENDMENTS

1. Amendments to these bylaws may be proposed in writing by any member of the organization.
2. Proposals shall be sent to the Executive Committee for consideration and approval. The Executive Committee will seek the necessary North Carolina Library Association (NCLA) Executive Board approval.
3. Notice of the proposed revision must be sent to members at least 30 days prior to the annual meeting.
4. A majority vote of the Section members either attending and voting at the annual meeting or submitting proxy votes in advance of the annual meeting to any member of the Executive Committee is required for passage of the revision.

Adopted October 13, 1989; revised July 1995, November 2004, October 2007, November 2012

OFFICERS' DUTIES

Chair

“The Chair shall serve two years and preside over annual meetings of the Section, and over meetings of the Executive Committee. The Chair shall appoint necessary committees and coordinate their activities. The Chair shall serve as an ex officio member on all committees with the exception of the Nominating Committee. The Chair shall also serve as Chair of the Executive Committee.”

According to the *Bylaws* (<http://www.nclaonline.org/organization/ncla-handbook/government-resources-section>)

How do you get to be Chair?

The Vice-Chair automatically becomes Chair.

Duties

- Serve 2 years.
- Preside over Section meetings.
- Serve as Chair and preside over Executive Committee meetings.
- Schedule meetings and set Agenda for Executive Committee—makes the decision if there are multiple opinions on issues.
- Review Section Bylaws annually for necessary changes.
- Appoint necessary committees and coordinate their activities.
- Solicit officer and committee reports.
- Attend NCLA Quarterly Executive Board Meetings or ask someone to go. Write Quarterly Reports for NCLA Executive Board. Email report to NCLA Secretary and Administrative Assistant before meeting. Bring to Board meeting two print copies of report [one for the secretary and one for the administrative assistant).
- Any Section actions needing approval of the NCLA Executive Board must be presented by filling out a “Motion Form”, found in the *NCLA Handbook*. Send Motion Form to the Executive Board for action at least one week prior to the meeting. Bring to Board meeting two print copies of Motion Form [one for the secretary and one for the administrative assistant).
- Give NCLA report at Section Meetings (or substitute gives report)
- Participate in NCLA Presidential initiatives
- Provide leadership and assistance to other officers

Vice-Chair and Chair-Elect

“The Vice-Chair and Chair-Elect shall serve two years and assume the duties of the Chair in the event of the absence, death, disability, or resignation of the Chair. In addition, the Vice-Chair will serve as the Program Chair. “

According to the GRS *Bylaws* (<http://www.nclaonline.org/organization/ncla-handbook/government-resources-section>)

How do you get to be Vice-Chair?

Self-nominate or are nominated. Elected at the Biennial Conference meeting. If vacant, then can be appointed by the Executive Committee to finish out the term.

Duties

- Serve 2 years.
- Assume the duties of the Chair if that person is absent.
- Serve as Program Committee Chair
 - Can solicit section members to serve on the Program Committee.
 - Find out from the Secretary/Treasurer how much money is available for the meeting. Bills will go to Secretary/Treasurer for release of funds.
 - Decide the location and secure the facility.
 - Get suggestions for program/speakers and make the selections.
 - Invite the speakers. Get contact information, introductory info, and title of presentation (for timing see Appendix C. GRS Calendar).
 - Send Speaker agenda and map.
 - Inform the Officers and the Web Manager to “Save the Date” for the meeting.
 - Make sure the facility arrangements are complete: snacks, parking, microphone, computer equipment, projector, etc.
 - Create the meeting Agenda and provide to Secretary/Treasurer for distribution.
 - Request copy of speaker’s notes/presentation for website.
 - Make copies of handouts + 5 extra copies.
 - Arrange Speaker introductions.
- If arranging for a meeting place, caterer or other payments, remember that NCLA is a tax-exempt organization. As a section of NCLA, GRS can use their tax-exempt status. You will need a letter with that information in it in order not to pay taxes on purchases and payments. Get letter from NCLA Secretary or Treasurer.
- Support and assist the other officers.
- Pass on files of the office to the next Vice Chair.
- Serve on the GRS Executive Committee.

Secretary/Treasurer

“The Secretary/treasurer shall serve for two years. The Secretary/Treasurer will keep the minutes of the organization and of the Executive Committee and be responsible for maintaining a brief record of finances. Registration fees for workshops and meetings shall be directed through the Secretary/Treasurer to the North Carolina Library Association Treasurer. Payment of expenses shall be handled similarly. “

According to the GRS *Bylaws* (<http://www.nclaonline.org/organization/ncla-handbook/government-resources-section>)

How do you get to be Secretary/Treasurer?

Self-nominate or are nominated. Elected at the Biennial Conference meeting. If vacant, then can be appointed by the Executive Committee to finish out the term.

Duties

- Take minutes at GRS meetings, which include officer and committee reports. Submit within 30 days to Web Manager for web page.
- Maintain current membership list, with the assistance of the NCLA central office (list needs to be requested).
- Get workshop notices and agendas from Vice Chair and send to Web Manager to distribute to GRS listserv, NCLA listserv, and GRS and NCLA website calendars.
- Coordinate registration at GRS meetings, collect registration funds, provide receipts, and send deposits to NCLA central office.
- Create Program Evaluation for workshop attendees to fill out.
- Provide supplies at workshops/meetings: Name Tags, Markers, NCLA Registration Forms, Pens, Change, Receipts for Registration.
- Reimburse workshop/meeting speaker expenses for non-NCLA members.
- Resolve all invoices for meeting expenses.
- Report on current section finances at GRS business meetings.
- Maintain print Section meeting minutes and financial records and pass to next office holder.
- Make sure the Section complies with NCLA Records Retention and Disposition (see Appendix G).
- Write Conference Report for *NC Libraries*
- If arranging for a meeting place, caterer or other payments, remember that NCLA is a tax-exempt organization. As a section of NCLA, GRS can use their tax-exempt status. You will need a letter with that information in it in order not to pay taxes on purchases and payments. Get letter from NCLA Secretary or Treasurer.
- Serve on GRS Executive Committee.
- Support and assist other officers.

Web Manager

How do you get to be Web Manager?

Volunteer or by invitation.

Duties

- Maintain all web files that constitute the GRS Section home page.
- Update files as needed:
 - GRS *Bylaws* updates
 - List of Current and Past Officers, Executive Committee Members, and Committee Chairs
 - North Carolina Depository Libraries. Periodically check that the two links on this page work. One page links to federal and one to NC State depositories.
 - Maintain links to Docket issues
 - Meeting Minutes with Officer and Committee Reports from Secretary/Treasurer
 - Workshops
 - As soon as a date for the next workshop is decided add a “Hold the Date” notice to the Workshops page.
 - Make an agenda/registration page for each workshop, except those held during the NCLA conferences (notice and link to NCLA’s page)
 - Add Workshop presentations as they are received.
 - Provide date stamp for each webpage and revisions.
 - Information for contacting Section members
 - Link to make workshop or speaker suggestions
- Plan for revisions, additions to page.
- Respond to questions about the page.
- Receive and/or send communications to the NCLA Web Site Committee Chair, including updates to the password and other information.
- Serve on GRS Executive Committee.

COMMITTEES

Standing Committees:

Executive Committee

Members:

Chair
Vice-Chair/Chair-Elect
Secretary/Treasurer
Past Chair
Web Manager

Advise the Chair.

Attend Executive Committee meetings.

Biennially, serve as **Nominating Committee**:

- Ask for nominations for Vice-Chair and Secretary/Treasurer every 2 years during the Spring Meeting. Get acceptance confirmation from nominees.
- Send out the list of nominations for officers 30 days before the Section Meeting held in the Fall during the NCLA Biennial Conference.
- Organize the election process
 - This will be the first order of business at the Fall Biennial Conference Meeting.
 - Chair presents the proposed slate of candidates for offices.
 - Request a voice vote.
 - Majority vote of attendees decides the action.
 - Secretary/Treasurer records new officers in minutes.
 - New Chair notifies NCLA of new Executive Committee.

Program Committee

Vice-Chair heads this committee and can appoint Section members to serve.

The Committee members are responsible for soliciting and proposing program ideas.

Contact potential speakers and make the necessary arrangements with them.

Arrange for program facility, including room, equipment, food, parking, etc.

Work with Secretary/Treasurer to stay within the Section's budget and make sure bills are paid in a timely manner.

Vice-Chair keeps notes on arrangements for the Programming Notebook which is passed on to the next office holder.

Special Committees (including but not limited to the following):

Membership Committee

Secretary/Treasurer heads this committee and can appoint at least 1 Section Member to serve.

Request list of Section Members from NCLA Secretary in January each year, and email Section Members letting them know the Members' Directory is available and can be emailed to them upon reply request or mailed.

Upon notification of personnel changes and using the list of Federal and State Depositories (located on the GRS website), check to see if any of the libraries are not represented in the Section. Contact the librarians of these institutions and let them know about the Section and workshops. Invite them to join and attend.

Create ways to inform Library Students about the Section and workshops.

A member will serve on the NCLA Membership Committee.

Create/update flyer or bookmark about the Section. This can be sent to new members and used at Conferences to advertise the Section.

Website Committee

The Web Manager heads this committee and can appoint Section members to serve.

Solicit content and assist with proofreading the GRS Section web page, including:

- GRS *Bylaws* and updates
- Current and past Officers, Executive Committee, Committee Chairs
- North Carolina Depository Libraries: maintain links
- Workshops: announcements, agendas, presentations
- Meeting Minutes including Officer and Committee Reports
- Contact information for Section members
- List of Links: tools for Documents Librarians
- Members Published Citations

Plan for revisions, additions to web page.

Thank and notify authors when content posted on web page.

APPENDICES

A. Historical Information about GRS

Information on the history of the Government Resources Section is taken from issues of The Docket, the former newsletter of the Section.

The issue #1 of The Docket, February 1974, reported that the first meeting of the Documents Librarians of North Carolina was held October 5, 1973. D.H. Hill Library at NC State University was the site of the all-day meeting, which included a talk by the Superintendent of Documents, Mr. W.H. Lewis.

On December 5, 1975, the Executive Board of the North Carolina Library Association approved sectional membership for the Documents Librarians of North Carolina (DLNC). The focus of the group has always been to provide support and improve communication between government documents librarians and staff.

A major focus of the group in the early years was legislation to improve the North Carolina State Government Documents Depository System. This culminated in the passage of the "N.C. Documents Depository Act" by the General Assembly on 12 August 1987, N.C. General Statute 147.50.

The DLNC held an annual meeting in the early years, then began meeting twice a year in 1984. When the NCLA Biennial Conferences were held, the meeting took place during the conference.

The meetings and workshops included presentations on current topics of interest to documents librarians and staff. Workshops were held on specific publications, such as the Federal Register, agencies and the publications they issue, such as the North Carolina State Data Center, and issues in Documents Librarianship, such as tracing legislation, microforms, maps, and patents. This format continues to the present.

Joint meetings were periodically held with such groups as the Virginia Library Association Public Documents Forum, the South Carolina Library Association Documents Section, and other sections of the North Carolina Library Association, such as the Reference and Adult Services section.

When membership numbers are given in The Docket, the average is about 40—very similar to current membership.

With the Bylaw Revision of 1989, the name of the group was changed to the Documents Section. At the Annual Business Meeting, November 12, 2004, the Documents Section officially became the Government Resources Section of the North Carolina Library Association.

Michael Van Fossen, UNC Chapel Hill, February 5, 2008

B. Record of Meetings: Dates and Locations

The official record of current and past meetings is on the GRS website at <http://www.nclaonline.org/government-resources>

C. GRS Calendar

Mid-January – NCLA Executive Board Meeting

March 15th (Off-year) – GRS Program Committee has room reserved and has given the Web Manager the information for an announcement to “Save the Date”.

1st Week of April (Off-year) – Announcement of GRS Annual Meeting to Members

Mid April – NCLA Executive Board Meeting

1st or 2nd Friday in June (Off-year) – GRS Annual Meeting

Mid July – NCLA Executive Board Meeting

July 15th – GRS Vice Chair decides if there will be a Fall GRS Meeting, has room reserved and gives Web Manager the Meeting announcement.

1st Week of August – Announcement of whether there will be a Fall GRS Meeting or not.

Fall – Biennial Meeting at NCLA Conference, includes Election of GRS Officers, GRS Executive Committee Meeting

Off-year Section Fall Meeting – at the discretion of the GRS Vice Chair

1st Friday of Nov. – Meeting of GRS Officers

The specific dates are to be posted on the GRS web site and announced to members via email from the Web Manager.

The Chair will schedule the annual Executive Committee meeting for purposes of advisement. These will usually coincide with a Section meeting.

D. Financial Procedures

All Section fees are deposited to the section account via the NCLA Administrative Assistant.

Base amounts, subject to change based on expenses:

Suggested Fees for Workshops:

- GRS Members -- \$28.00
- NCLA Members but not Section members -- \$33.00
- Others -- \$40.00

Funds and reimbursements for meeting expenses are turned in to the Section's Secretary/Treasurer. That officer will fill in the "Check Request Form" with the requestor's information, sign it, and send to the NCLA Treasurer. A check will be issued from NCLA to the requestor.

Section Secretary/Treasurer requests a Financial Report from NCLA's Treasurer before each Section meeting in order to report to the members.

Section Finances (per NCLA)

Sections and round tables shall receive a flat amount for each person who joins the section or round table. This amount shall be deducted from the member's dues, with the remaining dues going to the Association. This amount shall be set at \$5.00. (2007)

Checking and savings accounts for any NCLA funds may be opened only by Executive Board authority. [Sections and Round Tables may not maintain independent accounts.]

The Section should maintain an unrestricted reserve fund equal to at least ten percent of annual operating expenses.

Section and Round Table chairs may request membership income and expenditure reports, and other pertinent documents, from the Administrative Assistant and /or Treasurer as needed, or may at any time make a standing request for continuing monthly reports.

<http://www.nclaonline.org/organization/ncla-handbook>

E. Forms

NCLA Membership Application/Renewal Form

<http://www.nclaonline.org/organization/membership>

Note: Special discounts may be available if joining during a workshop.
Check with NCLA Membership Committee.

Check Request Form (to be filled out regarding Section expenses)

<http://www.nclaonline.org/organization/forms>

F. Standing Rules and Policies

Elections

See GRS *Bylaws* Article VI.

- This will be the first order of business at the Fall Biennial Conference Meeting.
- Chair presents the proposed slate of candidates for offices.
- Request a voice vote.
- Majority vote of attendees decides the action.
- Secretary/Treasurer records new officers in minutes.
- New Chair notifies NCLA of new Executive Committee.

GRS Handbook of Guidelines

A copy of the GRS Handbook shall be accessible via the GRS website for the members of the Association. The handbook will be updated periodically to incorporate corrections and changes.

Meetings

See GRS *Bylaws* at <http://www.nclaonline.org/organization/ncla-handbook/government-resources-section>

Agendas for all meetings should be prepared and issued to attendees prior to all meetings if at all possible.

Oral reports from all officers and committee chairs are expected at meetings. Written reports should be emailed to the Secretary/Treasurer, compiled and forwarded to the Web Manager within 30 days.

Minutes of all meetings should be submitted by the Secretary/Treasurer to the Web Manager within 30 days.

Current members of the Section shall be offered reduced registration fees for all conferences, workshops, seminars, symposia and other events sponsored or cosponsored by the Section. Suggested fees: GRS members = \$28.00, NCLA Members but non-GRS = \$33.00, Students (currently enrolled in LIS program) = \$10.00, Others = \$40.00.

Speakers who are NCLA members do not receive honorariums, but expenses may be covered. Outside speakers may be offered honorarium and expenses.

Membership

Membership in the Government Resources Section is open to any member of the North Carolina Library Association. An added benefit to membership in NCLA is membership in sections and round tables--there are 16 to choose from; join as

many as you like--first one is free and \$5.00 for each additional section or round table. <http://www.nclaonline.org/organization/membership>

Non-Discrimination

The GRS does not discriminate based on race, origin, age, gender, sexual orientation, creed or disability, and therefore will not enter into contract with any person or organization that discriminates. This policy will be made explicit in all contracts between the GRS or its representatives and any person and/or organization for the use of space and facilities for GRS-sponsored events. If discrimination is proved on the part of any person or organization that has a contract with GRS, the contract will be considered null and void.

Refunds for Meetings

Cancellations and No-shows:

The GRS Secretary/Treasurer will honor requests for refunds received in writing one week prior to the Section event. The refund will be made within six weeks after the event. Requests for refunds received less than one week before the event will not be honored.”

Cancellation of Meeting/Workshop Due to Inclement Weather:

In the event of inclement weather, natural disaster, or other extraordinary circumstances, the GRS Chair or Executive Committee may have to cancel an event. All registrants and speakers will be notified via e-mail and a notice to this effect will be posted on the GRS website. A full refund will be made for any advance registrations.

The refund statement shall appear on all registrations forms. An inclement weather policy shall appear on all notices for programs indicating the refund policy and/or if a program will be rescheduled.

G. Records Retention and Disposition Schedule

At the close of the biennium (within 30 days):

1. Each out-going GRS officer transfers all records of the biennium to the officer's successor.
2. Each out-going GRS officer also transfers to the GRS Secretary/Treasurer the records of the officer's predecessor. Thus, each person currently in office should

have records from the current biennium and the preceding biennium. All other records should be transferred to the GRS Secretary.

3. The Secretary/Treasurer weeds the predecessor records to those items deemed appropriate for archival purposes. These, along with the official records in the Checklist below, are sent to the NCLA Archive Committee.

Checklist

- Agenda and Minutes of Executive Committee Meetings, Section Meetings, and other Committee Meetings
- Treasurer's Report
- Agenda for Workshops and Biennial Conference Programs
- List of Officers and Members
- Copy of the GRS *Bylaws*
- One Copy of any Publication
- Selected Photos
- Screen Print of Section's Home Webpage

The purpose of the archival file is to give future GRS/NCLA members an understanding of what the Section was doing during past bienniums. Only 1 copy of any document need be retained, regardless of how many copies were turned in to the Secretary/Treasurer. Because of changes in technology, the file will be in print format when sent to the Archive Committee. If the Archive Committee requests a change in the format, this guideline will be updated. Once the file is completed, the excess papers should be shredded.

H. GRS Awards, Scholarships, Recognitions, Memorials