



MANDO MERCS COSTUME CLUB

A NORTH CAROLINA NONPROFIT

OFFICE OF THE ARCHIVIST GENERAL POLICY

The Archivist serves an extremely important role as the records keeper and secretary of the association, keeper of ICC and committee meeting minutes, notifications, schedules, reports, and the proper maintenance of all MMCC corporate records. The office of the Archivist is also the keeper of the region, clan, and individual membership rolls as well as processes applications for new regions and clans. Finally, the office of the Archivist oversees all elections of command and organ officers of the association.

Section 1 Qualifications

(a) Candidates to the office of Archivist must meet or exceed the following requirements:

1. Official Member, minimum twelve (12) months
2. No history of judicial sanctions that affect membership standing

(b) While not considered qualifications, candidates are recommended to have the following:

1. Excellent organizational and record keeping skills
2. Ability to work well in a team environment, in a timely manner
3. Excellent communication skills

Section 2 Records Keeper

(a) The Archivist shall be charged with the proper care and maintenance of all records of the association.

- 1) All records shall be maintained according to North Carolina law and MMCC document retention policies, and made available to authorized ICC members and executive staff upon request.
- 2) Upkeep of association constitution and bylaws
 - a) Updating of constitution and bylaws when new amendments are passed
- 3) Maintaining the association's Articles of Incorporation.
- 4) Keeping accurate and up-to-date minutes of all ICC meetings
 - a) Including Executive Committee meetings
- 5) Shall keep a record of all meeting reports submitted by ICC committees
- 6) An up-to-date list of all cabinet, region, and clan command email addresses to be made available to MMCC Officers and association partners upon request.
- 7) Current contact information and mailing addresses of all ICC officers and ministers

(b) The Archivist shall provide for the secure digital storing of all MMCC corporate records.

- 1) The Archivist shall coordinate with the CTO on the selection of a digital storage provider.
- 2) Access to the digital storage shall be turned over to the incoming Archivist or temporarily to Mandalore prior to January 1st of the incoming Archivist's first term in office.
 - a) Mandalore shall pass access to the new Archivist upon assuming office.
- 3) The Archivist shall ensure that any records stored on a hard drive be digitally backed up
 - a) The CTO shall advise on the method of backup
- 4) All physical copies of MMCC records shall be scanned into a digital format and stored in accordance with points 1 and 3 of this section.

Section 3 Scheduling and Notifying of ICC Meetings

(a) The Archivist shall schedule and make notice of all ICC meetings as per Article V of the MMCC International Bylaws.

- 1) The regular ICC annual meeting schedule for the following year shall be made available to the ICC by December 1st of the preceding year.
 - a) ICC regular meeting schedules shall be posted in the MMCC forum calendar system.
 - b) Notification of special meetings may be done via email, phone, or internet messaging system.

(b) The Archivist shall see to the creation and distribution of all ICC meeting materials to include (but not limited to):

- 1) Item agenda for the upcoming ICC Meeting
- 2) Immediate past ICC meeting minutes
- 3) All Executive Committee meeting minutes since the previous regular ICC meeting
- 4) Committee report submitted since the previous regular ICC meeting
- 5) Administrative Cabinet meeting summations for all meetings preceding the previous regular ICC meeting.
- 6) Upcoming legal and/or regulatory filings
- 7) Any item of importance deemed worthy by the Archivist that may not appear on this list

(c) The Archivist shall send ICC meeting invitations to any officer who may be directly involved on an agenda item and may be asked to speak to the agenda item by the ICC.

Section 4 Maintenance of all Records of the Association

(a) The Archivist shall see to the proper maintenance of all records of the association, to include (but not limited to):

- 1) Annual review of all governing documents by the Governance Committee
 - a) A task force may be created for the express purpose of document review
 - b) The Archivist shall set the document review schedule in the previous year for the following year, or the Archivist may make a motion for the ICC to set a static date for annual document review. In either case, an annual schedule of governing document review must exist.
 - c) The Archivist shall submit to the ICC a list of documents requiring corrections upon completion of the scheduled document review.
 - i) This list shall be submitted at the next ICC meeting directly preceding the close of document review.
 - ii) The Archivist may request Mandalore call a special ICC meeting to address document corrections.
- 2) The prompt addition of all ICC-approved amendments to the constitution and bylaws
 - a) The Archivist shall transmit notifications of amendment additions to the following:
 - i) Conclave of Regions via Prime Minister
 - ii) International Roundtable
 - iii) Official Membership via Public Relations Officer

Section 5 Regulatory Filings of the Association

(a) The Archivist shall see to the proper transmission of all association regulatory filings to include:

- 1) Submission of annual tax returns
 - b) The Exchequer shall provide notice to the Archivist upon successful transmission of the corporation's annual tax filings.
- 2) Submission and/or renewal of non-profit registration in US states
 - a) The Archivist shall research non-profit registration needs in states where registration will benefit the region, clan, and association
- 3) Foreign government regulatory filings, if any

Section 6 Oversees New Member Processing and Keeper of Membership Rolls

(a) The Archivist shall keep an up-to-date list of MMCC membership, to include

- 1) Regions
 - a) Should include current and former regions
 - b) Should include current and former strongholds
- 4) Clans
 - a) Should include current and former clans
- 2) Official Members
 - a) Official Members shall be given their forum tag and accompanying membership information by the office of the Archivist
- 3) Auxiliary Members

(b) The Archivist shall oversee the application process for regions and clans, to include:

- 1) Regions

- a) The application process for Regions shall be overseen by the office of the Archivist, to include:
 - i) Verification of clans, strongholds, and official members within the new region
 - i) Setting of regional geographical boundaries
 - ii) Election of region officers
 - iii) Proper hand-offs to associated application processes:
 - (1) CTO for region forum(s) and email creation
 - (2) Exchequer for region financial account(s) creation
 - (3) Art Director for region sigil creation
 - (4) PRO for region social media account guidance
 - iv) Presentation of region charter
- 2) Clans
 - a) The application process for Clans shall be overseen by the office of the Archivist. To include:
 - i) Verification of official members within the new clan
 - ii) Setting of clan geographical boundaries
 - iii) Election of clan officers
 - iv) Proper hand-offs to associated application processes:
 - (1) CTO for clan forum(s) and email creation
 - (2) Exchequer for clan financial account(s) creation
 - (3) Art Director for clan sigil creation
 - (4) PRO for clan social media account guidance
 - v) Presentation of clan charter

Section 7 Minister, Region, Clan, and Organ Officer Elections

(a) The office of the Archivist shall administer and supervise all elections within the MMCC in accordance with the policies and procedures of the international constitution & bylaws, standard region constitution & bylaws, standard clan constitution & bylaws, and the mandates of any organ of the MMCC where it's officers are elected by the membership.

- 1) Elections shall be scheduled in such a way as to support the governing documents and not overlap.
- 2) The Archivist may assign a subordinate officer or team to oversee the election process
- 3) An annual audit of elections shall take place by the Governance Committee to ensure all elections are fair, proper, and representative of the governing documents

Section 6 MMCC Herald

(a) The Archivist may appoint a "Herold" to oversee internal announcements and membership communications.

- 1) Receives announcements from the Archivist, Prime Minister, Conclave Warden, or Cabinet chairs, and distributes those messages to the proper role, platform, or forum board depending on the needs of the requestor.
- 2) Moderates "Announcements" and "Official Member" forum boards.
- 3) Assists Archivist with the authoring of, and provides membership with critical notifications (nomination/Q&A/voting periods, critical official member messages, etc). Interfaces with the CTO on announcements over the website.
- 4) Works with the Archivist, Prime Minister, and EO on initiatives that foster organizational knowledge sharing and understanding.

- 5) Assists Archivist with mechanisms to facilitate member feedback - use input to further evolve strategy.
- 6) Assists the Archivist in providing clear and effective communication in response to crisis or emergency situations to reassure and guide members and officers.

Section 7 Archives Team

(a) The Archivist shall see to the appointment of a team of one or more Yeoman to assist in the carrying out of the duties of the office.

- 1) The Yeoman must be an official member under no sanction that would prevent appointment to an office in the MMCC
- 2) The Yeoman may be granted access to sensitive information by the Archivist for the express purposes of carrying out the duties of the office. The granting of such access assumes the Yeoman understands the sensitivity of the information, and any leaks traced back to the Yeoman may lead to member sanctions up to revocation of official membership.
- 3) A Yeoman may be appointed to serve as a proxy for the Archivist within the Administrative Cabinet.
 - a) The Alor must be informed of such proxy so the proper access can be given.