

4-4
HANDBOOK MAINTENANCE

General Description

The Secretary maintains the official copy of the SCA Handbook.

Responsibilities

1. The Secretary records and acts upon all Handbook changes recommended by the Board.
2. The web version serves as the master copy of the handbook. The Secretary maintains an up-to-date disk file and digital back-up 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 reported to Board.
4. Submits revised sections to the webmaster with a “what’s new” announcement listing those new sections for posting on the website.
5. Reviews and recommends updates to the Handbook Maintenance section (4-4) and general changes to the Handbook as needed.
6. Secretary 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).
7. Sends a set of obsolete printed Handbook pages and a set of revised printed Handbook pages to the SCA archives at the end of the Secretary’s two-year term.
8. Send a fully revised, dated and printed double-sided hard copy of the Handbook to the SCA archives in years ending in 0 and 5 (i.e., 2010, 2015, etc.).
9. Updates the following sections when additions or deletions of entire procedures are made to the Handbook:
 - a. Table of Contents
 - b. File Names in Table of Contents Order
 - c. Alphabetical List of File Names
 - d. Index to Handbook
 - e. Handbook Review and Update Assignments

Handbook Procedures Format

1. HEADERS - In the top left hand corner of each continuation page of a procedure is a header of the name of the procedure and the wording "(cont.)", i.e. Handbook Maintenance (cont.).
2. PAGE NUMBERS - In the top right corner of each page is a page number, with the exception of the first page.
3. MARGINS - Top and bottom margins shall be .5" and left and right margins shall be 1".
4. INDENTATIONS - Tabs and indents shall be at 5 character intervals. Indentation following numbers and letters shall be 3 spaces.
5. FOOTERS - A footer shall appear on the bottom left corner of the last page of the procedure. The footer shows "Handbook Maintenance (cont.)", computer file name, date of creation or revision, and the initials of the secretary or person making the revision.
6. PARAGRAPHS - Block format shall be used.
7. UNDERLINING - The subsection headings within each procedure shall be underlined. Titles of procedures are not underlined.
8. TITLES - Procedure titles shall be capitalized and centered. Subsections of procedures shall be typed in upper and lowers case and titled: General Description and Responsibilities. Procedures for Committees shall have the added subsection of Composition and Terms of Office.
9. VERBS - Each item under "Responsibilities" within any procedure shall begin with a verb in the third person, singular, present tense (i.e. writes, sends, prepares).
10. DIRECTORY NAMES - The title assigned to a procedure shall be reflected in the directory name given to that procedure.

HANDBOOK.MNT 10/90 nlb; 5/91 nlb; 7/91 nlb; 11/91 jab; 7/92 jab; 12/92 jab; 5/93 jab; 4/94 ppa; mpy 1/06, 3/2006 Board