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HANDBOOK INTRODUCTION

The Society of California Archivists Handbook is intended to be a brief and practical tool outlining the major duties of the officers, Board of Directors, and committees. It provides an up-to-date reference on the Corporation's structure, aims, policies, and procedures.

The Handbook is based on the bylaws of the Corporation, Sturgis Standard Code of Parliamentary Procedure, and ongoing decisions by the Board. Should there be a conflict among these, the bylaws take precedence, since the Handbook is not binding.

To maximize the Handbook's usefulness, all Board decisions affecting material in it should be immediately noted by the Secretary. Based on these annotations, revisions can be easily made and circulated to all eight board members and all committee chairs.

A Handbook is given on loan to each Board member and Committee Chair during tenure.

Note: All other current records of the Board except those of the Membership Director are maintained by the Secretary. Past records of historical value are kept in the SCA's archives by the Department of Special Collections, UCLA.