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TO: Board of Directors

FROM: Tara Murray, Chair, DSOC, and Tina Budzise-Weaver, Chair, MAHD

DATE: January 5, 2018

RE: Merging of Social Science and Museums, Arts and Humanities Divisions

ATTACH: Memorandum of Understanding

RECOMMENDATION: That the Board of Directors approve the merger of the Social Science Division with the Museums, Arts and Humanities Division to form the Social Sciences and Humanities Division.

RETURN ON INVESTMENT: The merger of DSOC and MAHD will provide a stable home within SLA for information professionals working in social sciences and humanities. The new division will provide ample volunteer opportunities for members while streamlining the number of officer positions required, and will provide robust programming for the annual conference.

BACKGROUND INFORMATION:

Rationale: Merger discussions were initiated by DSOC, which was unable to fill key officer positions. MAHD and DSOC have frequently collaborated on programming and networking events, and MAHD was identified as a division of similar size, also experiencing some difficulty in filling officer positions, and with members having similar interests and needs. Both boards are enthusiastic about the merger and have agreed to a new officer and board structure that will more closely align with members' current needs and interests. The programming chairs have collaborated on developing programming for the 2018 conference.

Vote: Both divisions conducted a vote on the proposed merger in December. In DSOC, 47 members voted in favor and 2 voted against the merger (96% in favor). In MAHD, all 19 voters voted in favor of the merger (100% in favor).

Proposed Terms of the Merger: The following terms are based on a Memorandum of Understanding between DSOC and MAHD, finalized Nov. 10, 2017. The complete MOU is included as an attachment to this document.

1. The name of the merged division will be the Social Sciences and Humanities Division (DSSH).
2. The scope note of the merged division will be:
The Division serves as a forum for the exchange of information and as a resource for enhancing skills for librarians and information specialists who may work with or have an interest in collections and resources related to the social sciences and humanities. The

division is especially committed, but not limited, to serving as a resource for information professionals in non-profit organizations such as museums, historical societies, research institutions, and foundations. The ongoing purpose of the division is to enhance the skills of its members in dealing with the collection, organization, dissemination, and retrieval of material, and to encourage professional research and publication.

3. The merged division will include the following sections which reflect the current interests of members of DSOC and MAHD. (The starred sections currently exist in DSOC.)
 - a. Museums
 - b. Geography and Map*
 - c. Labor Issues*
 - d. Non-profit*
4. The merger will be effective upon approval by the SLA board.
5. The board of the merged division for 2018 will consist of the following elected and appointed positions. Names of individuals committed to each position are included. DSOC and MAHD are jointly conducting an election for the vacant positions of Chair-elect and Secretary.
 - a. Officers
 - i. Chair (Kelly Helm, MAHD)
 - ii. Chair-elect (Nicholas Lamb, MAHD, has accepted a nomination)
 - iii. Secretary (Abigail Goehring, DSOC, has accepted a nomination)
 - iv. Treasurer (Rosanna Logenbaker, MAHD)
 - v. Past Chair (Tina Budzise-Weaver, MAHD)
 - b. Advisory Board
 - i. Past Past Chair (Joy Banks, MAHD)
 - ii. International Chair (Megan Price, MAHD)
 - iii. Communications Chair (Cameron Trowbridge, MAHD)
 - iv. Division Archivist (Rebecca Varga, MAHD)
 - v. Listowner (Linda Andrews, MAHD)
 - vi. Membership chair (to be appointed)
 - c. Committees
 - i. Program Planning Chairs, 2018 Baltimore (Marilyn Bromley, DSOC, & Kelly Helm, MAHD)
 - ii. Program Planning Chair, 2019 Cleveland (to be appointed)
 - d. Section Chairs
 - i. Museums (Meredith Miller Richards, MAHD)
 - ii. Geography and Map (David McQuillan, DSOC)
 - iii. Labor Issues (Larry Guthrie, DSOC)
 - iv. Non-profit (Tara Murray, DSOC)
6. The funds of the two divisions (checking and savings) will be merged.

Financial Impact: Financial impact will be negligible. Although the two divisions have collaborated frequently and share interests, there is very little overlap in membership between the two divisions, so we do not anticipate significant loss of division dues income.

Prepared by: Tara Murray, Chair, DSOC, and Tina Budzise-Weaver, Chair, MAHD

Reviewed by: Valerie Perry, Division Cabinet Chair-Elect

Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered into by and between the Social Science Division (DSOC) and the Museum, Arts and Humanities Division (MAHD), both divisions of the Special Libraries Association (SLA).

The two divisions each agree to ask their membership to vote on a proposal to petition the SLA board to merge the two divisions. Two-thirds of the members of each division who submit a ballot must vote "yes" in order for the proposal to move forward.

The divisions agree that the following conditions will apply to the merger, if it is approved:

1. The name of the merged division will be the Social Sciences and Humanities Division (DSSH).
2. The scope note of the merged division will be:
The Division serves as a forum for the exchange of information and as a resource for enhancing skills for librarians and information specialists who may work with or have an interest in collections and resources related to the social sciences and humanities. The division is especially committed, but not limited, to serving as a resource for information professionals in non-profit organizations such as museums, historical societies, research institutions, and foundations. The ongoing purpose of the division is to enhance the skills of its members in dealing with the collection, organization, dissemination, and retrieval of material, and to encourage professional research and publication. (See Appendix A for the current scope notes of the two divisions.)
3. The merged division will create the following sections which reflect the current interests of members of DSOC and MAHD. (The starred sections currently exist in DSOC.)
 - a. Museums
 - b. Geography and Map*
 - c. Labor Issues*
 - d. Non-profit*
4. The merger will be effective January 1 following approval by the SLA board.
5. The board of the merged division will consist of the following elected and appointed positions. (See Appendix B for individuals who would hold these positions if the merger is effective January 1, 2018.)

Elected Officers:

Chair – The Chair leads the Division. Serves as host at the annual conference - leading the division business and board meetings, and coordinating fundraising. Attends and represents DSSH in meetings of the SLA Division Cabinet. Fills out the Annual Report.

Chair-Elect – (three-year term, Chair-Elect, Chair, Past Chair) The Chair-Elect serves as a member of the DSSH executive board. This position attends and represents DSSH at the annual SLA conference and in meetings of the SLA Division Cabinet. The Chair-elect supports and assists the Chair in guiding the Division and fundraising for division activities, as well as helps to fill open Advisory Board roles such as committee chairs in collaboration with Past Chair. This position will serve as Chair in the second year of service and Past Chair in the third year of service. The Chair-Elect will have the opportunity to design non-conference programs such as member spotlights, virtual site visits, and topical webinars. Time commitment: three year commitment - first year as chair elect, second year as chair, third year as immediate past-chair.

Secretary - The Secretary attends all division board and business meetings; takes minutes at the annual DSSH Board and Business Meetings, including the record of actions taken, emails them to the Board for approval, and then sends them to the Chair, SLA Division

Cabinet Chair, the Archivist, and the Communications Committee, and conducts official correspondence as necessary. This a two year term.

Treasurer – The treasurer attends annual business meetings, and reports in the minutes on the financial status of the division in accordance with Association practices. Reports the fiscal condition of the Division to the Executive Board at each Board meeting. Maintains all financial records of the Division in accordance with Association Practices and submits required reports to the Association office accurately and on time. Prepares, signs, and submits an audited year-end financial statement for each fiscal year ending December 31. With the Chair, prepares the budget for approval at the first Board meeting of each new calendar year, and submits these to the Membership Department of the Association office by January 31. Pays the bills for Conference and Division expenses. Monitors all division fundraising activities to ensure that they are in compliance with Association Practices. This a two year term.

Past Chair – The Past Chair organizes the nominations for the open Executive Board positions, conducts the election for new officers of the division, and supports the Chair and Chair-Elect as needed.

Advisory Board:

International Relations Chair – The International Relations Chair is the voice of our international members within DSSH and SLA. This person is responsible for education, outreach, mentorship, and providing resources to the international community. Serves as DSSH's liaison and connection to the international community.

Communications – Maintains division website and posts. Maintains any social media accounts for the division.

Division Archivist – Retains physical records for the division.

Listowner – Manages communications with members. Serves as SLA Connect administrator.

Membership Chair – Maintains up-to-date membership records as downloaded from the SLA website's Membership Directory. Writes welcome communications to new members, inviting them to upcoming Unit or Association activities. Acts as host to new members attending their first Unit Meeting. Encourages members to renew and follows up with lapsed members. Administers the marketing, coordinating, and promotion of awards and scholarships granted by DSSH to our members. Solicits award and scholarship nominations, and selects recipients in collaboration with a volunteer committee of board members. For more information, consult the SLA Connect Community for Member Engagement. The Membership Advisory Committee liaises with the Membership Chairs of SLA Divisions and Chapters.

Committees:

Program Planning Chairs, 2018 Baltimore – These two chairs will plan the upcoming conference and collaborate with the section chairs on programming.

Program Planning Committee Chair, 2019 – This person would lead conference planning in collaboration with the section chairs. Will plan sessions in collaboration with the section chairs.

Section Chairs:

Museums – Plans one to two educational sessions or events for upcoming conference.

Geography and Map – Plans one to two educational sessions or events for upcoming conference.

Labor Issues – Plans one to two educational sessions or events for upcoming conference.

Non-profit – Plans one to two educational sessions or events for upcoming conference.

6. The funds of the two divisions (checking and savings) will be merged.

Appendix A

The scope notes of the two divisions are currently as follows:

MAHD: The scope of the Division encompasses librarians and information specialists from all types of museums (including, but not limited to, general, art, science, and history museums); from historical societies, institutions, and other organizations having special departments or special collections devoted to the arts, architecture and humanities, and from both public and private organizations having libraries or subject collections devoted to the creative arts and/or other branches of the humanities. The division also provides a forum for librarians and information specialists with an interest in all aspects of the publishing process (for both print and nonprint materials), from the development of original ideas through the publishing and marketing processes to the successful use of the end product by consumers.

DSOC: The scope of the Division is to serve as a forum for the exchange of information for special librarians having a social science subject interest. The purpose of the division is to enhance the skills of its members in dealing with the collection, organization, dissemination, and retrieval of material, and to encourage research in the broad field of the social sciences.

Appendix B

Individuals on the DSSH board, January 1, 2018:

1. Officers:
 - Chair – Kelly Helm
 - Division Chair-Elect – to be elected
 - Secretary – to be elected
 - Treasurer – Rosanna Logenbaker
 - Past Chair – Tina Budzise-Weaver
2. Advisory Board:
 - Past Past Chair – Joy Banks
 - International Chair – Megan Price
 - Communications Chair – Cameron Trowbridge
 - Division Archivist – Rebecca Varga
 - Listowner – Linda Andrews
 - Membership Chair – to be appointed
3. Committees:
 - Program Planning Chairs, 2018 Baltimore – Marilyn Bromley & Kelly Helm
 - Program Planning Committee Chair, 2019 – to be appointed
4. Section Chairs
 - Museums – to be appointed
 - Geography and Map – David McQuillan
 - Labor Issues – Larry Guthrie
 - Non-profit – Tara Murray