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1. PURPOSE

The Vintage Computer Federation Mid-Atlantic (VCF-MA) Steering Committee (henceforth referred to as “the committee”) is a regional member organization of the Vintage Computer Federation whose role is to create and coordinate execution of strategic and operational plans. The committee is charged with identifying opportunities for improving the operations of the VCF-MA chapter, including creation and maintenance of the VCF-MA committee charter.

The committee’s efforts will provide the most effective support of the ongoing needs of VCF-MA, considering the care and maintenance of VCF-MA facilities and artifacts in accordance with VCF’s mission. The committee may advise the VCF governing board and members on how such efforts will proceed.

This charter is a living document. Any governance items not covered in this charter will default to the National Vintage Computer Federation bylaws and mission statement as detailed in the official Vintage Computer Federation, Inc. bylaws document if so referenced. In the case of a conflict between National and MA bylaws, this document will take precedence. In any case, the VCF-MA committee may elect to amend the charter as needed.

Mission: To preserve computing history through education, outreach, conservation, and restoration. We strive to accomplish this through family friendly hands-on activities at our museum, at regional and global events, and by fostering and nurturing the expansion of our on-line and in-person communities.



2. AUTHORITY

The VCF-MA steering committee is an advisory, coordinating and operations group for VCF-MA. Committee membership will consist of five individuals who will have the authority to bring motions and vote on VCF-MA issues. One of the five members will be named as chairperson by a majority vote of the committee. If needed, chairperson duties may be temporarily delegated by the active chairperson or the other committee members in order to ensure continuity of VCF-MA business. The chairperson or their delegate has the authority to call or delay formal votes and serves as a tiebreaker when necessary. The chairperson serves at the pleasure of the committee at-large.

The committee is not directly responsible for VCF national projects, although it may offer advice or guide the efforts of projects that impact VCF-MA. The steering committee and its members serve at the pleasure of the VCF national board.

The following non-voting committee members may attend committee meetings at their discretion:

CFO of VCF National and Mid-Atlantic – Responsible for overall financial and legal issues.

Social Media Specialist of VCF National and Mid-Atlantic – Responsible for social media presence.

All Leadership Positions referenced in section 7.

3. RESPONSIBILITIES

The principal responsibilities and functions of the committee are to define and support VCF-MA goals and objectives, and ensure that VCF-MA initiatives are carried out consistently and successfully in alliance with overall operating guidelines. The responsibilities of the committee also include:

- Provide recommendations on strategic priorities for VCF-MA that includes a balance of financial and mission goals.
- Develop a specific multi-year roadmap that specifies priority of objectives that support the VCF-MA mission.
- Construct sub-committees and working groups to work towards objectives.
- Disseminate information to and elicit feedback from the VCF membership and leadership teams.
- Create specific yearly plans for projects and services that match with the practices and directions established in the roadmap.
- Provide a focal point and repository for VCF-MA standards, document existing standards and validate/adopt new standards as determined by the committee.
- Revise charter/by-laws as necessary as determined by a super-majority vote.
- Other activities as needed to encourage coherent operational strategies and efficient operations.



4. COMMITTEE ELECTIONS

Steering committee membership includes representation of VCF membership, as determined by the VCF governing board and VCF-MA sponsored elections.

- The committee membership will be determined by elections to be held on a yearly basis (currently November.)
- Committee membership is ideally comprised of five people but may vary due to changing circumstances. Any committee vote to determine an increase in committee members shall be held within six months after a new election cycle.
- A minimum of one seat will be up for election in every cycle, unless additional vacancies create the need for additional seats to be filled, in which case all vacant seats will be up for election in that cycle.
- In the event of a tie, a two-week runoff election will be held.
 - If a tie still exists after the runoff, the non-running committee members will determine a winner.
 - In the event of a committee tie, the current chairperson or chair delegate will determine the winner.
- Nominations for committee members can be made by current members in good standing simply by communicating the nomination to a committee member. One nomination per member can be made. Said members may also self-nominate.
- In the case of off-cycle vacancies, the committee may move, without a public election, to appoint by simple majority vote new committee members to fill the seats until the next scheduled election.
- A committee chairperson will be appointed by the committee members within 30 days of each completed election cycle. At that time a recording secretary will be selected.
- Prospective committee members should be knowledgeable in some aspect of computing, preferably vintage computers, and show a demonstrated interest in vintage computing, computing history, and museum management and governance.
- In order to be sufficiently aware and have proper perspective of museum and warehouse issues, prospective committee members should be able to physically attend VCF events at least quarterly and attend meetings regularly.

5. VCF MEMBERSHIP

VCF general membership is open and granted to anyone who joins the mailing list. Voting rights will be granted to active list members who join no less than 30 days before an election.



6. OPERATIONS

1.1 Meetings

The committee will meet on a regular basis to discuss and review projects, goals and initiatives, and will document meeting minutes reports via the VCF-MA email list. Committee meetings will be governed by the following rules:

- Meetings will be held in person or by telephone/video conference. If not available, the acting chairperson may name a delegate to act in their stead.
- Actions can be taken without formal meetings by coordination via email, phone, or other collaboration methods, on the condition that majority rules are respected. Actions and votes should be conducted and directed by the chair or their delegate.
- A quorum will consist of 2/3 of the current committee membership.
- Agenda items should be submitted to the committee chair or delegate as soon as possible prior to the scheduled meetings.
- Agendas and attendee lists will be provided prior to the meetings.
- A simple majority of the full committee shall constitute a quorum for the transaction of VCF-MA business, except where a super-majority is required.
- In most cases, a simple majority shall carry a vote, except where a super-majority is required. In the case of a tie, the committee chairperson or designated delegate will determine the tiebreaker.
- In the case of a suspected conflict of interest during a vote, the committee shall decide by a simple majority whether there is truly a conflict of interest and whether the person or persons in question should abstain.
- Meetings will normally be attended by committee members, VCF national board members and other designated people. VCF national board members/officers may contribute normally to committee business but will not have a vote.
- Non-committee members may attend meetings as members of sub-committees, or to discuss pertinent business as requested. Non-committee or board members may not bring motions, except through a sponsoring committee member.
- Motions may be brought forward by any committee member. If a motion is seconded by another committee member, the motion is carried and will be considered by the committee-at-large for further action.
- Meeting participants may change based on initiatives, projects, member availability and the operations of the committee sub-groups.



1.2 Communication

In order to succeed at VCF-MA collaboration efforts, communicating the committee's work and recommendations in an efficient and consistent manner is crucial. By raising awareness of VCF-MA projects throughout the organization, the committee will continue to progress the organization. The committee will provide a forum to aid communication and provide other methods of sharing information. Possible communication channels may include:

- Email
- VCF events
- Collaboration portal(s)
- Speaking at meetings to discuss projects, roadmaps, or other ideas to improve museum operations
- Online forums to facilitate discussions
- Appearances at other tech related events

1.3 Sub-committees

The committee may seek the help of *subject matter experts* for specific projects and standards by forming focused sub-committees. All sub-committees should be led by or at minimum include one steering committee member to facilitate communication between the sub-committee and the steering committee. A sub-committee will be assembled with the appropriate subject matter experts and convene to develop an official action plan to be presented to the steering committee. Once the final plan is completed and approved by the steering committee, accountabilities will be assigned, and work will commence. The sub-committee will be dismissed upon completion of any follow-up work and any informational artifacts will be archived.



7. OTHER LEADERSHIP POSITIONS

The positions described below serve at the pleasure of the committee with a super majority vote required for appointment or dismissal.

Each position will report at regular committee meetings.

InfoAge Liaison

- This position is held by the committee Chair

Warehouse Manager

Museum Manager

- Museum development/curation
- Docent training and scheduling

Event Coordinator

- Workshops
- Swap Meets
- External Events
- Annual Winter Membership Celebration

IT Manager

- Manage Mid-Atlantic Google E-mail Accounts
- Manage and Moderate the Mid-Atlantic Member Mailing List
- Manage Technology Infrastructure in Museum and Warehouse



8. APPENDIX

a. Abbreviations and Terms

Abbreviation	Term
VCF	Vintage Computer Federation
VCF-MA	Vintage Computer Federation Mid-Atlantic

Term	Definition
Vintage Computer Federation, Inc.	The legal entity incorporated under Section 501(c)(3) of the U.S Internal Revenue Service code
Vintage Computer Federation Mid-Atlantic (VCF-MA or MA)	A chapter of the Vintage Computer Federation, headquartered at 2201 Marconi Road, Wall NJ 07719
Steering committee	The VCF-MA steering committee
Sub-committee	Group(s) comprised of at least one steering committee member and/or other VCF members or volunteers
Committee Member Term	Defined as every two years starting December 2020
Board	The national VCF Governing Board of Directors
Quorum	2/3 of the current committee membership

b. Revision History

Revision Number	Previous Version Effective Date	Description of Change
<<0>>	11-Nov-2019	<<Draft>>
<<1>>	06-Oct-2020	<<Revised draft with steering committee>>
<<2>>	13-Oct-2020	<<Finalize with steering committee>>
<<3>>	23-Aug-2021	<<Revised draft for review with steering committee>>
<<4>>	17-Jan-2022	<<Cleaned up final revision>>
<<5>>	14-Jun-2022	<<Remove Initial Charge section. Add Mid-Atlantic Executive Director section.>>
<<6>>	12-Jul-2022	<<Remove Mid-Atlantic Executive Director section. Add Other Leadership Positions section. Modify meeting attendees under section 2. AUTHORITY.>>

c. Retired Sections

Removed 14-Jun-2022:

Initial Charge

The first project that VCF-MA has charged the committee to undertake is the formation of an initial committee group and a charter. The scope of these activities are as follows:



Document Title: **Vintage Computer Federation Mid-Atlantic (VCF-MA) Committee Charter**

Version: 1.6

- Establish the VCF-MA charter, governance and initial committee membership
- Establish methods to maintain the by-laws/charter
- Establish sub-committees to accomplish operational goals
- Establish the first-year goals and continuing guidance for future years
- Oversee election of committee members for subsequent years

Removed 12-Jul-2022:

MID-ATLANTIC EXECUTIVE DIRECTOR

The Mid-Atlantic Executive Director serves at the pleasure of the committee with a super majority vote required for appointment or dismissal.

The duties and responsibilities of the Mid-Atlantic Executive Director are as follows:

- Day-to-Day operations of the Museum and Warehouse
- Docent Schedule and Training
- Event Planning and Execution
- InfoAge Liaison
- Other duties as deemed appropriate by the Mid-Atlantic Steering Committee

The Mid-Atlantic Executive Director will communicate with the committee as follows:

- In temporary situations or situations requiring emergency action, it is expected that the Mid-Atlantic Executive Director will report all actions taken to the committee in a timely manner.
- In situations resulting in a permanent change, it is expected that the Mid-Atlantic Executive Director will request authorization from the committee prior to any changes being made.



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9. APPROVALS

APPROVED BY:	Effective: <i>17-Jan-2022</i>
_____ Committee Member	_____ Signature
_____ Committee Member	_____ Signature
_____ Committee Member	_____ Signature
_____ Committee Member	_____ Signature
_____ Committee Member	_____ Signature
Charter author: Dean Notarnicola, VCF-MA Committee Chairperson 2019 – 2021	
Charter maintainer: Current VCF-MA Committee Chairperson	
Current Charter reviewers: Chris Fala, Alex Jacocks, Corey Cohen, Adam Michlin, Jeff Brace, Dave McGuire, Jason Perkins, Doug Crawford	