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## 1. PURPOSE

The Vintage Computer Federation Mid-Atlantic Retro-Computing Hobbyists (VCF-MARCH) 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-MARCH chapter, including creation and maintenance of the VCF-MARCH committee charter.

The committee’s efforts will provide the most effective support of the ongoing needs of VCF-MARCH, considering the care and maintenance of VCF-MARCH 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.

**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

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The Mid-Atlantic Retro Computing Hobbyists (MARCH) steering committee is an advisory, coordinating and operations group for MARCH. Committee membership will consist of five individuals who will have the authority to bring motions and vote on MARCH issues, and assign and provide executive oversight of Managers, including VETO powers, for particular duties or tasks necessary for the function of MARCH. 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 MARCH business. 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 MARCH. The steering committee and its members serve at the pleasure of the VCF national board.

**The following non-voting committee member seats belong to the following positions:**

- CFO of VCF National – 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

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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.
- Assign managers and workgroups to work towards objectives and perform certain duties, and provide executive oversight to the actions of those managers and workgroups.
- 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 (henceforth defined as any vote passed with greater than or equal to 75% consensus of the entire steering committee).
- Other activities as needed to encourage coherent operational strategies and efficient operations.

### **3.1 Responsibilities of the Chairperson**

- The chairperson or their delegate is responsible for calling formal votes and determining the length of the voting period, and serves as a tiebreaker when necessary.
- The chairperson or their delegate is the sole holder of the MARCH bank account, and is responsible for making purchases that have been approved by vote of the committee, or for reimbursing members for purchases which the chairperson may deem as necessary for the operations of VCF-MA, as well as for informing the CFO of VCF National and Mid-Atlantic of these purchases.
- The chairperson or their delegate is also responsible for outreach and communication with the MARCH membership at large, and is responsible for making announcements regarding MARCH business and operations to the membership or public, monthly at minimum.



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## 4. COMMITTEE ELECTIONS

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Steering committee members are to be representative of MARCH membership, as determined by the VCF governing board and MARCH 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 two seats 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 will determine the winner.
- Nominations for committee members can be made by current MARCH 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 an 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. In addition, 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 MARCH issues, prospective committee members should be able to physically visit InfoAge at least quarterly and attend meetings regularly, as well as demonstrate familiarity with the operations of MARCH regarding the museum, collection, restorations, events, etc. which it is responsible for.

## 5. MARCH MEMBERSHIP

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MARCH general membership is open and granted to anyone who joins the mailing list. Voting rights will



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be granted to active list members who join no less than 30 days before an election.



## 6. OPERATIONS

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### 6.1 Meetings

The committee and assigned managers will meet on a regular basis to discuss and review projects, goals and initiatives, and will make meeting minutes reports available to the MARCH membership. 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.
- 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.
- Meetings will normally be attended by committee members, VCF National board members, all committee-appointed managers, 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.
- Meeting participants may change based on initiatives, projects, member availability and the operations of the committee-appointed managers and sub-groups.

### 6.2 Voting

- The committee shall carry and vote on motions pertaining to the operations of MARCH. Committee votes will be governed by the following rules:
- Actions and votes should be conducted and directed by the chair or their delegate, who will dictate the time-frame of the vote at their own discretion, and, if needed, act as a whip by contacting individual committee members to solicit votes to ensure total participation.
- Actions can be taken without formal meetings by coordination via email, phone, or other collaboration methods, on the condition that majority rules are respected, all steering committee members are made aware of motions being voted on, and actions and votes are documented.
- 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.
- Motions may be brought forward by any committee member or committee-appointed manager. If a motion is seconded by another committee member, the motion is carried and will be brought to a vote as conducted by the chairperson. Non-committee or board members may not bring motions, except through a sponsoring committee member or committee-appointed manager.



## 6.3 Communication

In order to succeed at MARCH collaboration efforts, communicating the committee's work and recommendations in an efficient and consistent manner is crucial. By raising awareness of MARCH projects throughout the organization, the committee will continue to progress the organization, as well as keep the membership aware of operations at Infoage.. 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
- The MARCH Blog

## 6.4 Workgroups

The committee may seek the help of *subject matter experts* to make recommendations for specific projects and standards by forming focused workgroups. All workgroups should be led by or at minimum include one steering committee member or committee-appointed manager to facilitate communication between the workgroup and the steering committee. A workgroup 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, roles will be assigned, and work will commence. The workgroup will be dismissed upon completion of any follow-up work and any informational artifacts will be archived.



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## 7. OTHER LEADERSHIP POSITIONS

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The positions described below serve at the pleasure of the committee with a super majority vote required for appointment or dismissal. The committee may not assign any more than one managerial role to any individual.

Each position will report at regular committee meetings, and must prepare a regular written report of work/progress to send to the committee via email.

### **InfoAge Liaison**

- This position is held by the committee Chair

### **Collections Manager:**

- Determines collections policy and scope
- Responsible for organization, cataloging, and storage of collection and inventory
- Responsible for accessioning/de-accessioning artifacts
- Responsible for the upkeep and operation of the warehouse
- Responsible for selecting surplus inventory to be sold or auctioned

### **Museum Manager:**

- Museum development/curation
- Docent training and scheduling

### **Donations Manager:**

- Responsible for handling incoming donations
- Responsible for communicating with potential or past donors
- Responsible for documenting contents and value of accepted donations for tax write-off purposes
- Works with the Collections Manager to determine which potential donations should and should not be accepted
- Works with the Collections Manager and Museum Manager to determine which items should be sought for rescue or potential donation
- Alongside the Collections Manager, responsible for requesting steering committee judgment for rescues or potential donations which may require wider collaboration or funding, i.e. rental of a truck, coordination of volunteers, artifact exchanges between museums, etc.





### **Restorations manager:**

- Responsible for operation of the MARCH 'Grabbe Laboratory'
- Responsible for planning and documenting restoration projects and repairs
- Works with the Collections Manager and Museum Manager to determine which artifacts should be prioritized for restoration or repair
- Maintains an inventory of parts/components necessary for restorations/repairs and submits purchase requests to the chairperson when stock is low or new material is needed

### **Fundraising Manager:**

- Responsible for organizing swap meets, festivals, and other fundraiser events

### **Club Manager:**

- Responsible for organizing repair workshops, Festivus, and other club activities

### **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
Election cycle	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

<b>Revision Number</b>	<b>Previous Version Effective Date</b>	<b>Description of Change</b>
<<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>>	05-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.>>
<<7>>	13-Nov-2024	<<Change name to MARCH, specify role of chairman, refine voting procedures, grant managers the ability to raise motions, clarify relationship between steering committee and managers, create new manager positions, specify requirement for supermajority.>>



## **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:

- 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.



## 9. APPROVALS

Effective: *13-Nov2024*

### APPROVED BY:

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 MARCH Committee Chairperson

Current Charter reviewers: Corey Cohen, Jeff Brace, Dave McGuire, Doug Crawford, Jeff Salzman, Ian Litchfield, Thomas Gilinsky