By-Laws
of the
Montana Memory Project

Article I: The Montana Memory Project Organization

1. The Montana Memory Project (MMP) provides an online source for digital collections relating to Montana's cultural heritage. (The current software is CONTENTdm and the vendor is OCLC.)
2. MMP is a voluntary digitization consortium, which includes academic, public, school, and special library members, archival institution members and museum members in Montana.
3. Participating members that have signed the MMP Contributing Institution Agreement are known as "MMP Member Institutions".
4. MMP members are subscribed to the consortium's general listserv. This listserv is for the purpose of sharing expertise, discussing changes to shared interfaces and cataloging templates and as a communication tool for MMP technical and administrative support. The MMP Executive Committee will consider recommendations regarding overall changes to shared interfaces and software, and to overall procedure and management of the MMP, and make operational decisions.
5. The Montana State Library provides all financial services and funds staff to provide system administration and technical assistance to members.
6. The MMP's fiscal year is July 1 to June 30.

Article II: Vision and Mission

1. Vision:
   - **a.** The Montana Memory Project is where Montana's rich past meets its people.
2. Mission
   - **a.** The Montana Memory Project encourages cooperation between Montana's cultural institutions and its citizens in order to bring both historic and contemporary resources to the digital age."

Article III: Membership

1. The Member Institutions are the participating libraries, archives, museums, and cultural institutions that have contributed or are intending to contribute permanent content to the MMP and/or that have signed the MMP Contributing Institution Agreement (see Attachment A).
2. Each Member Institution shall adhere to the Montana Memory Project Guidelines when digitizing material for inclusion in the MMP and when adding material to the MMP (http://msl.state.mt.us/For_Librarians/For_All_Librarians/Digitization/Montana_Memory_Project/default.asp).

3. An annual meeting of the MMP Membership will be held in the spring of each year. Meetings may be by assembly or electronic.
    a. A MMP Membership meeting must include the participation of at least 50% of the Member Institutions to be considered a quorum.
    b. All MMP Membership meetings will meet the requirements of Montana's Open Meeting Act: MCA 2-3-202 to 2-3-203.

Article IV: Executive Committee

1. The Executive Committee shall consist of a representative from each of the institutions contributing financially to MMP costs and from each of the following groups:
    a. Academic Libraries
    b. Public libraries
    c. School libraries
    d. Special libraries
    e. Museums, Archives & Historical Societies
    f. User Community
    g. MMP System Administrators (non-voting, ex-officio member)
2. Executive Committee members can be elected from either the Member Institutions or from the larger library, archives, museum and cultural heritage community.
3. Executive Committee members will serve three year terms.
4. The Executive Committee acts as a governing board for the Montana Memory Project. The Executive Committee shall consider all matters and devise all policies necessary or desirable for the operation of the consortium and shall enforce, uphold and implement appropriate rules and procedures with authority over all matters not reserved to the member institution's administration or to the individual institutions. The Executive Committee shall be authorized to act on any urgent matters on behalf of the Member Institutions.
5. The Executive Committee is charged with making ongoing operational decisions, identifying problems and opportunities and other activities as needed.
6. The Executive Committee will meet monthly, meetings may be by assembly or electronic.
7. A simple majority vote shall carry the motion in the Executive Committee.
8. The Executive Committee members will appoint two Executive Committee members to serve as Chair and Vice Chair, to facilitate the Executive Committee meetings, assemble and distribute monthly meeting agendas and notify all members of the Executive Committee of the monthly meeting details.
    a. The Chair and Vice Chair will serve a term of two years.
9. The Vice Chair will take minutes of each meeting or a minute taker may be designated. The Vice Chair will ensure that the minutes are made available to

all MMP Members in a timely manner, posted on the MSL MMP website (http://msl.state.mt.us/For_Librarians/For_All_Librarians/Digitization/Montana_Memory_Project/default.asp) and to the MMP general listserv.

10. Any two Executive Committee members may call an Executive Committee meeting with 48 hours notice. Meetings may be by assembly or electronic.
11. An Executive Committee meeting must include the participation of at least three Executive Committee voting members to be considered a quorum.
12. All Executive Committee meetings will meet the requirements of Montana's Open Meeting Act: MCA 2-3-202 to 2-3-203.

Article V: Authority and Grievance

1. The Roberts Rules of Order (2000 edition) will be followed for the MMP Executive Committee meetings.
2. Grievance Policy:
    a. Whenever any Member in the MMP believes that another Member has breached a provision of the MMP Contributing Institution Agreement, that Member shall provide written notice of the alleged breach to the violating Member and to the Executive Committee, which shall attempt to resolve the dispute with the Members.
    b. If the alleged breach has not been corrected within 30 days of the provision of notice, or within any extended period agreed to by all Members, the Members may then pursue any remedies permitted by law or by the MMP Contributing Institution Agreement (see Attachment A). In addition, if a Member commits a substantial breach that is not corrected as provided herein, the MMP Executive Committee may recommend that the Member's Agreement be terminated.
3. Appeals:
    a. Any Member subject to the corrective measures detailed in (3.b.) above, or elsewhere in these By-laws or through the MMP Institution Agreement may choose to appeal these measures in writing to the Executive Committee.
    b. Following its appeal to the Executive Committee, an aggrieved Member may direct its appeal to the Montana State Library Commission. The Commission's decision is final.
4. Arbitration:
    a. In the event of an unresolved disagreement between any single (or several) Member(s) and the MMP, the Members in conflict may mutually choose to seek resolution via binding arbitration.
    b. The rules governing arbitration, for the purposes of these By-laws, are referenced in "Montana Code Annotated 39-2-914. Arbitration".

Article VI: Amendment of By-laws

1. These By-laws may be amended by the MMP Membership at a meeting of the full membership, either by assembly or electronically. Approval of and actual adoption of recommended changes in the bylaws requires a majority vote of the MMP Membership.

Attachment A

The _(Institution Name)_____ agrees to the following as a Contributing Institution of the Montana Memory Project (hereinafter referred to as “MMP”):

- To read and comply with the MMP Guidelines prior to beginning digitization and the creation of metadata

- To read and observe the MMP Collection Policy Scope and Purpose

- To submit a completed MMP Project Planning Document for each new collection the Contributing Institution wishes to create in the MMP, for review by the MMP Steering Committee

- To keep new collections unpublished until at least 1 image and related metadata has been added.

- To make its MMP content available at the Collection level and/or Item level in WorldCat, through the CONTENTdm Digital Gateway tool or Connexion Digital Import

- To ensure that URLs to images remain functional, wherever metadata in the MMP points to content residing on a server other than the MMP hosted site

- To commit to the long-term preservation and accessibility of digital master files by either a) depositing digital master files that correspond to access files in the MMP in the statewide OCLC Digital Archive subscription or b) developing and maintaining an appropriate long-term preservation solution in-house for digital master files.

- To contribute to the ongoing growth and success of the MMP through such efforts as local web-page links to MMP collections, assisting new institutions, continuing to contribute content, sharing technical expertise and promoting the statewide nature of the collection

MMP Mission Statement: The Montana Memory Project encourages cooperation between Montana's cultural institutions and its citizens in order to bring both historic and contemporary resources to the digital age.

Signature

_____

Institution Name

_____

Date

_____