

**BY-LAWS OF THE COMMISSION ON ARCHIVES AND HISTORY
OF THE EPISCOPAL DIOCESE OF PITTSBURGH**

**Article I
Office**

The office of the Diocesan Commission on Archives and History (hereinafter CAH) shall be located at the Diocesan offices, Trinity Cathedral, 325 Oliver Avenue, Pittsburgh, PA 15222-2467.

**Article II
Purposes**

The CAH acknowledges the ecclesiastical authority of The Episcopal Church in the United States of America, and of The Episcopal Diocese of Pittsburgh, as to all matters which may fall within their jurisdictions.

Under the appointment of the Bishop of Pittsburgh, and with the approval of the Diocesan Council of the Diocese of Pittsburgh, the purpose of the CAH is to provide general oversight and advice on matters related to the history and archives of the Diocese, and, in consultation with the Archivist, set policy for the archives.

[a] The CAH shall adopt such organization, functioning, and procedures as to be consistent with the Constitution and Canons of the Diocese of Pittsburgh, so that its plans and mission objectives will advance an appreciation of the recorded history of The Episcopal Church in this diocese.

[b] The CAH shall also serve as a committee of advice and support for the Registrar/Historiographer and for individual parishes in the diocese.

[c] The CAH shall nominate the Diocesan Archivist and set forth the terms and conditions with regard to the work of the archivist.

[d] The CAH shall make an annual report of its work to the Diocesan Convention.

[e] The CAH shall be the official depository of all records of the Commission.

[f] The CAH may establish and advise The Friends of the Archives whose members shall assist the Commission in supporting the archives of the diocese, and its parishes, through such activities as publicity, fundraising, volunteerism, and by attracting gifts and bequests for long-term planning.

[g] The CAH may establish a restricted fund, which shall be managed by the Board of Trustees and its Investment and Trusts Committee, to assist in the operation, expansion, and

staffing of the Diocesan Archives and an annual accounting shall be submitted to the CAH. The principal and earnings of the fund shall be used only with the advice of the CAH.

Article III
Registrar/Historiographer

Section 1. The Registrar/Historiographer is appointed by the Bishop, and serves *ex officio*, as a member of the CAH with voice.

Section 2. The Registrar/Historiographer shall encourage the development of materials such as exhibits, articles, books, and pamphlets related to the history of the Diocese, its parishes, and other Episcopal organizations and ministries.

Article IV
Archivist

Section 1. The Archivist is appointed by the Bishop upon recommendation by the Commission on Archives and History, and serves *ex officio*, as a member of the CAH with voice.

Section 2. The Archivist shall be charged with the efficient and professional management of the archives and historical collections in the diocesan archives. In consultation with the CAH, the Archivist shall develop appropriate policies and procedures for the care, use and management of the collections, and develop a records management plan for diocesan records. The archivist shall encourage and provide education to others in the diocese about the proper management and preservation of records and artifacts. It shall be the duty of the Archivist to issue, on request, proper certification of records in the archives, including, but not limited to, Consecration, Ordination, Baptism, Confirmation, Marriage, and Burial Records, and to do other tasks as assigned by the Bishop.

Article V
Commission Members

Section 1. The CAH shall be composed of six members drawn from the Laity and Clergy of the Diocese. The members shall serve three-year terms, so arranged that two terms shall end each year. The Commission shall elect its own Chairperson. Members of the Commission shall be appointed by the Bishop and shall have special expertise as archivists, librarians, historians, or genealogists. In addition, the Registrar/Historiographer and the Archivist shall be *ex officio* members of the CAH with voice.

Section 2. A member of the CAH may serve successive terms. Vacancies shall be filled by the nomination of the CAH for the Bishop's appointment. Failure to attend meetings, without reasonable cause, shall be reason to be dropped from the CAH. A member may resign at any time by giving notice of resignation to the CAH. A member may be removed without prejudice by a majority vote of the CAH.

Section 3. Meetings shall be held at least three times a year, at such places as the CAH may determine.

Section 4. Members in attendance at any meeting of the CAH shall constitute a quorum to transact business.

Article VI
Officers

The duties of the officers of the CAH shall be those normally assigned to such officers, plus other duties as may be assigned from time to time by the CAH. Each officer shall serve until a successor is named.

The CAH shall elect its own Chairperson and other officers as necessary.

Article VII
Committees

The Chairperson of the CAH may provide for such committees or other bodies of individuals as it shall deem wise, delegating such duties and powers as shall be deemed necessary or desirable. The members of such committees or bodies need not be members of the CAH.

Section 1. Personnel Committee. The Personnel Committee shall conduct an annual evaluation of the work of the Archivist, to be submitted to the Bishop of this diocese prior to the determination of the budget of the Diocese of Pittsburgh for the ensuing calendar year.

Section 2. Nominating Committee. The CAH serves as the Nominating Committee and shall solicit and present two nominations each year for consideration by the Bishop of the Diocese of Pittsburgh for appointment to the CAH.

Article VIII
Amendments

These By-laws may be amended, enlarged, or repealed by the affirmative vote of a majority of the members at any regular or special meeting of the CAH, with subsequent approval by the Diocesan Council, provided that notice of the proposed alteration, amendment, or repeal has been contained in the notice of such meeting.

Adopted this 28th day of November, 2011



Chairperson