REGISTRARS' COMMITTEE

WESTERN REGION

AMERICAN ASSOCIATION OF MUSEUMS

SUMMER 1980

Herewith, our second issue of the Quarterly Newsletter. We have a report on the AAM Annual Meeting which includes summaries of the Registrars' program that I attended; news from some of our State Reps; a copy of our By-laws; an article on ash for volcano fans; and a brief article on accession numbers.

It is hope that this and future issues will provide a range of interesting and useful information for our range of members. But it's up to readers to respond, to let us know if were on target.

Paula March is working on our programs for the WRC Annual Meeting at the Hilton Hotel, San Francisco, Oct. 29 - Nov. 1, 1980. One session will cordinate with an address on Collection Management Policies, on the 29th. Our other session will be a wrap-up on the 1st. I hope to see many of you there.

Does anyone have friends in Alaska, Hawaii, Idaho, Nevada or Utah? Memberships in our group is non-existent there and we'd like very much to reach out to fellow Registrars.

Read on,,,and regards,
Kittu Gates, Chairperson

REGISTRARS' COMMITTEE
WESTERN REGION
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QUARTERLY NEWSLETTER SUMMER, 1980

ASH!

On May 18, 1980, Spokane, Washington received over one-half inch of ash fallout from the volcanic eruption of Mt. St. Helens. The AAM, AASLH and the Smithsonian had little advice to offer us when, after four days, we returned to the museum to find our historic house, exhibit and storage areas, offices and library coated from top to bottom with fine ash particles.

We were caught unexpectedly by the fallout. If there had been warning, we might have done a number of things to minimize ash infiltration. A museum staff could, with even a small amount of notice, cover all open collections with muslin or plastic drip cloths, tape-seal as many doors and windows as possible, and, most important, close off all air conditioning and ventilation units that use outside air supplies.

Our first concern, when the museum was reopened, was to keep traffic, both staff and public, to a minimum until cleanup was completed. Ash particles are fine and easily carried and blown from one area to another. They contain a large amount of silica-based minerals and are therefore very abrasive. Since cloth dusting scrapes the ash into the surface of objects and simply moves the ash around in an area, we opted for soft brushes and mild vacuum pickup. We bought a new vacuum with a triple filtering system and "dusted" objects either by moving the ash toward the vacuum with a soft brush or by using the vacuum directly on the least sensitive objects. Fabrics can best be vacuumed through screens.

Mt. St. Helens has, to date, emitted little sulphur. Mixed with water, sulphur clinging to the ash will become sulphuric acid and may do great damage to objects. Dr. Eugene Kiver of Eastern Washington University advised us that future eruptions could contain much more sulphur. If there is a fallout in your area, have a local university do a pH test on the ash immediately. Although there are no standardized tests, you will get an idea of the potential danger from acid. Until you are certain of the sulphur content, keep everything as dry as possible. If portable dehumidifiers are available, they could be used while the main air conditioning system is shut down. A little moisture will cause more damage than will a complete flushing with water.

The damage that ash may cause objects, such as scratching and corrosion, can be dealt with according to established conservation methods. The main concern we face, with potential ash fallout, is keeping that damage to a minimum. We can hope that Mt. St. Helens remains quiet, take as many precautions as we can, and remember that many of the objects dug up at Pompeii have survived in remarkably good condition.

Hazel A. Burrows, Registrar
Cheney Cowles Memorial Museum

NOTE:

A check list of contingency plans for volcanic eruptions is available from Larry Schoonover of the Cheney Cowles Museum. For a copy, write to: Larry Schoonover, Curator of History, E.W.S.N.S., West 2316 First Avenue, Spokane, Washington 99204.

MARYHILL MUSEUM

Few persons are privileged to experience the excitement I felt upon beginning my work at the Maryhill Museum of Art in 1976. I was not given a minutely catalogued and totally researched collection to care for. What I received was more like the key to an attic filled with a mixture of trifles and treasures.

The museum was created in the early 1900's by an imposing group of friends, none of whom was an art expert or familiar with the care of art objects. There was Sam Hill, millionaire and international diplomat; Queen Marie of Romania, friend of Hill and a devoted lover of beauty; Alma de Bretteville Spreckels, widow of the sugar magnate; and Loie Fuller, famous turn-of-the-century dancer of dubious morals.

It was Loie who talked Sam Hill into converting his unfinished country "chateau" into a museum of French art. Later the plans became more complex, and Loie wanted the museum to contain everything from works by Rodin to "the ugliest doll in the world", a childhood possession of the Queen of Serbia. The building was hardly large enough to shelter all that Loie envisioned, and, perhaps fortunately, not all of her plans materialized. There was never, for example, a room created to house Loie's planned exhibit honoring Helena Petrovna Blavatsky, the mysterious founder of the Theosophical movement.

After the internationally publicized dedication visit by Marie of Romania in 1926. the museum, still unfinished, fell back into obscurity. The original collections were stored in crates inside a structure on the site of Hill's unsuccessful agricultural colony, and a number of Rodin drawings (one of Loie's last "deals" with Samuel Hill) were kept in a Seattle Bank.

The building which was to house the stored works of art was not completed until 1940, nine years after Samuel Hill's death. Hill left a board behind him to complete and administer the museum. It consisted of a group of friends and locals who, again, new little about art and nothing of museum procedures. One early trustee, worried about the lack of an inventory on the objects stored near the future museum, sent his son down to open boxes and write one. This interesting early museum document classifies objects in this manner:

1 large plaster statue
2 medium plaster statues
1 pot, very old.

As may be seen, there was a certain clarity lacking. The plaster statues, for example were works by Auguste Rodin, obtained from his studio by Loie Fuller. The "old pot" may have been one of a number of ancient Cypriot objects donated by the Queen of Greece.

The trustees undertook completion of the museum, and hired a director who held the position for some forty years. The meager collections were supplemented by the gifts of Hill's friend Alma Spreckels, who, upon hearing the planned museum ridiculed, planned to create a "real museum" of which Hill would have been proud.

For the next four decades, the museum offered to the public a mixture of museum pieces and objects of curiosity. Identification of the collections was more according to tradition than accurate, and, as time went by, even these traditions became confused.

When I came to the museum in 1976 the first director had retired; a second had been hired, but his tenure was mercifully brief. The result of the first director's one-man organization of the collections combined with the changes made by the second director resulted in total chaos. It was for this reason that I was asked to come to the museum. The Board was aware that the museum was not up to current standards, and so it was my task to bring order out of collections which had never been organized according to sound principles.

A preliminary survey of the collections turned up a number of surprises. A small room was found stacked knee-deep with Native American baskets; objects were found stored in crawl-space between floors; the workshop attic yielded plasters by Pierre Roche and the lower jaw of a mastodon.

One of the first priorities was to refine the exhibited collections by removal of objects not of museum quality, and the correct identification of those objects displayed. This involved a great deal of research, and of communication with experts in a number of fields. Assistance with the icon collection was given by Heinz Skrobucha of the Icon Museum of Recklinghausen, West Germany. The British Museum also proved particularly helpful in a number of areas.

This reorganization and re-evaluation of the museum collections provided an ideal time to begin a new complete system of classification and numbering of museum objects. This was essential both for information and security purposes.

I should mention that my work with the Maryhill collections began on a part-time basis. Now that I am the museum"s full-time curator (which in our museum includes the tasks of a registrar), I am working on completion of this vast project by the expansion of catalogue information on each item. Bringing Maryhill's procedures up-to-date is an exciting and rewarding job. And how many registrars get the mixed thrills of exploring unresearched collections, and finding anything from an $85,000 painting to a mold for casting the hand of Rudolph Valentino?

Harvey W. Freer, Curator
Maryhill Museum of Art

NOTE:

Harvey Freer edited this issue of the Newsletter (and is happy to report that there are no ash problems at Maryhill; all eruptions have, so far, missed).

NUMBERING WITHOUT TEARS

Objects in a museum are numbered for permanent identification. Each object has a number that belongs to it and to no other object. Usually the number has no purpose other than to identify the object and to track it in location or in other records.

However, the museum accession number, as it is called, may be a code as well. That is, the number may give other information, simple or complex, about the object.

In the widely used system of a two-part number, the first part refers to the year of accessioning (09 for 1909, 52 for 1952, etc.). The second part refers to the order of accessioning within that year (09.1 indicates the first accession in 1909, 09.2 the second, etc.). A three-part number may be used to break down items within one large gift or purchase which, though a group of objects, is still considered one accession (09.1.1 indicates the first item in the first accession of 1909, 09.1.2 the second item in the first accession, etc.).

Sometimes a fourth part is added to the accession number to further divide a group of objects. If, for example, a portfolio of prints is received with a number of other items, it may be desirable to identify each print in the portfolio. Such classification is as follows: 09 (year) 2 (accession order) 1 (number assigned to portfolio) 1 (first print in portfolio); in short, 09.2.1.1.

For an object with removable parts, such as a teapot, an "a" and "b" may be added to the number so that both parts are identified in case of separation. Additional letters may be used for more numerous parts, all of which should be assigned a letter. In an object with five removable parts it is not necessary to record five letters (a-b-c-d-e-) a simple a-e added to the number is sufficient for clarity. Such a number might read: 09 (year) 3 (accession order) 5 (item number) a-e (number of removable parts); in short, 09.3.5.a-e. Note that here no further breakdown needed after the item number other than listing removable parts, since it is not an item such as a portfolio of prints which would require a number for each print.

The year and order of acquisition is not terribly important in identifying an object in storage, though it is frequently useful. We know when, but not what. The "what" information is contained in the written files, and the accession number is an arbitrary but essential and easy means of identification. Other numbering systems may be used to offer further coded information (nationality, artist, etc., and a system may need to be devised for a particular museum's needs. It is essential, however, that such a system should be clear, consistent and simple, and should meet all the identification needs of the museum. Duplication must be avoided. If, in using the year/order scheme discussed here, it is found that the necessary information is lacking, a substitute number may be used. For example, if the year of accession of an item is not known, the registrar may choose to substitute a code for the year. For example, a teapot unidentified as to year and order of accession might be numbered thus: NK (for "year of accession not known") N (for "no order of accession") 3 (for the third unidentified object listed) a-b (for "two removable parts". In short, NK.N.3.a-b. As previously mentioned, such improvised codes must be designed to meet special problems, and a thorough examination should be made of difficulties which might arise in the future before an untested system is adopted. Try to picture yourself as a new registrar 20 years down the road. Then design a system that will be clear to someone who does not know the murky history of how it all came about. This is a basic rule for all records and retrieval systems; they should be usable by anyone with a minimum of explanation. Imagine yourself as an ignorant seeker of information, then plan your system to provide that information in a speedy and simple manner.

Extended loans to a collection also require numbers, and a system similar to that of accession numbers is often used, but with a designation of loan status. Such a number might read: L (loan) 80 (1980) 3 (third loan) 2 (second item in that group of objects). In short, L.80.3.2.

Further information and ideas may be obtained from MUSEUM REGISTRATION METHODS, Dudley/Wilkinson, 3rd edition, AAM, Washington, D.C., 1979.

THE PAST

The AAM Annual Meeting took place in Boston, June 8 - 12. The problems and desirability of computerizing were discussed, as was disaster preparedness, and record keeping in general. Tape recordings were made of 86 sessions. A list and order form are in the July AVISO; also available from Vanguard Systems, Inc., 4210 Johnson Drive, Suite 316A, Shawnee Mission, Kansas 66205. The AAM Registrars' Committee is considering buying tapes in the future for rental or loan to registrars who cannot attend meetings. Would you be interested in such a program?

THE FUTURE

Work is in progress on the programs for the WRC Annual Meeting at the Hilton Hotel, San Francisco, on October 29th - November 1st, 1980. One session will coordinate with an address on collection management policies on the 29th. Our other session will be a wrap-up on the 1st. Hope to see many of you there.

Kittu Gates, Chairperson

Report from the Chairperson, RC-WR, on the AAM Annual Meeting, Boston, June 8-12, 1980

Registrars Committee:

Pat Nauert from Los Angeles and Vice Chair, reported that the AAM is working hard on long range goals. The preliminary report was in the May AVISO. She wants all of us to look them over from the registrars point of view: what roles do we have as Registrars to play in meeting those goals. Think about it and we will have some discussion about it in San Francisco in the Fall.

An ad hoc committee met later to suggest criteria that a Museum Assessment Program (MAP) person should be using when visiting a Registrar's office. These were forwarded to John Buchanan, who is running this new AAM program.

The RC hopes yet to do a salary survey and is getting advice from a statitician on writing an effective questionnaire.

New AAM Registrars Committee officers:

Chairperson	- Janice Stanland, Pennsylvania Academy of the Fine Arts
Vice Chair	- Pat Nauert, Los Angeles County Museum of Art
Secretary	- Carrie De Cato, Walker Art Center
Treasurer	- Barbara Redjinski, Portland (Maine) Museum of Art

Session on Museums and Computers:

Rather than discussing equipment, the panel focused on the kind of thinking we should do when considering using computers. There have been some expensive failures and there are ways to avoid a bad experience.

Set specific goals for what will be put on computer and how it will be used. Know why you're computerizing.

Have written step-by-step standards for data input.

Have a project manager who continues on the project...this continuity is very important.

Find out what others have done and profit from their experience. The National Inventory of Canada, for instance. (The Museum Registration Methods book has helpful articles. Managing a Programming Project by Phillip W. Metzger, Prentice-Hall, 1973, came well recommended.)

For collections management uses of computer, ask yourself what records are important, how they are used, what demands are made on them for information. Then, how do you apply computers to this. Your manual system may already be doing as well as need be.

If your institution is considering computers even vaguely, you might get the tapes of this session for a helpful discussion of how to approach the question.

Disaster Prepardness:

Reports from three institutions on how they learned the hard way dealing with fire, flood and tornado .... it helps to have written plans ahead of time.

Plans should be flexible, simple, detailed and adaptable to new disasters. Design the plans around effects of disasters rather than the cause (water may come from broken pipes or overflowing rivers, the resulting problems are about the same.)

Suggested outline:
--statement of purpose
--authority for preperation and implementation.
--scope of the plan
 -the events planned for, esp. the most serious, most likely
 -the locations planned for if more than one site
 -the relationship of this plan to other museum emergency plans
--emergency procedures -- who does what, when, and how. These are best enumerated seperately for each particular kind of disaster
--appendices: floor plans, escape routes, gas and electric and air cut-off plans, staff charts, relationship to others, title, address and phone, other phone lists -- fire, police, utilities, ambulance, etc. (keep these current). A summary of arrangements for evacuation or relocating the collection. List of Resources that might be needed -- tools, building materials, etc., and where to find them either in the building or from outside sources.

Several copies should be made and kept in strategic places with some one responsible for updating.

Collection Movement:

These reports overwhelmed me: having to relocate storage for 250,000 to 1.25 million objects! Accountability, inventory, security and careful handling are the main problems. Good planning, enough help and enough time are crucial. If new construction is involved, stay in touch with the schedule changes. Plan for contingiencies such as elevator breakdowns. Have one person coordinate and have responsibility. (Some of the relocations described took 10 months to 3 years to complete.)

Registrars Open Session:

Object resords - in whose care? A curator, a registrar and an archivist were on the panel. All agreed that records should be kept. Who does what keeping depends greatly on the size, Registrars Open Session cont.

complexity and budget of the museum. Keeping records and having them accessible to those who need to see them are the goals, with perhaps an index available for finding documents that are kept in various locations within the institution.

See Museum News, Nov./Dec., 1979, p. 62, and the entire latest issue of Registrars' Report, vol. I, no. 9, 1980, for more on archives.

86 sessions at the annual meeting were tape recorded. The list and an order form are in the July AVISO; also available from Vanguard Systems, Inc./4210 Johnson Drive. - Suite 316A/ Shawnee Mission, Kansas 66205. $6 per tape = 75¢ postage and handling per tape.

The AAM Registrars Committee is considering buying tapes in the future for retal or loan to Registrars who cannot attend meetings. Are you interested in such a program?

On July 28, a group of Oregon Registrars met all day at the Museum of Art, University of Oregon. Barbara Zentner, Oregon Rep, gathered us together to get acquainted, exchange information informally, and to discuss future workshops. In addition, we heard helpful words from the U. of O. archivist, and Visual Arts Resources personnel on packing and shipping within the state.

The most often asked-for future topic was legal aspects of collections. Planning is now underway for such a workshop, utilizing expertise from U.S. Customs officials and Oregon Lawyers for the Arts. Our hope is to respond to the information needs of as many museums and registrars around the state as possible.

No word was received from the other State Reps.

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READERS: Please let our Editor know what you want to read about. Let him know what you are doing. Write articles, if you feel so moved. Please respond to:

Harvey Freer, Curator
Maryhill Museum
Star Route 677, Box 23
Goldendale, Washington 98620

BY-LAWS OF THE REGISTRARS COMMITTEE, WESTERN REGION, OF THE AMERICAN ASSOCIATION OF MUSEUMS.

ARTICLE I. NAME

This committee is affiliated with the national Registrars Committee of the American Association of Museums (AAM) and shall be known as Registrars Committee, Western Region.

ARTICLE II. OBJECTIVES

This committee shall cooperate with the national Registrars Committee in giving assistance to the AAM in all areas that support and promote high standards of professionalism in the education and performance of museum registrars. This committee has a special concern to contact personnel from all museums within the Western Region and to involve them in its activities. Committee activities shall include, but not be limited to, preparing programs and seminars of special interest to registrars for the annual meeting of the Western Regional Conference (WRC) of the AAM, publishing a regional newsletter, and in general initiating or supporting local activities and projects that help to create an atmosphere of understanding and respect, of communication and cooperation among registrars, between registrars and other museum professionals, and between registrars and professionals in related service fields.

ARTICLE III. MEMBERSHIP

Section 1. Types. There shall be two types of membership: Individual and Associate.

Section 2. Individual. Individual membership shall be open to those museum professionals desiring to support the objectives of this committee who have the title of Registrar, Assistant Registrar, etc., or who perform the duties usually associated with these titles, and who live and work in the Western Region.* These members shall be voting members with all rights and privileges, except that no Individual Member may hold an elective office in the regional committee who is not also an Individual Member of the national Registrars Committee of the AAM, and a member of the WRC.

Section 3. Associate. Associate membership shall be open to all other interested persons who desire to support the objectives of the committee. They shall not be voting members but shall receive mailings and announcements, are invited to attend local and regional meetings, and may participate in seminars, programs, etc.

Section 4. Dues. Each type of member must submit annual dues in the amount of $5.00. Dues for the succeeding calendar year shall be payable to the Secretary-Treasurer at the time of the annual business meeting, and shall be considered in arrears if not paid by February 1. A change in the amount of dues may be proposed by the elected officers of the Committee and becomes effective when ratified by two-thirds of the voting members in the same manner as amendments to these by-laws prescribed in Article VI.

ARTICLE IV. OFFICERS

Section 1. Elected and Appointed. There shall be two elected

*The following states make up the Western Region: Alaska, Arizona, California, Idaho, Hawaii, Nevada, Oregon, Washington, Utah.

officers consisting of a Regional Chairperson and a Secretary-Treasurer, and two appointed officers consisting of a Communications Chairperson and a Program Chairperson.

Section 2. Terms. All officers shall serve for a term of two years each, except the Program Chairperson, who shall serve for one year. No officer shall serve more than two consecutive terms in any one office. The term of elected officers shall begin at the close of the annual business meeting at which their election is announced. The term of appointed officers shall begin on the date of acceptance of appointment.

Section 3. Eligibility. Only Individual Members of the Registrars Committee, Western Region, who are also Individual Members of the national Registrars Committee of the AAM and the WRC and who are not members of the regional nominating committee shall be eligible for regional elective office. Regional appointive offices may be filled by any Individual Member.

Section 4. Nomination. Candidates for the regional elective offices shall be selected by a three-person nominating committee appointed by the current elected officers of the region. The members of the nominating committee should, when possible, represent art, history or natural history, and science institutions and should not be from the same local area.

Section 5. Slate. The nominating committee shall present a slate consisting of at least two candidates for each office and shall obtain the consent of each candidate and assurance of his/her ability to attend national and regional meetings before including his/her name. The committee shall submit the names of candidates to the Secretary-Treasurer in sufficient time for this officer to see that ballots are prepared and mailed to the membership at least 60 days before the annual business meeting of an election year.

Section 6. Write-Ins. The membership may make additions to the list of nominees by collecting three signatures of voting members in support of a write-in candidate and the consent of the individual so nominated. The supporting signatures must be included on a separate statement enclosed with any ballot containing the name of a write-in candidate.

Section 7. Ballot by Mail. Election of officers shall be by written ballot, and shall be held every two years. Ballots will be mailed to the membership by the Communications Chairperson and will be returned to the Secretary-Treasurer. To be valid they must be post-marked at least 30 days before the annual business meeting, unless a specific date by which they must be returned is clearly stated on the face of the ballot. Ballots will be tallied by the Secretary-Treasurer, and election to office shall be by simple majority. The results will be announced at the annual business meeting. The first such election will be held within one year of the adoption of these by-laws.

Section 8. Duties. The duties of the Regional Chairperson shall be to serve on the Executive Board of the national Registrars Committee of the AAM and the Board of Directors of the WRC, to preside at all meetings of the Registrars Committee, Western Region, to prepare a written agenda for all meetings, to prepare an annual report for presentation at the annual business meeting, to submit an annual budget for consideration at the annual meeting, to appoint the Communications and Program Chairpersons and to appoint, in consultation with the other officers, such other temporary chairpersons and task force personnel as may be necessary to conduct the activities of the committee. In the absence of the Chairperson at any regional meeting, the members present shall choose a Chairperson Pro Tem to preside.

The duties of the Secretary-Treasurer shall be to record the minutes of all regional meetings and to provide a copy of these to the Communications Chairperson for inclusion in regional communications, to keep a permanent file of the important correspondence and records of the committee, to tally votes in the election of officers, to be responsible for all receipts and disbursements of committee monies, to maintain a checking account of committee funds, to prepare a financial statement for presentation at the annual business meeting, to assist the Regional Chairperson in preparing an annual budget, and to notify members whose dues are in arrears.

The duties of the Communications Chairperson shall be to keep the membership list up to date, to inform the membership in advance of regional meetings, to mail ballots to the membership, to publish and distribute a regional newsletter at least once each calendar year, to cooperate with the Regional Chairperson in seeing that the decisions and activities of the national Registrars Committee are quickly and accurately communicated to the regional membership, and in general to facilitate communication between the officers and members of the region.

The duties of the Program Chairperson shall be to develop (in consultation with the Regional Chairperson) programs, projects, seminars, etc., of special interest to registrars for the annual meeting of the Western Regional Conference of the AAM and the annual meeting of the AAM (in cooperation with the national Program Chairperson), to help members within the region in developing workshops and other projects to meet local needs, and in general to be in touch with local and regional needs for training, information, setting of professional standards, etc., and to develop programs to meet these needs or to relay these findings to the Regional Chairperson for communication to the Executive Board or appropriate task forces of the national Registrars Committee.

All officers shall have their files in order and ready to pass along to the new officers at the annual business meeting at which the election of new officers is announced.

Section 9. Incomplete Term. If an elected officer cannot complete a term of office, the remainder of the term shall be completed by the next runner-up in the election. If the next runner-up is not available to serve, the last appointed nominating committee shall provide a slate of at least two candidates for the vacant office and a special ballot-by-mail election shall be held with all due expedition.

ARTICLE V. MEETINGS

Section 1. Annual and Special. There shall be an annual business meeting

for the presentation of a budget, reports from officers and committees, review of the year's business, introduction of new officers, and such other business as may be necessary. This shall be held during the annual meeting of the WRC in October. Other meetings may be called by the Regional Chairperson to deal with special business of importance to the membership. The minutes of such special meetings shall be promptly distributed to the membership by the Communications Chairperson.

Section 2. Topics and Agenda. Topics for consideration at the annual business meeting shall be submitted in writing to the Regional Chairperson at least sixty days in advance of the meeting. An agenda for this meeting shall be prepared by the Regional Chairperson and distributed to all members at the annual business meeting.

Section 3. Orderly Meetings. The parliamentary procedures contained in the current edition of Robert's Rules of Order Newly Revised shall assist in establishing and maintaining the orderly procedures by which meetings are governed in all cases where such rules are not inconsistent with these by-laws or any special rules of order which the committee may adopt.

ARTICLE VI. AMENDMENTS

Section 1. At Annual Meeting. These by-laws may be amended at any annual business meeting by a two-thirds vote, provided that such amendments shall have been submitted in writing to the Secretary-Treasurer no less than 90 days prior to the annual meeting, and shall have been distributed to the membership no less than four weeks prior to the annual business meeting by the Communications Chairperson. For voting on amendments a quorum shall consist of 60% of the voting membership, either present or represented by properly executed absentee ballots obtained from the Secretary-Treasurer.

Section 2. By Mail. Proposed amendments to these by-laws may be submitted in writing to the Secretary-Treasurer by five members in good standing. Ratification shall require the approval of 60% of the voting members, and shall be conducted by mail as described in Article IV, Section 7.

ARTICLE VII. ADOPTION

These by-laws shall become effective when ratified by a two-thirds vote of those eligible for Individual membership in the Registrars Committee, Western Region. Voting shall be by mail and shall be conducted according to the procedure established by the Chairperson Pro Tem of the Registrars Committee, Western Region.