

BitCurator Consortium Governance

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Table of Contents

[Introduction](#)

[The BitCurator Consortium](#)

[Mission and Operating Principles](#)

[Who Should Participate?](#)

[Membership](#)

[Eligibility](#)

[Benefits and Responsibilities](#)

[Benefits](#)

[Responsibilities](#)

[Administration](#)

[Participation](#)

[Costs and fees](#)

[Membership agreement](#)

[Joining the coalition](#)

[Organization and Governance](#)

[The BitCurator Consortium](#)

[Voting](#)

[The BitCurator Consortium Executive Council](#)

[Charge](#)

[Selection and Terms of Service](#)

[BitCurator Consortium Committees](#)

[Selection and Terms of Service](#)

[Committee Charges](#)

[Communication](#)

[Program Manager](#)

1. Introduction

1.1. *The BitCurator Consortium*

The BitCurator Consortium is an independent, community-led membership association. The purpose of the BitCurator Consortium is to support the curation of born-digital materials through the application of open-source digital forensics tools by any institution with responsibility of caring for such materials. The BitCurator Consortium was founded through seed support from the Andrew W. Mellon Foundation, the School of Information and Library Science at the University of North Carolina, the Maryland Institute for Technology in the

Humanities, and the Educopia Institute.

1.2. *Mission and Operating Principles*

The BitCurator Consortium promotes the development of innovative, sustainable curation of born-digital materials any institution with responsibility of caring for such materials.

Institutions across all sectors of society are increasingly responsible for caring for born-digital materials over time. Through the application of digital forensics tools, professionals can advance a number of core digital curation goals: creation of authentic copies of data on disks; reflection of the original order of materials; establishment of more trustworthy chains of custody; discovery and exposure of associated contextual information; identification of sensitive information that should be filtered, redacted or masked in appropriate ways; redaction of specific bitstreams; and provision of access to the contents of disk images or directories of files.

Between 2011 and 2014, the BitCurator project (phases 1 and 2), funded by the Andrew W. Mellon Foundation, has developed, packaged and documented open-source digital forensics tools to allow libraries, archives and museums (LAMs) to meet the above goals. It has also actively engaged with interested professionals, through conferences, specialized events, online interactions, and site visits. These provided a strong foundation of tools and relationships upon which the BitCurator Consortium now builds.

The software is (and will continue to be) freely disseminated under an open source license. Users have two primary paths to integrate digital forensics tools and techniques into their workflows.

- 1) The BitCurator software can be run as a ready-to-run Linux environment that can be used either as a virtual machine (VM) or installed as a host operating system. This environment is customized to provide users with graphic user interface (GUI)-based scripts that provide simplified access to common functions associated with handling media, including facilities to prevent inadvertent write-enabled mounting (software write-blocking).
- 2) The BitCurator software can be run as a set of individual software tools, packages, support scripts, and documentation to reproduce full or partial functionality of the ready-to-run BitCurator environment.

The BitCurator Consortium (BitCurator Consortium) will serve as the host of and center of administrative and user support for the BitCurator environment. This will include the software developed as part of the BitCurator project and, when appropriate and feasible, software developed by (1) additional follow-on research and development projects, and (2) members of the BitCurator user community.

1.3. *Who Should Participate?*

Institutions responsible for the curation of born-digital materials – especially those held or acquired on digital storage media – are encouraged to participate. Membership is open to institutions in all sectors and all nations. The BitCurator Consortium is envisioned as a robust network of institutions committed to enhancing, promoting, and exploring this growing area of professional activity.

2. **Membership**

2.1. *Eligibility*

Membership in the BitCurator Consortium is by institution. The BitCurator Consortium currently does not have classes of membership tailored to or priced for individuals or for consortia of institutions. Membership is open to institutions in all sectors and all nations.

2.2. *Membership of BitCurator Project Lead Institutions*

Due to their pivotal role in the formation and definition of both the BitCurator Consortium and the tools for which it is responsible, the two institutions that have led both phases of the BitCurator project – the School of Information and Library Science (SILS) at the University of North Carolina at Chapel Hill and the Maryland Institute for Technology in the Humanities (MITH) – will be granted perpetual Charter Member status in the BitCurator Consortium.

2.3. *Benefits and Responsibilities*

2.3.1. *Benefits*

The most important benefit of BitCurator Consortium membership is assurance that the BitCurator software will persist in future years and that an organization's investment in the application is protected.

Additional benefits for **General Members** of the BitCurator Consortium include:

- Access to a BitCurator Consortium help desk
- Prioritization in future enhancement requests
- Dedicated educational offerings
- Voting rights
- Eligibility to serve on the BitCurator Consortium Executive Council and BitCurator Consortium Committees (governance groups designed to guide the development and support of both the

- software and community)
- Service opportunities
- Community engagement and networking
- Professional development and training
- Subscription to a dedicated BitCurator Consortium member electronic mailing list
- Special rates for BitCurator Consortium events, including the annual BitCurator User Forum

The BitCurator Consortium will hold a Charter Membership drive June-August 2014. Charter Members will play an early, active role in the shaping of the BitCurator Consortium's governance, ongoing development, and overall sustainability. Charter Membership is a one-time membership option, available only through December 31, 2014. In addition to those listed above for General Members, **Charter Members** will also receive the following benefits:

- Opportunity to participate in and shape the initial BitCurator Consortium Executive Council and BitCurator Consortium Committees, including exclusive eligibility for election or appointment to the Executive Council (General Members can serve on committees but will not be eligible for election to the Executive Council before 2015).
- Participation in the development of the initial BitCurator Consortium user, technical and services roadmaps.
- Recognition through the placement of your institution name, logo and link on the BitCurator Consortium web site.
- Use of the "BitCurator Consortium Charter Member" icon

Institutions that choose not to join the BitCurator Consortium may still download and use the software but will not enjoy any of the benefits reserved for General Members or Charter Members.

2.3.2. Responsibilities

Each member of the BitCurator Consortium bears responsibility for certain administrative duties (outlined below) and for participation in the Consortium's activities.

2.3.2.1. Administration

Members agree to ensure their institution is in good standing by complying with the Membership Agreement (see 2.4.) and by following established business procedures as outlined in the Charter.

Members will designate one individual to be a primary institution contact and voting representative, but may have additional staff participate in meetings and communication channels. Primary institution contacts are responsible for coordinating the payment of membership dues and submission of signed Membership Agreements.

2.3.2.2. Participation

Members are encouraged to participate in BitCurator Consortium activities through committee service, project involvement, and information sharing.

2.4. Costs and fees

During the Charter period (July 1 – December 31, 2014), membership will be based on the following rates (subject to potential changes in the future):

Dues for Charter Members in the first year are \$5000 (US). After the first year of membership, dues will be the same as those of General Members (described below).

General Member dues are \$2000 (US) per institution per year, for a three-year period with annual billing opportunities. Members can pay in full for their three-year period during their first six months of membership to lock in the above rates. The fiscal year shall be July 1 to June 30. Membership dues are the primary financial resource for the BitCurator Consortium's activities. Checks should be made payable to Educopia Institute and the address for payment is:

Educopia Institute
1230 Peachtree Street, Suite 1900
Atlanta, Georgia 30309

2.5. Membership agreement

Member organizations are required to sign and submit a BitCurator Consortium Membership Agreement to the host organization (at this time, Educopia Institute).

2.6. Joining the coalition

Institutions interested in joining the Consortium should contact the BitCurator Consortium Program Manager. The BitCurator Consortium Membership Committee bears responsibility for approval, orientation, and recruitment of new members.

3. Organization and Governance

3.1. BitCurator Consortium

The BitCurator Consortium promotes the development of innovative, sustainable publishing services in academic and research libraries to support scholars as they create, advance, and disseminate knowledge.

The BitCurator Consortium Executive Council (see 3.3.) is the governing body of the BitCurator Consortium and directs its activities. The address for official correspondence and payments is:

Educopia Institute
1230 Peachtree Street, Suite 1900
Atlanta, Georgia 30309

3.2. Hosting and Administration

The BitCurator Consortium is administered by the Educopia Institute, a registered non-profit that advances cultural, scientific, and scholarly institutions by catalyzing networks and collaborative communities.

The hosting arrangement may be amended or canceled at any time by a simple majority of the BitCurator Consortium members.

3.3. Voting

Each member institution will appoint one staff member to represent the institution as a voting member of the BitCurator Consortium. The authorized representative of an institutional member shall be any person designated in writing by the institution at the time of payment of dues, unless otherwise and later designated in writing by the institution at least five weeks before distribution of ballots in which the representative is to vote. Each voting member is entitled to one vote.

3.4. Amendment of Charter

The BitCurator Consortium charter will be revisited regularly to ensure that it continues to meet the needs of the current membership and the broader community of interested professionals. The BitCurator Consortium Executive Council will meet annually to discuss amendments to the charter.

- 3.4.1. *Proposals.* Amendments to the charter may be proposed by the BitCurator Consortium Executive Council; by any standing committee of

the Consortium in writing to the Executive Council; or by a petition signed by at least 33% of the members of the Consortium.

- 3.4.2. *Voting.* A proposed amendment to the bylaws shall be voted upon by Consortium members after it has been approved by a simple majority of the Executive Council members present and voting at two consecutive meetings held not less than two months apart.
- 3.4.3. *Notice.* Written notice of the text of the amendment shall be provided to members at least one month before consideration.
- 3.4.4. *Voting.* Amendments shall be voted upon by each institution's voting representative by electronic ballot. The bylaws amendment is accepted if a simple majority of those representatives participating vote in favor of the amendment.
- 3.4.5. *Adoption.* If not otherwise specified, a proposed amendment becomes effective as soon as it has been approved as described above.

3.5. *The BitCurator Consortium Executive Council*

3.5.1. *Charge*

The BitCurator Consortium Executive Council oversees the governance, organizational structure, by-laws, and the review and direction of the membership of the BitCurator Consortium. This group provides guidance on critical decisions, formalizes documentation, and ensures that Consortium activities make progress towards their goals.

The BitCurator Consortium Executive Council shall be made up of elected voting members including a President, a President-Elect, an Immediate Past President, and seven other Executive Council members. The Program Manager will also serve on the committee as an ex-officio.

3.5.2. *Selection and Terms of Service*

Elected officers shall take office at the close of the BitCurator User Forum following their election and shall serve, unless they resign, die, become incapacitated, or are removed, until the close of the BitCurator User Forum at the end of their terms of office or until successors are elected and assume their duties.

Nominations, including self nominations, will slate voting members on the ballot for the position of President-elect or the Executive Council Member

positions.

The annual call for volunteers to run for the Executive Council will occur no later than 90 days before the Annual Forum. Elections for Executive Council members will occur no later than 30 days before the Annual Forum.

3.5.2.1. President-Elect

The President-Elect shall be elected annually. The President shall assume the office of Immediate Past President at the close of the term as President. A member shall wait three years from the completion of the term as Immediate Past President before again being eligible to serve as President-Elect.

3.5.2.2. Executive Council Members

In the first year of the BitCurator Consortium, seven Executive Council Members shall be elected by the membership at large to serve for three years each. Executive Council Members elected after the first year will serve for two years each. Three Executive Council Members will be elected on odd years and four Executive Council Members elected on even years. Executive Council members will be assigned liaison roles on other BitCurator Consortium committees.

3.6. BitCurator Consortium Committees

3.6.1. Selection and Terms of Service

Committee members on BitCurator Consortium Committees will be made up of appointed voting members. The BitCurator Consortium Executive Council will appoint members annually to the BitCurator Consortium Committees to serve two-year terms.

3.6.1.1.1. Chairs

Members of the appointed committees will select their own chair annually. The chair will serve as an ex-officio on the Executive Council.

3.6.1.1.2. Nominations

Voting members may indicate interest in being on a

committee by filling out a volunteer form and indicating preferred committees. The annual call for volunteers to request appointment to a committee will occur no later than 90 days before the BitCurator User Forum and will end 30 days before the BitCurator User Forum.

3.6.1.1.3. Terms

3.6.1.1.3.1. Program Committee: The Program Committee shall comprise eight voting members, with four new voting members appointed annually.

3.6.1.1.3.2. Membership Committee: The Membership Committee shall comprise four voting members, with two new voting members appointed annually.

3.6.1.1.3.3. Professional Development Committee: The Membership Committee shall comprise six voting members, with three new voting members appointed annually.

3.6.1.1.3.4. Software Development Committee: The Software Development Committee shall comprise six voting members, with three new voting members appointed annually.

3.6.1.1.4. Other Committees

Other BitCurator Consortium Committees may be created at the discretion of the Executive Council.

3.6.2. Committee Charges

3.6.2.1. The BitCurator Consortium Program Committee

The Program Committee bears primary responsibility for planning and implementing the annual BitCurator User Forum (e.g., inviting keynotes, soliciting panel presentations, selecting and contracting with the venue, promoting the event).

3.6.2.2. The BitCurator Consortium Membership Committee

The Membership Committee bears primary responsibility for recruitment, approval, and orientation of new members.

3.6.2.3. The BitCurator Consortium Professional Development Committee

The Professional Development Committee bears primary responsibility for assessing professional development needs and planning and implementing professional development opportunities for BitCurator Consortium members throughout the year.

3.6.2.4. The Software Development Committee

The Software Development Committee provides input and guidance on both development of the BitCurator software and integration of the BitCurator software with other relevant software offerings.

3.7. Communication

All Members are expected to participate in collaborative communication activities with the BitCurator Consortium. With regard to communications within our communities of practice and the public, Members of the BitCurator Consortium are encouraged to disseminate information of their work via professional conferences and publications.

3.8. Program Manager

The Program Manager bears primary responsibility for all program development duties, including attracting and retaining member institutions, developing and maintaining relationships with relevant service organizations, research/market analysis, event hosting/organization, and creation/dissemination of outreach activities. The Program Manager will report to the BitCurator Consortium Executive Council and to the Executive Director of the Educopia Institute.