

DPLA Governance Workstream

Proposed Process for Establishing the DPLA as a 501 (c) (3)
For Discussion at the August 31 Meeting

- 1. Establish the mission or statement of organizational purposes**
to make the cultural and scientific record available to all via a large-scale digital public library; maintain an open, distributed network of comprehensive online resources
Responsibility: Maureen Sullivan, following DPLA Governance Workstream discussion on August 31
Due: early September 2012
- 2. Form the Board of Directors**
Responsibility: Steering Committee and DPLA Secretariat
Due: September 2012
- 3. File articles of incorporation**
Responsibility: Graham Robinson of WilmerHale
Due: Fall 2012
- 4. Draft the bylaws for Board approval**
Responsibility: Graham Robinson and Maureen Sullivan following DPLA Governance Workstream discussion on August 31
Due: September 2012
- 5. Develop a budget**
Responsibility:
Due:
- 6. Develop a system for record keeping (articles of incorporation, bylaws, Board meeting minutes, financial reports, and other official records)**
Responsibility:
Due:
- 7. Develop an accounting system**
Responsibility:
Due:
- 8. Apply for a federal Employer Identification Number**
Responsibility:
Due:
- 9. File for 501 (c) (3) status**
Responsibility:
Due: December 2012