

**Society of American Archivists
Council Meeting
January 23 – 26, 2014
Chicago, Illinois**

Approval of Archivists and Archives of Color Roundtable Bylaws

(Prepared by Executive Director Nancy Beaumont)

BACKGROUND

At its June 2012 meeting (0612-III-F-SectRTPolicies) the SAA Council adopted several changes in the policies and procedures governing SAA sections and roundtables, including the following (SAA Governance Manual, X.V.D.):

Roundtables may operate as formally or informally as suits their needs. At minimum, however, they must adopt bylaws. (Roundtables approved by the Council after January 2012 must adopt bylaws within a year of their first official meeting. Roundtables approved by the Council prior to January 2012 must adopt bylaws by August 31, 2013.) To assist in the process of developing bylaws, SAA has prepared a Roundtable Bylaws Template. To ensure their alignment with SAA's governance documents, bylaws and subsequent changes should be reviewed by the Executive Director or her/his designee before the roundtable membership votes to adopt them. Once adopted, new or revised bylaws must be submitted for approval by the Council to ensure that they become part of the permanent record as a component of Council meeting minutes.

Per the Support Statement for the motion to revise the Governance Manual (see page 29 of the minutes at <http://www2.archivists.org/sites/all/files/0612Council%20Minutes.pdf>), the changes were "... intended to reduce the potential for confusion among the many users of the [Governance] Manual and to foster transparency and compliance among... Roundtables."

DISCUSSION

In my September 17 report accompanying the Council interim action to approve the bylaws of 24 roundtables that previously had no bylaws, I noted that "... in addition there are four roundtables that have published bylaws with an 'adoption' date, but I have not yet been able to determine what process was used for adoption and/or whether the bylaws were approved by the Council." One of those four groups is the Archivists and Archives of Color Roundtable.

In following up with the group, I learned from current Chair Derek Mosley that the AACRT bylaws currently published on the group's microsite were adopted by the membership in an onsite referendum conducted at the roundtable's August 2012 annual meeting. This information is captured in the roundtable's 2012 annual report:

IV. Voting on By-Laws

The by-laws for the roundtable were reviewed and voted on, in accordance with the following mandate: At the June 2012 meeting, Council adopted several changes in the policies and procedures governing SAA sections and roundtables, including the following (SAA Governance Manual, X.V.D.): *Roundtables may operate as formally or informally as suits their needs. At minimum, however, they must adopt bylaws. (Roundtables approved by the Council after January 2012 must adopt bylaws within a year of their first official meeting. Roundtables approved by the Council prior to January 2012 must adopt bylaws by August 31, 2013.)*

Chartier drafted the by-laws and distributed to the membership via listserv for comments, questions, or desired changes. A grammar change and the addition of *Pacific Islanders* to the mission statement were suggested by AAC members before the annual meeting.

Those present voted unanimously to pass the by-laws with the suggested changes.

Although the process of adopting the bylaws did not include review by the Executive Director, my subsequent review indicates that the document meets the minimum requirements of the Council and is in alignment with SAA's governance documents.

RECOMMENDATION

THAT the bylaws of the Archivists and Archives of Color Roundtable, as adopted by the roundtable's members in August 2012, be approved (see Attachment).

Support Statement: These bylaws meet the minimum requirements of the Council and are in alignment with SAA's governance documents. By approving the roundtable bylaws, the Council places them in the official record.

Relation to Strategic Plan: To the extent that creation and adoption of roundtable bylaws enhances transparency and understanding of how component groups function, this action is related to:

- Goal 4.1. Facilitate effective communication with and among members,
- Goal 4.2. Create opportunities for members to participate fully in the association, and
- Goal 4.3. Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.

Fiscal Impact: Adoption of these bylaws has no financial impact on SAA.


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By-Laws

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Group Page *By-Laws* has been updated.

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I. NAME.

The name of the roundtable shall be Archivists and Archives of Color.

II. MISSION.

The mission of the roundtable is to identify and address the concerns of archivists of African, Asian, Latino, Native American and Pacific Islander descent; promote wider participation of said archivists in the archival profession; and promote the preservation of archival materials that pertain to the people of color.

III. MEMBERS.

Membership in the roundtable shall be determined according to the guidelines in [Section X](#) of the SAA Governance Manual

IV. GOVERNANCE.

- Officers.** The officers of the roundtable shall be a Senior Co-chair and a Junior Co-chair. The Junior Co-chair shall be elected annually for a two-year term, serving in year one as Junior Co-chair and in year two as Senior Co-chair.
- Duties of Officers.** Officers shall fulfill those responsibilities specified in [Section X](#) of the SAA Governance Manual.
- Nominations.** The Senior Co-chair shall issue a call for nominations, including self-nominations, for the position of Junior Co-chair every June to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officers[s] and announced to roundtable members no later than June 15.
- Elections.** Elections shall be conducted online with the assistance of the SAA staff and in accordance with the guidelines for Section elections as specified in [Section IX](#) of the SAA Governance Manual. Availability of the online ballot and the deadline for voting shall be announced by the Chair to all roundtable members via the roundtable's official email discussion list and website.
- Appointments.** Roundtable members may be appointed to additional leadership roles (e.g. Newsletter Editor, Web Liaison, etc.) by a simple majority vote.

V. MEETINGS.

The roundtable shall hold a meeting in conjunction with the SAA Annual Meeting and may meet at other time as deemed appropriate by the officer[s]. The time and agenda shall be communicated in advance via the roundtable's official email discussion list and website.

VI. AMENDMENTS.

Amendments to these bylaws shall be determined by a majority vote of roundtable members in a referendum held in conjunction with the roundtable's annual election. Once adopted, new or revised bylaws shall be submitted for approval by the Council to ensure that they become part of the permanent record as component of Council meeting minutes.

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ARCHIVISTS AND ARCHIVES OF COLOR ROUNDTABLE

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ABOUT AAC

Mission
By-Laws
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Task Forces

ACTIVITIES

Annual Business Meeting
Harold T. Pinkett Award
Center for Black Music Research
Diversity Speaker Survey
Heritage Month Project
In Memoriam: Taronda Spencer
Library & Archives of Grenada

MEMBERSHIP

Directory
Who's Who in AAC

NEWS & PUBLICATIONS

Newsletter
Call for Content
Endorsed Sessions

RESOURCES

Archives of Color
Image Gallery
Credits

SOCIAL MEDIA

Facebook
Twitter

LEADER RESOURCES

- Guide for SAA Leaders (Administrative Procedures)
- Drupal Manual: Microsite Guide
- Travel Expense Form (PDF)
- Council Report Template