

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

**Petition to Form Student Chapter: St. Catherine University
(Prepared by SAA Executive Director Nancy Beaumont)**

BACKGROUND

The SAA Governance Manual, Section XIII., Student Chapters, outlines the purposes of and requirements for SAA student chapters.

(See <http://www2.archivists.org/governance/handbook/section13>.)

The procedures for petitioning to form a new student chapter are as follows:

C. Establishing a Student Chapter

1. The SAA Council approves the establishment of new student chapters.
2. Membership:
 - a. All members of an SAA student chapter must also be individual members of SAA.
 - b. The minimum number of members required to form and maintain a student chapter is five.
3. A student chapter seeking recognition from SAA must submit the following information to the SAA office at least thirty days before the Council meeting at which the request will be considered:
 - a. The organizing document (e.g., bylaws) that describes the proposed chapter's purpose, goals, and areas of activity; specifies the requirement that all members must also be members of SAA; and describes the process for election of officers and appointments. Examples made available upon request.
 - b. A list of SAA members, including contact information, enrolled as students at the institution who wish to form a student chapter and identification of the initial officers.
 - c. A copy of the letter of recognition from the academic institution in which the chapter is located granting the student chapter official recognition as a student organization.
 - d. A letter from the faculty advisor, who must be an individual member of SAA and either an archival educator or an archivist within the parent institution and who has indicated willingness to work with the student chapter.

Andrea Hoff of St. Catherine University, St. Paul, Minnesota, has submitted the attached documentation (Appendix) in petition to form an SAA student chapter at that institution.

DISCUSSION

I have reviewed the documentation and found it to be in compliance with the SAA Governance Manual requirements.

RECOMMENDATION

THAT the petition to form an SAA student chapter at St. Catherine University, St. Paul, Minnesota, be approved.

Support Statement: All requirements for formation of an SAA student chapter at St. Catherine University have been met.

Relation to Strategic Plan: Creation of a student chapter is likely to support the following strategies within Goal 4 (Meeting Members' Needs): 4.1. Facilitate effective communication with and among members; 4.2. Create opportunities for members to participate fully in the association; and 4.3. Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.

Fiscal Impact: None.

DEC 26 2013

December 19, 2013

Society of American Archivists
17 North State Street
Suite 1425
Chicago, IL 60602-4061

Dear Society of American Archivists Council:

My name is Andrea Hoff and I am a student in the Master of Library and Information Science program at St. Catherine University in St. Paul, MN. On behalf of the students in this program who wish to form a student chapter of the Society of American Archivists, I am enclosing the necessary application materials. We hope that you will take this application under consideration at your meeting in January. If anything else is needed, please feel free to contact me at aghoff@stkate.edu.

Sincerely,



Andrea Hoff
1435 West 31st Street, Apt. 105
Minneapolis, MN 55408

Enclosures:

Constitution
List of chief officers
Letter of recognition from St. Catherine University
Letter from faculty advisor, Molly Hazelton
List of SAA members

Constitution of the Society of American Archivists, St. Catherine University Student Chapter

Article I: Title

The name of this organization shall be the Society of American Archivists, St. Catherine University Student Chapter.

Article II: Purpose

Section 1: The purpose of this organization shall be:

- To coordinate events related to archives and provide opportunities for professional development
- To promote membership in the Society of American Archivists
- To promote communication between students and local professional organizations
- To encourage participation in local and national professional archival events and conferences
- To develop a mentorship program for students and professionals in the archival field
- To create awareness in the student body about the archival profession
- To provide opportunities for professional development
- To develop and encourage interaction and collaboration with other student groups within the University
- To provide a forum for students interested in the profession to share their experiences
- To increase visibility to a broader community, e.g. youth, seniors

Section 2: The Society of American Archivists student chapter of St. Catherine University is affiliated with the Society of American Archivists (national organization), however, in accordance with St. Catherine University, the policies of the university must supersede those of the national organization.

Article III: Membership

Section 1: Membership in the organization shall be open to all students currently enrolled at St. Catherine University with an interest in the archival profession.

Section 2: Membership in the student chapter requires membership in the Society of American Archivists. There must be at least five members of the organization in good standing with the SAA in order to maintain status as a student chapter.

Section 3: There shall be no dues required for membership in this organization.

Section 4: Any membership disputes will be handled on a case-by-case basis at the discretion of the Board of Officers with the faculty advisor.

Article IV: Officers and Advisors

Section 1: The Board of Officers for the organization shall consist of the President, Vice-President, Secretary, and Treasurer.

Section 2: Officer duties shall be as follows:

- **President:** preside at all meetings; serve as liaison between the SAA student chapter and the MLIS program; meet with the faculty advisor as necessary; represent the student chapter in all official communications outside the organization; submit the annual report to SAA.
- **Vice-President:** assumes all duties of president in the latter's absence; assist with various duties including event planning; submitting updated copies of Constitution to the SCA Office when any amendments are made.
- **Secretary:** responsible for all correspondence and record-keeping; record meeting minutes; handle all organizational communication; keep track of membership information; work with Treasurer to create annual report.
- **Treasurer:** responsible for all financial matters; monitor bank account; file appropriate financial paper work/records; ensure that all of the organizations accounts are in good standing; work with Secretary to create annual report.

Section 3: Election of officers shall take place at the middle of the spring semester and terms of office shall be served the following academic year. Officers shall be elected by a majority of votes received. If necessary, a special election will be held in the fall to fill any unoccupied positions.

Section 4: The faculty advisor will be a member in good standing with SAA, will aid and advise the student chapter, and will act as a liaison with the SAA in matters regarding the organization.

Section 5: If an officer does not fulfill the stated requirements, the officer may be removed from office by a majority vote at an emergency meeting. The officer would be notified in writing and be given the opportunity to speak before the vote. In the

case of a Presidential vacancy, the Vice-President shall assume the position. In the case of any other position vacancies, a special election will be held to fill the position.

Article V: Meetings

Section 1: Meetings shall be held regularly throughout the year, as deemed necessary. There shall be at least two meetings per semester.

Section 2: Meetings shall be called by the Board of Officers. Members shall be notified at least 5 days in advance of any special meetings.

Section 3: For proceedings to be valid, the minimum number of attendees present any meeting shall be three.

Article VI: Finances

Section 1: All expenditures must be approved by the Board of Officers before funds may be disbursed. The faculty advisor and the treasurer must sign all financial paperwork.

Section 2: An SGO Professional Development Reimbursement form and original receipts must be submitted before reimbursements can be issued.

Section 3: The SAA Student Chapter shall maintain an account with the St. Catherine University Business Office.

Article VII: Amendments and Ratification

Section 1: Amendments to this constitution shall be proposed in writing to the general membership of the organization and signed by at least 3 members of the organization. Amendments shall be voted on by all present and passed by a majority of votes.

Section 2: In order to be ratified, the constitution must be read and agreed upon by the entire membership.

Society of American Archivists, St. Catherine University Student Chapter

Chief Officers

1. Andrea Hoff
Position: President

Address:
1435 West 31st Street, Apt. 105
Minneapolis, MN 55408

2. Stephanie Rosso
Position: Vice President

Address:
3000 Raleigh Avenue South, #208
St. Louis Park, MN 55416

3. Ihar Labacevich
Position: Secretary

Address:
2215 Third Street Northeast
Minneapolis, MN 55418

4. Laura Hulscher
Position: Treasurer

Address:
3521 Pleasant Ave. S #11
Minneapolis, MN 55408

ST. CATHERINE UNIVERSITY

Brigette Marty, Student Center and Activities
St. Catherine University
2004 Randolph Ave, #4261
Saint Paul, MN 55105

12/17/2013

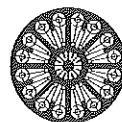
Dear Society of American Archivists Membership Committee:

I am honored to compose a letter of recognition on behalf of the newly chartered Student Chapter of the Society of American Archivists at St. Catherine University. The St. Catherine University Chapter was officially recognized on 12/16/2013 and is an organization in good standing.

If you would like further information, please feel free to contact me at 651-690-6213 or bmmarty@stkate.edu.

Sincerely,

Brigette Marty
Associate Director of Student Center and Activities
St. Catherine University
2004 Randolph Avenue, #4261
Saint Paul, MN 55105



ST. CATHERINE
UNIVERSITY

2004 Randolph Ave. St. Paul, MN 55105
651-690-6000 www.stkate.edu

December 17, 2013

Dear Society of American Archivists,

My name is Molly Hazelton, and I am an Adjunct Faculty member in the Master's in Library Science program and the Co-Director of the Hilton Sisters Project at St Catherine University in St Paul, Minnesota. I have been an Adjunct since 2010 and have been a Co-Director since October 2013.

I hold a Master's Degree in Library and Information Science from Simmons College (graduated 2004), and have been a professional archivist for the last 10 years – most recently as the Project Archivist for Digitization for the Leo Baeck Institute in New York City (2007 – 2013). I am also an SAA member in good standing, who presented at this summer's conference in New Orleans. At St Catherine University, I have been teaching archival education for the last three years.

I am willing to be an advisor for the St Catherine University student chapter of the Society for American Archivists. I feel that this is an excellent opportunity for my students to gain some professional contacts in the field.

Please feel free to contact me if you have any additional questions, I can be contacted via e-mail at mdhazelton@stkate.edu and by phone at (651) 690-6149

Sincerely,

A handwritten signature in cursive script that reads "Molly Hazelton".

Molly Hazelton

**Society of American Archivists, St. Catherine University Student Chapter
Member Roster**

Name	Email
Andrea Hoff	aghoff@stkate.edu
Stephanie Rosso	srosso@stkate.edu
Ihar Labacevich	ilabacevich@stkate.edu
Laura Hulscher	lhhulscher@stkate.edu
Cassandra Nelson	cmnelson2@stkate.edu
Catherine Kratochvil	cckratochvil@stkate.edu