

**Society of American Archivists
Council Meeting
May 11–13, 2016
Chicago, Illinois**

**Revise Governance Manual Appendixes
(Prepared by Governance Coordinator Felicia Owens)**

BACKGROUND

The Governance Manual is regularly reviewed every number of years to keep the policies and procedures up-to-date to best serve our membership. At its November 2015 meeting, the Council assigned Councilors Pam Hackbart-Dean, Lisa Mangiafico, Tim Pyatt, and Rachel Vagts and SAA staff member Felicia Owens to review Appendix A of the Governance Manual.

DISCUSSION

The group coordinated shortly after the November 2015 Council meeting and divided the list of policies in Appendix A equally among the Councilors so that each part would get a close reading. Suggested edits and comments were shared via a Google Doc, and the group then met in February via conference call to discuss and decide on all suggestions.

Appended to this report are all of the suggested revisions, in the standard format of strikethroughs for deletions and underlining for additions. This report addresses only those policies with simple editorial changes or complete deletions.

The Guidelines for the Establishment of Listservs by Organization Units of the Society of American Archivists is recommended for deletion because it is no longer applicable, as it was rescinded in February 2010 in favor of the Uniform Guidelines for SAA Websites and Online Communication. SAA Liaisons with Other Professional Groups is already located, more appropriately, in the Governance Manual under Section XI: Official Representatives to External Groups, and therefore does not need to be duplicated in Appendix A. The SAA Policy on Unit Directories does not detail any kind of procedure or specific policy, and therefore can be deleted.

The Equal Opportunity/Non-Discrimination Policy is discussed in a separate report at this meeting (Agenda Item V-A-1), as it has a unique review process.

The following policies are not addressed because revisions are not needed: Archives and Archivists (A&A) Discussion List Terms of Participation; Child Care Services for Registrants at SAA Annual Meetings; Liquor Liability Policy; and Records Retention Policy for SAA and SAA Foundation. The group proposes that a note be added to the end of each, indicating that it was reviewed in this cycle.

The following policies require more extensive revisions: Guidelines and Procedures for SAA Fundraising and Grant Proposals; Investment Policy; and Fundraising Policy. Staff will do further review, involve appropriate groups (e.g., the SAA and Foundation finance committees), and present suggestions to the Council in the near future.

RECOMMENDATION

THAT the attached revisions to Appendix A of the Governance Manual be adopted.

Support Statement: The working group spent considerable time reviewing and discussing the proposed changes. These changes will improve Appendix A so that it is more useful as a governing document.

Impact on Strategic Priorities: Not applicable.

Fiscal Impact: None.

Appendix A. ~~Selected List of~~ Current SAA Policies and Procedures

- Annual Meeting Audio and Video Recording Taping Policy
- Archives and Archivists (A&A) Discussion List Terms of Participation
- Childcare Services for Registrants at SAA Annual Meetings
- Equal Opportunity/Non-Discrimination Policy
- Guidelines and Procedures for SAA Fundraising and Grant Proposals
- Guidelines for Preparation of Briefing Papers on Proposed Constitutional and Bylaws Amendments
- Guidelines for Use of the SAA Logo
- ~~Guidelines for the Establishment of Listservs by Organizational Units of the Society of American Archivists~~
- Investment Policy
- Liquor Liability Policy
- Policies Regarding Function Space and SAA Staff Support for Groups that Meet at the SAA Annual Meeting
- Policy for Removing a Non-Participating Member from a Council-Appointed Group
- Records Retention Policy for SAA and SAA Foundation
- SAA Fundraising Policy
- ~~SAA Liaisons with Other Professional Groups~~
- ~~SAA Policy on Unit Directories~~
- Uniform Guidelines for SAA Websites and Online Communications

Annual Meeting Audio and Video Recording Taping Policy

The following are criteria considered for the selection of annual meeting sessions to be taped. These criteria are applied by the Executive Director in consultation with the Program Committee:

1. **Session Attendance:** The higher the projected attendance, the more likely the session content will be in demand and therefore ~~taped~~ recorded. Anticipated attendance is projected by the Program Committee and staff based on past experience and is measured through the Annual Meeting attendance sheets. These projections are returned with registration fees and give an estimated count of a session's expected attendance.
2. **Session Topic:** The broader the topic appeal the more likely it contains widespread appeal and therefore will be ~~taped~~ recorded.
3. **Special Session:** The presentation by a prominent speaker and/or of a special topic.
4. **Accommodate Attendees with Disabilities:** The recording of sessions by attendees with disabilities is considered to be a reasonable accommodation. A session presenter makes oral presentations in various formats and for attendees who find it difficult to handwrite notes or make notations in a personal laptop computer, recording of oral or visual presentations is an allowable reasonable alternative.
5. **Presenter Permission:** All sessions for which unanimous presenter permission exists will be ~~taped~~ recorded. SAA will present notices to all session chairs and speakers stating that their participation in the session implies consent to be recorded. The notice will contain an “opt-out” form with which any chair or presenter can notify SAA that s/he does not wish to be recorded. SAA will not ~~tape~~ record any chair or presenter who has opted out.

*Approved by the Council: June 14, 1996
Revised: February 2008; May 2016*

Guidelines for Preparation of Briefing Papers on Proposed Constitutional and Bylaws Amendments

INTRODUCTION

Amendments to an organization's constitution and bylaws have a significant potential to alter the organization's strategic course. Informed decision making by an assembly is important in all matters, but particularly when considering revisions to charter documents. Therefore, Section 11 of SAA's Bylaws charges the Executive Committee to "review and approve a briefing paper, prepared by the proposer(s) and/or by the Executive Director in accordance with Council guidelines, which shall be presented with the motion(s) at the business meeting or at a special meeting called by the Council." The purpose of such briefing papers is to assist voting members in understanding the background, rationale, and ramifications of proposed amendments. Briefing papers should present a balanced view of the issue(s) under consideration.

GUIDELINES

Briefing papers on proposed constitutional and bylaws amendments will be attached as exhibits to a motion and will contain supplementary information that facilitates informed deliberation and decision-making.

Authors: The proposer(s) are encouraged to submit a draft briefing paper upon filing a motion with the Executive Director. The executive office will provide information and other assistance as needed, provided that the requisite number of eligible voting members, as specified in the Constitution, have signed on to the motion. If a briefing paper is not submitted or if the briefing paper is incomplete, the Executive Committee will charge the Executive Director to prepare one, in whole or in part. In doing so, the Executive Director will make reasonable efforts to solicit and incorporate input from the proposer(s), who will be entitled to review and submit comments to inform the Executive Committee's review.

Content: The briefing paper should contain the following sections:

1. **Motion:** The main motion is the means by which a substantive proposal may be presented to the members for consideration and action. It should be concise, clear, and stated in the affirmative. In the case of constitutional and bylaws amendments, the motion typically is phrased, "THAT the SAA Constitution/Bylaws be amended as follows," followed by the verbatim language of the revisions, marked with strikethroughs for deletions and underlining for additions.
2. **Support Statement:** A summary of the findings presented in the Discussion/Analysis section. The support statement briefly articulates the rationale for the motion. Generally the Support Statement "travels with" the adopted motion in minutes and elsewhere and serves to explain the rationale for the action taken.
3. **Proposed By:** The names of the proposer and seconder. In the case of an amendment proposed by a group of members, primary and secondary contacts should be identified to

enable communication among the proposers, the Executive Committee, and the Executive Director. A complete list of petitioners may be attached as an appendix.

4. Background: A brief description of prior events and/or discussions that helps explain why the motion is being presented. What problem will it solve? What issue will it resolve?
5. Discussion/Analysis: A detailed discussion/analysis that presents a fair and balanced review of the “pros” and “cons” of adoption of the motion. If applicable, some or all of the following questions should be addressed:
 1. Is the proposal consistent with SAA’s strategic objectives, as articulated in Article II of the Constitution?
 2. Is the proposal consistent with SAA’s legal and financial interests?
 3. Does the proposal benefit SAA’s members as a whole?
 4. Does the proposal correct an error or omission or add clarification to existing policies?

Criteria for Review: The Executive Committee will assess the briefing paper on its clarity and capacity to inform voter deliberation and will provide feedback to the proposer and/or Executive Director.

Approved by the SAA Council: January 2012.

Revised: May 2016

Guidelines for Use of the SAA Logo

SAA component groups (i.e., boards, committees, subcommittees, task forces, working groups, sections, roundtables, and student chapters) are required to display the approved SAA logo on all materials pertaining to official SAA business, including newsletters, websites, social networks, posters, and other promotional materials. This should be accompanied by an appropriate disclaimer (below) ~~provided by SAA~~ regarding the responsibilities of SAA and other sponsoring institutions or organizations for the opinions and views expressed in the documents and/or events in question:

Disclaimer: Use of the SAA logo by an SAA component group does not necessarily imply SAA endorsement of the groups' statements, positions, or opinions.

Vendors, consultants, and for-profit commercial entities, including institutional members, may not use the SAA logo without obtaining prior written permission from SAA's Executive Director.

The Executive Office is responsible for the design and provision of the SAA logo.

Revised: February 2010; May 2016

Guidelines for the Establishment of Listservs by Organizational Units of the Society of American Archivists

Approved by the SAA Council: June 1995

Revised: March 2007

Rescinded: February 2010, see [Uniform Guidelines for SAA Websites and Online Communications](#)

Policies Regarding Function Space and SAA Staff Support for Groups that Meet at the SAA Annual Meeting

Policies That Apply to SAA's Constituent Bodies: Sections, Roundtables, Committees, Boards, Task Forces, Representatives

A. Regular Meetings

Shared or dedicated space (see Section and Roundtable guidelines for details of how space is allocated) for the regular annual meetings of these groups is provided by SAA in or near the conference ~~hotel~~ facility. This space and time is assigned by the SAA staff according to the general schedule of the ~~meeting~~ conference and information received in response to a call for meeting space requests.

The meetings are listed in the Annual Meeting program.

Room set-ups are arranged by the SAA staff.

Hotel contracts invariably require that all food and beverages consumed in meeting room space must be provided by the hotel. To do otherwise places the Society in violation of its contract. SAA does not pay for food or beverage breaks for these group meetings.

Should an SAA body want food service or a coffee break in its meeting, ~~the SAA office will send hotel menus and ordering information. An individual member of the group will be billed directly by the hotel. the group should request funding in advance according to the procedure and deadline specified in Sections IX and X of the Governance Manual.~~

B. Office Hours in the Exhibit Hall

SAA offers booth space in the Exhibit Hall for ~~up to two hours of~~ "Office Hours" for ~~its own~~ constituent groups ~~who~~ that wish to meet with meeting attendees.

The Society arranges for the set up and pays ~~the~~ for any decorator fees and ~~any~~ booth fees assessed by the conference facility.

Space and time slots are filled as available on a first-come, first-served basis, as ~~Office Hours Request Forms~~ requests are received in the SAA office.

C. Any Other Function or Activity

The Society is legally and financially responsible for the activities of its constituent bodies. Any SAA group that wishes to hold a function other than its regular meeting and Office Hours is governed by the following:

- Because Annual Meetings are scheduled far in advance, requests submitted less than a year six months before the anticipated event may not be able to be considered.

- Requests for additional meeting room space will be considered on a first-come, first-served basis after all ~~of the~~ other requirements for space have been fulfilled and before the date specified in the hotel contract for release of unassigned space.
- All activities of SAA bodies, whether in the conference facility or off-site, will be fully announced in the Annual Meeting Program.
- All functions of SAA bodies at the Annual Meeting are open to all meeting registrants.
- For food functions (such as receptions and meals) the SAA office will enter into all contractual agreements and price the function to cover expenses. Tickets will be sold as part of the meeting registration procedure.
- For functions held ~~off outside~~ the conference facility site, the group desiring such a function will work through the SAA office, ~~which works with and through the Host Committee in arranging local, off-site activities.~~ The SAA office will enter into all contractual agreements for sites, food, and transportation. Functions will be priced to cover expenses.
- The SAA Council does not consider the solicitation of resources to support social events at the Annual Meeting to be a priority activity for SAA groups. SAA groups will not enter into direct competition with the Society as a whole in soliciting funds or other resources. SAA groups will follow guidelines regarding seeking outside resources and using the SAA name and logo. ~~Any income generated to support particular activities will become part of the general Annual Meeting revenues.~~

Policies That Apply to Regional, State, and Metropolitan Archival Associations

A. Office Hours

The Society offers a limited amount of booth space in the Exhibit Hall for ~~up to two hours of~~ “Office Hours” to regional, state, and metropolitan archival associations that wish to meet with meeting attendees.

The Society arranges for the set up and pays ~~the~~ any decorator fees and ~~any~~ booth fees assessed by the ~~hotel~~ conference facility.

Space and time slots are filled as available on a first-come, first-served basis, as requests are received in the SAA ~~Office~~ office.

B. Other Events

A number of associations traditionally hold social events ~~at~~ in conjunction with SAA’s Annual Meeting. SAA is not able to offer space to hold such events.

Upon request, the Society will note such events as “Other Events” in the final print and online program that is distributed to meeting registrants. ~~The date, time, and location will appear in print; space will be available on a bulletin board to post further details.~~

Policies That Apply to Associations of Archivists Other Than Regional, State, or Metropolitan Associations

A. Complimentary Space

Some SAA Annual Meeting attendees are members of other associations of archivists that wish to use this occasion to hold their own gatherings. Because of the demands upon limited space, SAA is unable to offer complimentary space for meetings or social functions to anyone other than its own constituent bodies and grant-funding agencies or organizations.

B. Events as Part of the SAA Annual Meeting

Groups that wish to ~~have~~ hold a reception or ~~a meal~~ meeting at the conference facility as part of the SAA ~~meeting~~ Annual Meeting ~~can~~ may be accommodated as follows:

- Because Annual Meetings are scheduled far in advance, requests submitted less than a ~~year~~ six months before the anticipated event may not be able to be considered.
- Requests for space will be considered on a first-come, first-served basis after ~~the~~ all other requirements for space have been fulfilled and before the date specified in the hotel contract for release of unassigned space.
- All such functions will be planned through the SAA office, announced as part of the Annual Meeting, and be open to all meeting registrants.
- The SAA office will arrange for food and beverage service with the hotel, ~~price the event to cover expenses, and sell tickets as part of the meeting registration procedure and invoice the sponsor based on the actual final expense.~~

C. Other Events

Other groups are free to make their own arrangements for activities or functions at their own expense. Upon request, the Society will note such activities as “Other Events” in the final print and online program that is distributed to meeting registrants. ~~The date, time, and location will appear in print; space will be available on a bulletin board to post further details.~~

Policies That Apply to Agencies or Organizations That Offer Grant Funding to Archivists or Archival Repositories

A. Office Hours

The Society may offers a limited amount of complimentary booth space in the Exhibit Hall for ~~up to two hours of~~ “Office Hours” to grant-funding agencies.

Space and time slots are filled ~~as available~~ on a first-come, first-served basis; as requests are received in the SAA ~~Office~~ office.

Such agencies or organizations may choose to ~~pay the non-profit rate for exhibitors and~~ secure a separate booth for the entire exhibit time by paying the non-profit rate for exhibitors.

B. Space for Other Functions

Such agencies or organizations may request complimentary space in meeting rooms. Such requests will be honored on a first-come, first-served basis after all of SAA's own requirements for meeting ~~room~~ space have been fulfilled, provided that ~~such the~~ requests are made ~~before the date specified in the hotel contract for release of unassigned space~~ no less than three months before the conference.

Hotel and convention center contracts invariably require that all food and beverages consumed in meeting room space must be provided by the hotel or conference center. To do otherwise places the Society in violation of its contract. Should a grant-funding agency wish to provide food or beverage service, the SAA office will provide menus and ordering information. The organization will be billed directly by the hotel or convention center.

Annual Meeting Firms or Organizations That Provide Goods and Services for Fees or Sale

Such groups are welcome to meet with ~~meeting~~ conference attendees by becoming exhibitors and paying the appropriate rates.

Any other functions that such groups wish to hold will be arranged entirely by them at their own expense. SAA does not ~~print~~ publish listings for such events ~~in the Annual Meeting Program~~, although it will ~~be happy to~~ accept paid advertisements for inclusion in the Program.

Adopted by the SAA Council: January 1992

Revised: March 2007; May 2016

Policy for Removing a Non-Participating Member from a Council-Appointed Group

Non-participation by a member of a Council-appointed group (i.e., Boards, Committees, Task Forces, and Working Groups) is defined as missing two consecutive group and/or scheduled conference calls; not taking an active part in the work of the group; or not completing tasks within assigned deadlines.

As a first step, the Chair of a Council-appointed group should reach out to the non-participating individual to try to reach a constructive and collegial solution that will result in the member's full participation.

If, after this first step, the chair of a Council-appointed group finds that a member is unwilling or unable to fulfill his or her obligations to the group, as described above, the chair may ask in writing for that member's voluntary resignation from the group.

The chair also will provide the SAA President and Executive Director with written notification of that action through the group's Council liaison.

If there is no response to the call for resignation within one month of the date of the written communication, the chair of the group will notify the SAA President through the group's Council liaison. The President will contact the member by telephone to notify the individual that she or he is about to be replaced on the group, but will allow the individual the opportunity to respond and explain the situation from her or his perspective. The President will then decide whether to remove the person from the group. If the individual is to be removed, the President will inform her or him of this action by letter, with a copy to the group chair. If deemed necessary, the Vice President/President-Elect will name a replacement to complete the group member's term.

In the case that the chair is unable or unwilling to fulfill his or her obligations, the SAA President will contact the chair to discuss replacement.

Adopted by the SAA Council: July 25, 2013

Revised: May 2016

SAA Liaisons with Other Professional Groups

The Society of American Archivists receives requests to appoint Society members to act as liaisons with other organizations in the information science and research professions. In the interest of clarifying the roles of SAA members in this connection, the SAA Council makes the following statement:

1. SAA expects that its members will participate in the affairs of other organizations. The continuing professional development of archivists depends in part on their willingness to participate in the work of other groups which relate to the larger archival mission beyond the particular interests of individual repositories.
2. SAA will appoint formal representatives to a limited number of bodies outside the Society, as specified in Section XI of the Council Handbook. Council expresses its philosophy that, while a certain number of formal representatives are appropriate, the number of formal relationships ought to be limited to those which are strictly necessary. At its discretion, the SAA Council shall establish additional representatives in specific cases.
3. Any formal commitments to work on particular projects or ongoing programs with other organizations must be made by the officers and Council. The establishment of less formal liaisons for informational purposes, however, is encouraged.
4. SAA members participate in the activities of other professional organizations as individuals. As such, they do not represent the Society in any way and cannot commit the Society to projects or other specific activities. Their participation is largely for informational purposes, keeping other groups aware of SAA activities and vice versa. Any formal commitments to work on particular projects or ongoing programs with other organizations must be made by the officers and Council.
5. SAA members participating in the work of other groups should inform the Society of their activities through the officers, the appropriate Council committee, and/or the appropriate committee, section, or roundtable of the Society.

Adopted by SAA Council: February 1991

~~SAA Policy on Unit Directories~~

~~The SAA office will host and maintain membership lists for Sections and Roundtables. Section membership is included in SAA's online membership directory.~~

~~*Approved by the SAA Council: August 31, 1996*~~

~~*Revised: March 2007*~~

Uniform Guidelines for SAA Websites and Online Communications

Overview

The explosive and continuing growth of electronic communications technology presents SAA with the opportunity to better serve its members and to enhance collaboration between and among internal and external audiences. SAA establishes these guidelines as a means to encourage the effective development, dissemination, and sharing of resources throughout the Society, to regularize the functions and operations of SAA's component groups, and to otherwise facilitate the efforts of member leaders. These guidelines apply to the online information resources sponsored and/or maintained by the SAA office and to all websites, e-mail discussion lists, wikis, blogs, document sharing sites, and social networks sponsored and/or maintained by official SAA component groups.

Definitions

SAA network: The entire collection of websites, e-mail discussion lists, wikis, blogs, document sharing sites, and social networks sponsored and/or maintained by the Society of American Archivists and its component groups.

SAA main website: The collection of documents maintained by the SAA office residing on its Web server(s) at <http://www.archivists.org> (a.k.a. the "Extranet") and <http://saa.archivists.org> (a.k.a. the "Intranet").

SAA content management system (CMS): The Web database application maintained by the SAA office and used to administer content published to <http://www.archivists.org>.

SAA list server: The server application maintained by the SAA office, residing at <http://forums.archivists.org>, and hosting officially sponsored e-mail discussion lists.

SAA component group website: A subdirectory of the main website for use by an official component group.

SAA auxiliary site: An independently hosted website, e-mail discussion list, wiki, blog, document sharing utility, or social network containing content sponsored and/or maintained by the SAA office or by an official component group.

Guidelines

A. General Guidelines

Documents published by the SAA Council, by the SAA office, or by any SAA component group are official publications of the Society, whether they are posted to the main website, to a component group website, or to an auxiliary website. As such, these publications are subject to the records retention provisions outlined in Article VII of SAA's Constitution. Individual comments regarding publications posted by members at large (and/or members of the public) to any portion of the SAA network do not necessarily represent the views and opinions of the Society and are not regarded as SAA publications.

The content of all pages on the SAA website shall be related to the functions and mission of the Society of American Archivists, namely to serve the education and information needs of our members and provide leadership to help ensure the identification, preservation, and use of the nation's historic record.

The entire SAA network, as defined above, is subject to the *SAA Code of Conduct*.

B. SAA Main Website

All documents published to SAA's main website are subject to the approval of the Executive Director. All submissions and/or suggestions for additions to the SAA main website shall be forwarded for consideration to the Executive Director or the Executive Director's designated staff representative(s).

The Executive Director or designee is responsible for the overall design, coding, formatting, and maintenance of the contents of the SAA main website. The Executive Director or designee should follow an appropriate style manual, such as the *Chicago Manual of Style*.

Links should be made from the main website to component group websites and to other professional associations of archivists or allied professions. Links to external sites comprising directories of archival websites, non-SAA web publications of archival interest, and such also are desirable. Links will not be made to websites describing individual archival repositories or their holdings.

SAA will maintain links to all auxiliary SAA student chapter websites.

C. SAA Component Group Websites

A complete list of official component groups will be published by the SAA office on the main website. Each component group will also have a homepage on the main website containing key leadership information, including a statement of the group's charge and/or purpose, goals and/or duties, group bylaws (if applicable), links to official rosters of the group's leaders and/or members, a link to the group's official e-mail discussion list, and a link to the component group website, if applicable.

The SAA office will provide all SAA boards, committees, sections, roundtables, and working groups with a component group website that may be administered by authorized group leaders via SAA's content management system. Group leaders are responsible for updating information maintained on component group websites. Subcommittees and task forces may also request a component group website, provision of which will be subject to approval by the Executive Director and dependent on the group's articulation of a clear statement of purpose for the site that is directly germane to the responsibilities and concerns of that group.

Content published to component group websites will follow an appropriate style manual, such as the *Chicago Manual of Style*. Key leadership information published to the main website should not be republished to component group websites. Personal contact information of members and member leaders, including e-mail addresses, may not be published to any site that is accessible to Web crawlers and/or spam harvesters.

Group leaders will have primary creative control over the design and content of their component group websites, provided that no website may conflict with the SAA main website or with SAA policies and practices relating to publication, privacy and confidentiality, and ethical conduct. Groups are strongly encouraged to utilize the main website theme (e.g., header, footer, site search utility, and navigation elements) in order to promote usability and effective document retrieval. Groups that elect to design and display a custom theme must display:

- The uniform SAA logo, in accordance with the policies articulated in the *Guidelines for Use of the SAA Logo*;
- A prominent link to the component group website and/or the main website;
- An appropriate disclaimer stating that SAA does not assume responsibility for the opinions and views published on the auxiliary site; and
- If necessary, an appropriate disclaimer stating that references to commercial interests (such as vendor listings or advertisements) does not imply any endorsement by SAA.

D. E-mail Discussion Lists

The SAA office will provide all SAA boards, committees, sections, roundtables, and working groups with one or more e-mail discussion lists:

- Boards, committees, subcommittees, task forces, and working groups will be provided with a private list for use by active members of the component group, the Council liaison, and staff liaisons.
- Sections and roundtables will be provided with a private list for use by the section and roundtable officers/conveners, steering committee members, Council liaison, and staff liaisons.
- Sections will be supplied with a dual-function announcement list and electronic discussion list. Section members will automatically be subscribed to the announcement function, which section leaders may use for broadcasting official news. Section members may voluntarily modify their list subscriptions to participate in open discussions with other members of the section. Section members may unsubscribe.
- Roundtables will be supplied with an electronic discussion list to which all roundtable members will automatically be subscribed upon joining the group. Roundtable members may unsubscribe.
- Active members of SAA boards, committees, subcommittees, task forces, working groups, section steering committees, and roundtable steering committees will automatically be subscribed to the SAA Leader List, a moderated announcement list used by the Executive Director to communicate leadership information to the component groups. Submissions are subject to the approval of the Executive Director.
- The SAA office will be responsible for managing list software, troubleshooting member subscriptions, and working with officers to maintain accurate subscription lists and policy

compliance. As subscriptions to electronic lists will be one of several criteria for evaluating the effectiveness of sections and roundtables, SAA staff will report annually on the number of electronic list subscribers, including those subscribers to roundtable lists who are not members of SAA.

E. SAA Component Group Use of Social Media and External Websites (Auxiliary Sites) [Revised July 2012.]

SAA component groups may create accounts on social networks (such as Facebook and Twitter) and use social media tools (such as wikis, blogs and document-sharing sites). When considering establishing a new resource, component groups should be aware of the alternatives available to them and the associated roles and responsibilities.

SAA's goals in establishing component group microsites within the Drupal content management system were as follows:

- To provide component groups with a standardized and easily maintained system that would ensure continuity of the record through leadership changes.
- To provide SAA members with a highly informative, easy-to-use, and comprehensive website for the Society as a whole.

SAA recognizes, however, that component groups may have needs that cannot be met within the Drupal microsite environment. When this is the case, a component group may make use of other social media tools to accomplish its communication objectives.

Component groups wishing to create or populate an external web resource (including a social media account) must adhere to the following guidelines:

1. Notify the group's Council liaison of each social media account or external resource that it creates.
2. Have a clear understanding of the group's purpose in establishing the resource and develop a plan for how the resource will be used and what types of material will be shared via the resource.
3. Maintain on the group's SAA microsite active links to all such external resources used by the group.
4. On the microsite list of links to external social media and website resources, identify the active group member serving as the administrator of each account.
5. Ensure that access privileges (user accounts and passwords) are transferred to new leaders in a timely manner.
6. Be aware that SAA staff cannot provide support (such as maintenance, training, permissions, or archiving) for resources published on a third-party server.
7. Maintain key governance information (such as bylaws and minutes) on the group's SAA microsite where it can be maintained and preserved by SAA.

8. Be aware that content published on external sites or using social media accounts may be subject to the records retention provisions outlined in [Article VII of the SAA Constitution](#).
9. Display on external sites a prominent link to the component group's SAA microsite.
10. Display on external sites an appropriate disclaimer stating that SAA does not assume responsibility for the opinions and views published on the external site or social media account.

~~Use of the SAA logo is encouraged but not mandatory on component social media sites and external websites. If the SAA logo is to be used, the Component groups must display the uniform logo on all social media sites and external websites,~~ in accordance with the policies articulated in [Guidelines for Use of the SAA Logo](#).

These guidelines apply to both new and existing social media accounts and external websites. Component groups should review all existing accounts and websites and discuss them with their Council liaisons to ensure that they comply with these guidelines.

Adopted by the SAA Council: June 8, 1997; Revised: March 2007, February 2010, July 2012, July 2014, May 2016