

**Society of American Archivists
Council Meeting
May 16-17, 2017
Chicago, Illinois**

**Petition to Form New Student Chapter at the
University of Missouri
(Prepared by Governance Coordinator Felicia Owens)**

BACKGROUND

According to Section XIII of the Governance Manual, the following guidelines are required for the establishment of an SAA student chapter:

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.¹

¹ <http://www2.archivists.org/governance/handbook/section13>

DISCUSSION

The University of Missouri contacted the SAA office in February 2017 to inquire about establishing an official SAA student chapter on their campus. Appended to this report are the four documents required for establishment of a student chapter at the university.

RECOMMENDATION

THAT the petition to form an SAA student chapter at the University of Missouri be approved.

Support Statement: The University of Missouri has met all requirements for establishment of an SAA student chapter.

Impact on Strategic Priorities: Approving a student chapter at the University of Missouri would support “Goal 2: Enhancing Professional Growth” and “Goal 4: Meeting Members’ Needs.”

Fiscal Impact: No fiscal impact.

UNIVERSITY *of* MISSOURI

COLLEGE OF EDUCATION

SCHOOL OF INFORMATION SCIENCE & LEARNING TECHNOLOGIES

April 6, 2017

Felicia Owens
Governance Program Coordinator
Society of American Archivists
17 North State Street, Suite 1425
Chicago, IL 60602

Dear Ms. Owens,

Enclosed please find a submission to the SAA Office and SAA Council seeking establishment of a new student chapter of the Society of American Archivists at the University of Missouri.

It comprises the following documents:

- (a) organizing document,
- (b) SAA member list,
- (c) letter of MU recognition, and
- (d) faculty advisor letter.

Thank you for discussing the process with me, in advance of the May 16-17, 2017 meeting of SAA Council. I remain happy to provide any clarification needed.

Yours sincerely,



Sarah Buchanan, Ph.D.

Assistant Professor, Library and Information Science
iSchool at University of Missouri
phone: (573) 884-9487 email: buchanans@missouri.edu



Preamble

The students of the School of Information Science & Learning Technologies (SISLT) at the University of Missouri, in order to promote intra-student body communication, to pursue common professional, cultural, and social goals, and to provide a forum in which our ideas and opinions may be presented to the faculty and administration, do establish by this Constitution the Society of American Archivists at University of Missouri student chapter. The portions of this Constitution that are included verbatim **in red color font below** are M-Book policies.

A. Name

The official name of this organization shall be: Society of American Archivists at University of Missouri student chapter. Our abbreviation and acronym is SAAMUSC.

B. Purpose

Coherent with the Society of American Archivists's (SAA) Mission Statement for graduate student chapters ([Section XIII](#)), the purpose of SAAMUSC shall be to build a learning community and provide professional development and networking opportunities for students interested in the archival profession. We achieve our purpose by:

1. introducing new archivists into the profession,
2. promoting communication among students interested in any aspect of archival work,
3. acquainting members with the objectives, ethics, activities, and publications of the archival profession and the Society of American Archivists (SAA), and, ultimately,
4. developing leaders of tomorrow's archives profession.

C. Membership

Eligibility: Membership shall be open to any currently enrolled student or employee of the University. This organization shall not discriminate on the basis of race, color, religion, national origin, ancestry, age, gender, sexual orientation, gender identity, disability, or status as a disabled veteran or protected veteran. All individual SAA members in good standing shall also be eligible for membership in SAAMUSC. Alumni of any SISLT program are welcome to attend SAAMUSC events and meetings.

Requirements: To join SAAMUSC, students must be members of the Society of American Archivists and identify themselves to the SAAMUSC Secretary.

Viability: 1. There must be at least ten (10) students at the University of Missouri interested in joining SAAMUSC to apply for recognition by the Organization Resource Group (ORG), the central campus resource for student organizations in the MU Department of Student Life.
2. There must be at least five (5) members in good standing with the SAA to maintain the organization's status as a student chapter.

D. Relationship to Organizations

SAA: The SAA Council approves the establishment of new student chapters. Once approved by the SAA Council, the student chapter will seat elected leadership. Chapter chief officer(s) will notify the SAA office within 30 days following elections. The chief officer(s) and the Faculty Advisor must subscribe to SAA's student discussion list as a means to ensure that important messages from the SAA office reach student chapter members. The chief officer(s) are expected to forward messages from the SAA office as well as other messages of interest to all chapter members. Such messages might pertain to the Student Paper and Poster Sessions at the Annual Meeting, or opportunities for collaboration between student chapters. The use of SAA's name, logo, and auspices is available only through specific provision of the Council and will conform to [Uniform Guidelines for Use of the SAA Logo](#). At least once a year (May 31), the student chapter will submit an annual report to the SAA office.

SISLT: The SISLT faculty and administration support SAAMUSC by enabling communication between the Faculty Advisor and student chapter leadership and facilitating member meetings. SISLT administers [Conference Travel Support](#) for both master's and doctoral students to present at both local and national conferences.

MU: The Organization Resource Group (ORG) office enforces the University policies and procedures to ensure the organization remains recognized by the University of Missouri. Organizations that successfully complete the Recognition Process for Prospective Student Organizations will be presented to SOGA (Student Organizations, Governments and Activities Committee), a committee composed of faculty, students and staff appointed by the Chancellor. SOGA reviews the application and makes a recommendation to the Vice-Chancellor of Student Affairs. The ORG will contact the President and Advisor after a recommendation is made and inform the organization of its status. To maintain its status as a recognized student organization SAAMUSC will (1) remain accountable to the [Standard of Conduct \(CRR 200.010\)](#) and follow campus polices as found in the [M-Book](#), (2) complete the annual registration process, and (3) attend required trainings.

E. Meetings and Activities

Meetings shall be held at the beginning of each academic year and at least every other month throughout the year as deemed necessary. Meetings shall be conducted either in-person or virtually in accordance with the latest edition of Robert's Rules of Order. The time, date, and place of the regular meetings shall be at the call of the Student Chapter President, who will give students a minimum of five days' advance notice. Three members of SAAMUSC shall constitute a quorum for voting purposes.

One or more activities shall be scheduled each semester by the officers. Examples of such activities include career symposia, technology workshops, repository tours (on and off the Mizzou campus), lecture or webinar viewings, study breaks in the Reflector, and regional community events related to archives and their use in society. **We agree to abide by all**

regulations described in the M-Book, all University policies, in addition to all federal, state and local laws.

F. Officers

Officers of SAAMUSC will include a President, Vice-President, Secretary, Treasurer, and one or more Chairs (e.g. of Communication, Alumni Programs, Archivist / Historian, or LISGSA Liaison). All officers must hold a minimum 2.2 GPA, as verified by the [Coordinator of Student Organizations](#). Grounds for officer removal include the inadequate fulfillment of aforementioned duties or the violation of regulations described in the M-Book, University policies or any federal, state or local laws.

The President will act as the chief officer as stipulated by SAA Council. These duties include—but are not limited to—acting as a liaison between SAAMUSC and the SAA office, and submitting to SAA an annual report no later than May 31st of each calendar year. The President shall preside over all meetings of SAAMUSC and shall represent the student chapter at all official functions. The President shall work with the Faculty Advisor (who may appoint an Election Coordinator or Teller) to organize candidate ballots and voting.

The Vice-President will assume the duties of the President in the latter's absence. The Vice-President will coordinate the arrangements for SAAMUSC's academic and social events, direct public relations within the University community, and ensure communication within the organization.

The Secretary will be responsible for all correspondence and all permanent records of the organization. The Secretary will record the meeting minutes and maintain event information in order to prepare the annual report.

The Treasurer will be responsible for financial matters pertaining to the organization and make available to the chief officer(s) and membership a financial report at the beginning of each term. The Treasurer will be responsible for fundraising activities and the collection and accounting of dues.

A Communication Chair will be responsible for the overall communications of SAAMUSC. Such communications include but are not limited to maintaining and updating the website, [listserv](#), and Social Media such as [Twitter](#), in cooperation with the decisions of the chief officer(s).

A Program Chair will be responsible for the planning, promotion and coordination of the activities of the organization. The Program Chair may appoint ad hoc committees to organize special events.

The organization must select one faculty or staff member (at least 75% FTE) to serve as advisor. The faculty advisor is not an elected officer but shall be invited to SAAMUSC meetings and shall have speaking but not voting privileges at same. Grounds for removal of the advisor

include the inadequate fulfillment of aforementioned duties or the violation of regulations described in the M-Book, University policies or any federal, state or local laws.

Faculty Advisor Role: The faculty advisor, who is also an SAA individual member, will assist the chapter in electing leaders, drafting an organizing document, in its relations with the SAA Council and office, and in planning local programs for the student chapter.

G. Annual Responsibilities

To SAA: A report on the current activities of the organization will be prepared and submitted to the SAA office for review on a yearly basis on May 31. This annual report will include the names of all members, the names of all elected officers and the faculty advisor, and a summary of SAAMUSC activities of the past year. Failure to submit the annual report will initiate an inquiry that could result in dissolution of the student chapter.

To MU: In order to maintain status as a recognized student organization SAAMUSC will:

1. complete the annual registration process (on or within six months of July 1st when profiles on OrgSync reset, and with current information) with the Office of Student Organizations, and
2. attend required trainings.

H. Elections and Dues

Candidate nominations will be received (by the Faculty Advisor or an appointed Teller) until five days before the date arranged for an election. The terms of office for each of the leadership positions are set at January 1 - December 31. Such calendar year terms are intended to provide continuity of responsibility across the summer break, and to provide contrast with the academic-year terms of LISGSA officers. Officers may be re-elected, and offices may be shared at the sole discretion and agreement of all involved parties. Elections for office will ordinarily be held yearly in the middle of Fall Semester. Special elections may be arranged so that, for example, a student beginning the program in Spring Semester need not wait a full calendar year to stand for office.

All members of SAAMUSC are entitled to vote for the officers. The vote will be by secret ballot according to the procedures organized by the Faculty Advisor or her appointed Teller. The Faculty Advisor will ensure that the elections are carried out fairly and will certify their validity.

The newly elected officers will meet for the first time within one week of the elections. As stated in above Section D, chief officer(s) will notify the SAA office within 30 days following elections.

Chapter dues for membership will be decided annually by the chief officer(s). The sole intent of any dues collection shall be to support SAAMUSC hosting a program or event that would not otherwise be possible. If modest dues (\$5-\$10 per year) are imposed, members of the student chapter shall cover their dues in order to maintain an active status. Members are responsible for maintaining individual SAA and SAAMUSC membership dues. No membership dues shall be

taken from the chapter's treasury. The SAAMUSC will make financial records available to authorized University officials upon request.

I. Vacancies

In the event of an anticipated or unanticipated officer vacancy prior to the term of office end date, the remaining officers shall arrange a special election to fill out the unexpired term. If in an exceptional instance the President is unable to complete her term, it is suggested that the Vice-President or another existing officer accede to the Presidency.

J. Amendments

Amendments to this Constitution may be proposed by any member and shall be decided by a majority vote of the membership. Amendments should not be in conflict with SAA or University bylaws, policies, and procedures. **Amendments to the Constitution must be submitted to and approved by the Coordinator for Student Organizations before they become effective.**

Drafted February 2017; Adopted by vote on February 18th, 2017 in Columbia, Missouri.

Society of American Archivists at University of Missouri student chapter (SAAMUSC)

Contact List of SAA Members enrolled as MU Students interested in forming a chapter, with identification of the initial officers:

- | | | |
|------------------------|--|------------------------------|
| 1. Tamara Inge | inget@MISSOURI.EDU | |
| 2. Erin Niederberger | een5k6@MAIL.MISSOURI.EDU | Founding Secretary |
| 3. Katie Wibbenmeyer | klwzr3@MIZZOU.EDU | Founding LISGSA Liaison |
| 4. Dylan Martin | dtmgy5@MAIL.MISSOURI.EDU | Founding Communication Chair |
| 5. Jennifer Walker | walkerje@MISSOURI.EDU | Founding President |
| 6. Alora Bauer | ambdm6@MAIL.MISSOURI.EDU | Founding Vice-President |
| 7. Brian Flanagin | brianflanagin@MAIL.MISSOURI.EDU | Founding Treasurer |
| 8. Michelle Lahiri | mkl2db@MAIL.MISSOURI.EDU | |
| 9. Sarah Wohaska | sewgv5@MAIL.MISSOURI.EDU | |
| 10. Sam Mueller | sdmfn4@MAIL.MISSOURI.EDU | |
| 11. Judy Schmitt | jaszp5@MAIL.MISSOURI.EDU | |
| 12. Eric Saxon | ejsyv6@MAIL.MISSOURI.EDU | |
| 13. Julia Peters | jep365@MAIL.MISSOURI.EDU | |
| 14. Kendall Culbertson | kmculbertson@MAIL.MISSOURI.EDU | |

*Prepared by Sarah Buchanan buchanans@missouri.edu :
Faculty Advisor, SAA Member, and Assistant Professor, University of Missouri*

March 23, 2017

FW: Congratulations!!!

Walker, Jennifer A.

Thu 3/23/2017 2:56 PM

To: Buchanan, Sarah A. <buchanans@missouri.edu>;

Importance: High

Dr. Buchanan,

See below. SAAMUSC is official! I will take care of the information on OrgSync once they approve me.

Jennifer

From: MU STUDENT LIFE ORG
Sent: Thursday, March 23, 2017 2:14 PM
To: MU STUDENT LIFE ORG <umcoslstudentorgs@missouri.edu>
Subject: Congratulations!!!
Importance: High

Please read this entire email as it contains vital information regarding the first steps for your newly recognized student organization.

Congratulations!!

Your prospective student organization has been recommended for recognition by the Committee on Student Organizations, Governments and Activities (SOGA) and approved for recognition by the Vice-Chancellor for Student Affairs Dr. Cathy Scroggs. Your organization is officially recognized by the university! This means your organization can now begin to utilize many of the resources afforded to recognized student organizations through the Organization Resource Group (ORG) and other campus entities.

I will now begin creating an OrgSync portal for each of the newly recognized organizations. This portal will be what your new organization will use to access the aforementioned resources. Please allow me some time to create all of these new portals, but once your organization's portal is created, I will add you as an administrator. **You will then be responsible for updating and completing the information on this profile.** Please [click here](#) to learn how to update your organization's OrgSync portal. Please note: Once you submit a request to update your organization's portal, your advisor will need to [approve the submitted information](#) before our office can review it.

In the previous paragraph I mentioned that I will add you as an administrator to the new OrgSync portal. Once you have [administrative access](#), you will receive a notification on OrgSync letting you know that you have been added as an administrator and, therefore, you will have the ability to begin the aforementioned process to update the portal. **Newly recognized student organizations will have thirty (30) calendar days to complete their OrgSync profile after its creation. Organizations who fail to complete this requirement will forfeit their recognition status.**

A couple items to note about completing the portal:

1. Organizations are required to list an on-campus mailing address. Many organizations list their advisor's campus mailing address. If you would like to have a mailbox in the Center for Student Involvement,

- [complete this form](#) to apply for one. If approved, your mailing address would then be 2500 MU Student Center.
2. The "organization email address" is the email address that will be made publically available to students who are interested in joining your organization. While you may list one of your officer's personal emails, many organizations create a Gmail or Yahoo account for your organization.
 3. There are some fields within your organization's portal that only our office can modify. If you find that you would like the information in these fields changed, please email me and I will review your request.

Recognized organizations must meet two requirements each academic year to maintain their recognized status. The first is to have the organization's president and/or vice-president attend an Administrative Training each academic year. These trainings provide vital information about how to run an organization on campus. Your new organization should make every effort to attend an Admin Training this year. You can [click here to see the training dates](#). The last training for this academic year will be held at [5 p.m. on Monday, April 17 in Waters Hall room 117](#).

Organizations are also required to complete a [registration request](#) each academic year. This is the process used to update the information within your OrgSync portal just as you are being asked to do to initially complete your OrgSync portal right now. As a new organization, the first time you will need to complete this process is next academic year (any time after July 1).

While your organization may start receiving most of our benefits as soon as your OrgSync portal is completed, **newly recognized organizations are not eligible to apply for funding until 16 weeks after SOGA recommends them for recognition.** This means your new organization will first be able to apply for funding after July 12, 2017; therefore, your new organization will be eligible to apply for funding at the first budget period next academic year. 2017-18 funding dates have not yet been finalized, but we will [post them on our website](#) when they're available. Feel free to respond with any budget questions you may have, and our Vice-Chair of Finance will be able to assist you. You can also [click here to read more about our budget processes](#).

Once again, I would like to congratulate you! I am excited to see all of the wonderful things you are going to accomplish as an organization and see the impact your new organization will have on campus. Do not hesitate to ask me any questions, as I want to help your new organization be as successful as possible.

Have a great day!

Ethan May

Vice-Chair of Administration
Organization Resource Group
2500 MU Student Center
573-882-2630
getinvolved.missouri.edu
OrgSync.missouri.edu
studentorgs@missouri.edu

UNIVERSITY *of* MISSOURI

COLLEGE OF EDUCATION

SCHOOL OF INFORMATION SCIENCE & LEARNING TECHNOLOGIES

Sarah Buchanan
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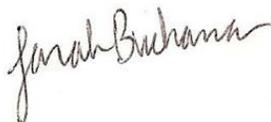
March 23, 2017

Dear Felicia Owens, SAA Governance Program Coordinator,

It is a pleasure to write to you to express my willingness to work with the Society of American Archivists at University of Missouri student chapter (SAAMUSC). I currently serve as its faculty advisor and I advise a group of enthusiastic and dedicated archives students. Since our first meeting in December 2016, my students have worked together to discuss goals for the chapter, grow our membership, identify archivists on Mizzou's campus and in Missouri with whom to collaborate on future activities, elect officers, and organize activities. These graduate students are enthusiastic about participating in SAA and about contributing to our archival profession.

I have been an SAA member for nine years, and am currently Assistant Professor at the University of Missouri, where I research and teach archival studies in the School of Information Science & Learning Technologies (SISLT). SISLT offers a Master of Arts in Information Science and Learning Technologies with an emphasis in Library Science; faculty are planning an archives and records management specialization for which there is substantial student interest. As an archival educator, I continually draw on my prior experiences as an archivist and as a student archivist and I know the value that student chapters add to the archival enterprise. In promoting awareness of SAA through our student chapter, I am also enjoying this opportunity to share my experiences with students and collaborate with colleagues. I look forward to the great work members of SAAMUSC will achieve.

Warm regards,



Sarah Buchanan, Ph.D.

Assistant Professor, Library and Information Science
iSchool at University of Missouri
<http://faculty.missouri.edu/buchanans/>

