

# **Constitution of the Archives and Preservation Club - An Official Student Chapter of the Society of American Archivists at the University of Washington**

## **Article I - Name**

*Section 1* The name of this organization shall be the Archives and Preservation Club (APC) - An Official Student Chapter of the Society of American Archivists at the University of Washington.

## **Article II - Purpose**

*Section 1* It shall be the purpose of this organization to explore and promote archives and preservation under the guidelines put forth by the Society of American Archivists.

## **Article III - Membership**

*Section 1* Membership of this organization shall consist of regularly enrolled graduate students of the University of Washington. Only those members who are currently registered University of Washington students have voting privileges.

*Section 2* University faculty and staff, undergraduates, and non-University persons may have associate membership status, but they may not have voting privileges.

## **Article IV - Officers**

*Section 1* The officers of this organization shall consist of a chair or co-chairs (chief officers), secretary/webmaster, publicity officer, distance liaison, and first-year representative.

*Section 2* Officers shall be registered University of Washington students only. All officers shall be individual members of Society of American Archivists.

*Section 3* The term of office shall be for one year.

*Section 4* Removal of officers is up to the discretion of the organization.

*Section 5* Chair (and co-chair)

- A. Act as the liaison between the student chapter and Society of American Archivists.
- B. Notify the Society of American Archivists Executive Office within thirty days following the election.
- C. Subscribe to Society of American Archivists' student listserv, and forward any important messages to the organization.
- D. Plan and lead meetings.
- E. Regularly communicate with members and officers via email and meetings.
- F. Plan, organize, and present events.
- G. Coordinate/direct intra-club decision-making and communications.
- H. Represent the organization hosted by area and national archives organizations.
- I. Compose an annual report, to be forwarded to the Society of American Archivists Executive Office by May 31, with the names of all members of the student chapter, names and email addresses

of the officer and faculty liaison and summary list of chapter activities.

J. At end of term, provide transition to incoming chair or co-chairs.

*Section 6*

Secretary/webmaster

- A. Record the meeting and activities of the organization.
- B. Responsible for maintaining the organization's website:  
<http://students.washington.edu/archpres/>.
- C. Moderate the organization's listserv: [archivists@u.washington.edu](mailto:archivists@u.washington.edu).
- D. Manage online archives.
- E. Maintain organization's records.
- F. Check the organization's mailbox in Mary Gates Hall and inform officers of communication.
- G. At end of term, provide transition to incoming Webmaster/Secretary.

*Section 7*

Publicity officer

- A. Create flyers for the organization's events in collaboration with the chairs (or point person for the event); make copies at RSO office and distribute on UW campus.
- B. Moderate the organization's email account:  
[archpres@u.washington.edu](mailto:archpres@u.washington.edu).
- C. Post announcements for meetings and events to listservs and calendars in a timely manner.
- D. At end of term, provide transition to incoming Marketing/Publicity Officer.

*Section 8*

Distance liaison

- A. Communication with distance students.
- B. Advancing distance students' interests and integrating interests into the organization's activities.
- C. Initiating activities for distance students to participate in during residencies.
- D. At end of term, provide transition to incoming Distance Liaison.

*Section 9*

First-year representative

- A. Communication with first year MLIS students.
- B. Advancing first year students' interests and integrating interests into activities.
- C. Initiating active recruitment of first year students for future officer positions in the organization.
- D. At the start of following term, provide transition to incoming first year appointee.

**Article V - Elections**

*Section 1*

Selection of officers shall be held annually. Notification of elections will be sent to all MLIS students via listserv and by posted flyers within two weeks of elections.

*Section 2*

Nominations for officers shall be invited annually.

*Section 3*

Elections shall take place by ballot at a general election.

## **Article VI - Meetings**

*Section 1* Regular meetings of this organization shall be held monthly.

## **Article VII - Advisors**

*Section 1* The official advisor shall be an individual member of the Society of American Archivists. A second advisor shall be a faculty member of the Information School.

*Section 2* The Society of American Archivists advisor will assist the organization in its relations with the Society of American Archivists Council and Executive Office and assist in local programs for the Student Chapter. The faculty advisor will advocate for the group to the Information School.

*Section 3* Selection of advisors is up to the discretion of the organization.

## **Article VIII - Amendments**

*Section 1* Amendments to the constitution may be made with majority approval by all elected officers of the student chapter.

*Section 2* Amendments to the constitution will be submitted to the Society of American Archivists as part of the annual report.