

**Society of American Archivists
Council Meeting
November 9 – 12, 2014
Chicago, Illinois**

**Petition to Form SAA Student Chapter at
Middle Tennessee State University
(Prepared by Nancy Beaumont)**

BACKGROUND

Kelly A. Kolar, Ph.D., MLIS, Professor of Archival Management in the Department of History at Middle Tennessee State University in Murfreesboro, Tennessee,¹ has submitted an application to form an SAA Student Chapter at MTSU. Dr. Kolar is an individual member of SAA and has agreed to be the faculty sponsor and advisor of MTSU SAA.

DISCUSSION

Following my review of materials and a request for minor revisions in the chapter's Constitution and Bylaws, the documentation now meets all requirements for Council approval.² See the application materials attached.

RECOMMENDATION

THAT the petition to form an SAA Student Chapter at Middle Tennessee State University be approved.

¹ <http://www.mtsu.edu/history/>

² <http://www2.archivists.org/governance/handbook/section13>

History Department

P.O. Box 23
Middle Tennessee State University
1301 East Main Street
Murfreesboro, Tennessee 37132
Phone: (615) 898-2536 • Fax: (615) 898-5881



March 4, 2014

Nancy P. Beaumont
Executive Director
Society of American Archivists
17 North State Street, Suite 1425
Chicago, IL 60602

Dear Nancy Beaumont,

I am writing in support of the Middle Tennessee State University Society of American Archivists Student Chapter. I am the Professor of Archival Management in the Department of History, an individual member of SAA, and the faculty sponsor of MTSU SAA.

MTSU SAA is a university recognized student organization based in the Public History program in the Department of History. The Public History program grants MAs and PhDs with areas of specialization in historic preservation, cultural resource management, museum management, and archival management. The department has strong, official partnerships with two on-campus archives, the Center for Popular Music and the Albert Gore Research Center, as well as local institutions, the Rutherford County Archives and the Stones River Battlefield National Park. Through these institutions, the archival students at MTSU have had access to many archival collections and professional mentors for internship and class project opportunities.

Although the student chapter was only officially established this semester, I have been impressed with what the students have already accomplished. MTSU SAA has already taken advantage of local connections to set up workshops on preservation (Gore Center) and MARC records (Center for Popular Music) for this Spring Semester. I know that they are already establishing ties further afield in Nashville for workshops and visits to some of our state archival and library institutions for next Fall Semester. In addition, the students will be establishing study groups to help each other prepare for the Academy of Certified Archivists Exam.

I fully endorse the MTSU SAA's application for official affiliation with SAA. I have included the chapter constitution, the list of current student members, and a copy of the letter of recognition from the Vice President for Student Affairs. If there is any other information I can provide, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "K. A. Kolar".


Kelly A. Kolar, PhD, MLIS
Assistant Professor
Department of History
MTSU Box 23
Murfreesboro, Tennessee, 37132
615-898-2804



ON-CAMPUS MEMO



TO: Mr. Dallas Hanbury, President
Dr. Kelly Kolar, Advisor ✓

FROM: Debra Sells, Ed.D. 
Vice President for Student Affairs and
Vice Provost for Enrollment and Academic Services

RE: Approval of the MTSU Society of American Archivists Student Chapter

DATE: February 21, 2014

This memorandum serves as formal confirmation and approval of the MTSU Society of American Archivists Student Chapter as an officially registered departmental organization at Middle Tennessee State University. To insure your registration for a sustained period, please comply with the requirements for University organizations as outlined at <http://www.mtsu.edu/stuaff/PDF/rights.pdf> beginning on page 25 *MTSU Student Code of Conduct*.

I would also ask that your organization and your advisor review the MTSU Statement of Community Standards and Expectations and the True Blue Pledge, both of which can be found at <http://www.mtsu.edu/trueblue/>. As a student organization on this campus, we will expect your group to help uphold the standards of our community. I am confident that you will do so.

Should you have questions regarding your status as an organization, please consult with Jackie Victory, whose office is located in Room 330 of the Student Union Building.

DS:bs

c: Ms. Jackie Victory
Ms. Cynthia Stone
Ms. Quintina Burton
Ms. Rita Whitaker
SGA Office
Post Office



Society of American Archivists at Middle Tennessee State University

Spring Semester 2014 Student Members:

Dallas Hanbury (dh3d@mtmail.mtsu.edu) President
Evan Spencer (ers3m@mtmail.mtsu.edu) Vice President
Kayla Utendorf (ku2c@mtmail.mtsu.edu) Treasurer
Olivia Beaudry (omb2j@mtmail.mtsu.edu) Secretary

Mona Brittingham (mld4i@mtmail.mtsu.edu)
Candace Cupps (clm8y@mtmail.mtsu.edu)
Melissa Hope (mlh9f@mtmail.mtsu.edu)

Kelly A. Kolar (kelly.kolar@mtsu.edu) Faculty Advisor

CONSTITUTION

ARTICLE I. NAME

- §A. The name of this organization shall be Society of American Archivists at Middle Tennessee State University (SAA at MTSU), which is referred to as "the Chapter" in the constitution and bylaws.

ARTICLE II. PURPOSE

- §A. To acquaint members with the objectives, ethics, activities, and publications of the archival profession and the Society of American Archivists, which is referred to as "the SAA". To provide opportunities for members to discuss archival issues and the archival profession, interact with professionals working in archival settings, including university, local, state, and national archives.
- §B. To promote communication with other student groups, especially the Association of Graduate Students in History (AGSH) within MTSU ("the University") in order to develop mutually shared interests.
- §C. To foster professional archival development of its members, as well as promote archival interests within the University.

ARTICLE III. MEMBERSHIP

- §A. Membership in, association with, and benefits emanating from this student organization and its related activities shall be based upon paid dues and participation. Membership is open to all MTSU students, regardless of race, color, religion, national origin, age, gender, sexual orientation, disability, veteran status, marital status, or political belief are not judgments based on such considerations. Further, the purpose of this organization shall be consistent with the regulations for students set forth by the University.
- §B. Membership shall be limited to currently enrolled MTSU students, faculty, and or staff members.
- §C. Voting membership is restricted to those students who are members in good standing with the SAA, and have paid their dues in full with the student chapter.

- §D. There shall be at least five (5) voting members in good standing with the SAA to maintain status as a student chapter.

ARTICLE IV. DUES

- §A. The Executive Board shall propose the amount of dues for each school year to aid the administration of the Chapter. The chapter will then vote to approve the amount.
- §B. Students may join the SAA at the student rate determined by the national (SAA) organization.

ARTICLE V. OFFICERS AND ADVISORS

- §A. The officers of this organization shall be a President, Vice President, Secretary, and Treasurer. This group will make up the Executive Board. No person will be permitted to hold more than one office.
- §B. Officers shall serve for one school year, with a term that begins in the summer semester and concludes at the end of the spring semester.
- §C. If an officer vacancy occurs, an interim replacement shall be appointed by the remaining officers and the advisor. The interim replacement shall serve until the next regularly scheduled election.
- §D. SAA at MTSU shall have as an adviser a full-time member of the University faculty or staff.
- §E. The faculty advisor will be an individual member of the SAA, will aid and advise the Student Chapter, and may act as a liaison with the SAA in matters regarding the Chapter.

ARTICLE VI. MEETINGS

- §A. Meetings shall be held once a month, at a date and time determined by the Executive Board thereafter.
- §B. Meetings will be conducted in accordance with the rules of order chosen by the Executive Board.

ARTICLE VII. FINANCES

- §A. All expenditures must be approved by the Executive Board, with consultation by the faculty advisor, before funds may be disbursed.
- §B. Receipts and bills must be submitted in writing before the funds are drawn.
- §C. The treasurer must sign all checks and ensure that another officer or the faculty advisor signs them as well.

ARTICLE VIII. ANNUAL REPORT

- §A. A report on the current activities of the organization will be prepared and submitted to Council of the SAA for review on a yearly basis. This annual report will include the names of all members of the Student Chapter, the names of the Executive Board and faculty advisor, and a summary of Chapter activities of the past year. Annual Reports are due to the SAA Executive Office by May 31.
- §B. Failure to produce an Annual Report will initiate an inquiry by SAA, which could result into the dissolution of the Chapter.

ARTICLE IX. CONSTITUTION AND BYLAWS

- §A. The constitution, together with the bylaws, will constitute the operating basis of the Chapter.
- §B. The Executive Board is authorized to prepare, adopt, or amend the constitution or bylaws as may be desirable for the administration of the organization. Amendment proposals must be submitted to the Board in writing, and will be submitted in turn to the membership at least two weeks before a vote. They will be decided by a majority vote of the membership.
- §C. A copy of the current constitution and bylaws will be made available to all members upon request.
- §D. Adopted amendments go into effect upon the close of the meeting during which the amendment was adopted.
- §E. If there is a conflict between our national or parent organization's rulings, constitution, or direction and the MTSU Student Code, the Student Code preempts the national or parent ruling.
- §F. SAA at MTSU is subject to Local, State, and Federal Laws.

ARTICLE X. DISSOLUTION

- §A. In the event of dissolution of this organization, any funds and assets will be allocated as designated by both the faculty advisor and the Executive Board in office at the time of dissolution.
- §B. In the event of dissolution of this organization, the national SAA office and Office of Campus activities will be notified.

RATIFIED:

BYLAWS

ARTICLE I. ELECTIONS

- §A. Elections will be held annually each April for the Executive Board who will govern the organization during the following school year. Elected Officers will begin their terms at the beginning of the May semester.
- §B. Nominations will be submitted through the electronic site. The deadline for nominations is two weeks prior to the elections. Members have the right to self-nominate.
- §C. Voting will be conducted via secret ballot at the last meeting of the spring semester.

ARTICLE II. DUTIES OF OFFICERS

§A. President

1. As chair of the Executive Board, the President shall preside at all meetings and represent the Chapter in all official communications outside the organization.
2. The President shall lead the compilation and submittal of the Annual Report as required by the SAA.
3. The President shall meet regularly with faculty advisor.
4. The President shall resolve problems within the Chapter.
5. The President shall organize and head one organizational meeting a month.
6. The President shall attend orientation for new history and public history graduate students.
7. The President shall attend MTSU Presidium or appoint another officer to attend if not able to.

§B. Vice President

1. The Vice President shall assume the duties of the President in the latter's absence.
2. The Vice President shall oversee the collection and maintenance of all relevant documents to be housed in the Chapter archives.

3. The Vice President shall assist with the compilation of the Annual Report for SAA.
4. The Vice President shall assist with any functions designated by the President.

§C. Secretary

1. The Secretary shall maintain a complete and current roster of all members.
2. The Secretary shall record the minutes of each meeting and make them available to all members no later than one week after the meeting.
3. The Secretary shall assist with the compilation of the Annual Report for SAA.

§D. Treasurer

1. The Treasurer shall have responsibility for all financial matters pertaining to the organization.
2. The Treasurer shall assist with the compilation of the Annual Report for SAA.
3. The Treasurer shall maintain the organization's bank account.
4. The Treasurer shall collect and record all dues.
5. The Treasurer shall prepare and submit requests for student activity fees, reimbursement requests, and issue reimbursements to members.
6. The Treasurer shall make payments for all activities sponsored by the organization.

ARTICLE III. COMMITTEES

- §A. There are currently no standing committees. Ad hoc committees will be formed as needed by the President.

Ratified: