



Bylaws of the Regional Archival Associations Consortium

2021

I. Purpose

The Regional Archival Associations Consortium (RAAC) provides a mechanism to connect the leadership of regional, multistate, state, and local archival organizations with each other and to the Society of American Archivists (SAA). RAAC seeks to facilitate information exchange and foster collaboration among these organizations. It offers formal channels to coordinate efforts intra-state, interstate, and with SAA which facilitate streamlining actions, reducing costs, and increasing services. Such efforts include but are not limited to advocacy, public awareness, education, disaster planning/recovery, and grant development.

II. Membership

Regional, multistate, state, and local archival organizations shall appoint a representative to RAAC to facilitate communication and foster collaboration. The term of office for each representative is at the discretion of the appointing organization. In addition, any person who is interested in participating in the work of RAAC may become a member by joining the RAAC listserv.

III. Meetings

RAAC shall hold a meeting each year as a part of the schedule of the Annual Meeting of the Society of American Archivists. A quorum for the conduct of business shall be constituted by the membership present at the Annual Meeting.

IV. Steering Committee

Section 1. **Composition.** Steering Committee members must be RAAC members who are also members in a regional, multistate, state, and/or local archival organization. The number of steering committee members shall be nine, including the Chair, Chair-Elect, chairs of standing committees, and a liaison from the SAA Council. When RAAC appoints a representative to working groups with other archival organizations, this representative also participates with the Steering Committee.

Section 2. **Election and Terms.** A Nominating Committee consisting of the Chair and Chair-Elect will seek nominees for the Steering Committee, preferably representing a variety of regional, multistate, state, and local archival organizations. All nominees must be members of RAAC. Each year no later than June 30, the slate will be distributed to the RAAC membership via RAAC's listserv with an electronic

ballot following two weeks before the Annual Meeting. Write-in candidates will be allowed on the ballot. The persons receiving the highest vote totals for each position shall be elected, with results reported at the Annual Meeting. New Steering Committee members shall assume their duties after the ensuing Annual Meeting and will serve two-year terms. Steering Committee members may serve no more than two consecutive terms.

Section 3. **Vacancies.** In the case of a vacancy on the Steering Committee, the Chair and Chair-Elect, with the approval of the Steering Committee, may appoint individuals to serve on the Steering Committee for the remaining term. If a Steering Committee member agrees to run for Chair-Elect prior to the end of her/his two-year term, the additional vacancy will be added to the regular election ballot. In the case of a vacancy in either the Chair or Chair-Elect positions, the current Steering Committee shall elect a replacement from its members to serve until the next Annual Meeting and the newly vacated position will be filled through appointment.

Section 4. **Chair.** The Chair shall preside over all meetings of the Steering Committee and the RAAC Annual Meeting. The Chair shall also join in liaison duties with other archival associations/groups. The Chair shall serve a term of one year.

Section 5. **Chair-Elect.** The Chair-Elect shall assist the Chair in the operation of RAAC, including serving as website liaison. The Chair-Elect shall serve a term of one year; at the end of this term, the Chair-Elect shall become Chair.

Section 6. **Committees.** In support of the purpose of RAAC, there shall be six Standing Committees, as follow in Article V. In addition, the Steering Committee may create ad hoc committees to address specific initiatives, and the chairs of said committees will report to the Steering Committee throughout the duration of their tenure.

V. Standing Committees

Each Standing Committee addresses part of the purpose of RAAC and is chaired by a Steering Committee member. Additional committee members shall be appointed by the Committee Chair from the greater RAAC membership.

Section 1. **Advocacy Committee.** The Advocacy Committee develops programs for constituent organizations to advocate for archives and archivists in public forums. The committee raises awareness of the [RAAC Advocacy Protocol](#), a formal tool developed by RAAC through which regionals can request advocacy assistance. The Advocacy Committee works closely with the Public Awareness Committee.

Section 2. **Disaster Planning and Recovery Committee.** The Disaster Planning and Recovery Committee creates online resources to facilitate rapid responses to emergency situations encountered by archival repositories. The committee works with RAAC participants to provide a network of both regional and national resources that may be quickly and easily accessed. It also promotes training exercises, such as local workshops and webinars, to aid in emergency preparedness.

Section 3. **Education Committee.** The Education Committee serves as a conduit for information about educational efforts, encourages collaboration, and shares resources. The committee surveys existing educational programs offered by RAAC and other archival organizations and explores collaborative methods to promote professional development programs.

Section 4. **Grant Development Committee.** The Grant Development Committee promotes grant activities among RAAC constituents through collaboration and resource sharing. The committee explores a wide range of granting opportunities, including foundations, private sources, corporations, and government agencies, and encourages collaborative grant writing projects among RAAC constituents.

Section 5. **Membership Committee.** The Membership Committee maintains the [Directory of Archival Organizations in the United States and Canada](#) and the RAAC [Membership Composition](#) list. The committee periodically solicits current information about each organization's leadership, membership, and mission. It is also responsible for reaching out to new members of the RAAC listserv to encourage their participation on committees.

Section 6. **Public Awareness Committee.** The Public Awareness Committee develops programs and conducts activities that enable regional, multistate, state, and local archival organizations to promote themselves. The committee supports the development and/or coordination of promotional and outreach programs and tools for archival organizations. The Public Awareness Committee works closely with the Advocacy Committee.

VI. Affiliation with the Society of American Archivists

RAAC is an independent organization affiliated with SAA for the purpose of supporting the archives profession and archivists throughout the United States.

VII. Approval

The bylaws of RAAC, and any subsequent amendments, will be put forward in a referendum for vote by the RAAC membership. The referendum will appear along with the annual election ballot and will require approval by a majority of participating voters.