

# Society of American Archivists Architectural Records Section

## STANDING RULES

**NAME.** The name of the section shall be Architectural Records Section of the Society of American Archivists.

**MISSION.** The Architectural Records Section (ArchRS) of the Society of American Archivists supports the preservation of architectural, engineering, landscaping, and construction records and brings together care-givers to discuss the storage, conservation, arrangement, and description problems inherent in specialized records. The Section's mission is to provide a forum for members to discuss issues related to access and management of architectural records and related fields.

**MEMBERS.** Membership in the Section shall be determined according to the guidelines established in Section X. of the SAA Governance Manual.

**GOVERNANCE.**

### Officers.

The officers of the Section shall be a Senior Co-chair and a Junior Co-chair. The Junior Co-chair shall be elected annually for a two-year term, serving in year one as Junior Co-chair and in year two as Senior Co-chair. In addition, a Steering Committee of three members shall be elected, each for a three-year term, with one elected in each year.

### Duties of Officers.

Officers shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.

### Nominations.

The Chair shall issue a call for nominations, including self-nominations, for the position of Junior Co-Chair every June to all Section members via the Section's official email discussion list and website. A slate of candidates shall be established by the Co-Chairs and announced to Section members no later than June 15.

### Elections.

Elections shall be conducted online with the assistance of the SAA staff and in accordance with the guidelines for Section elections as specified in Section IX. of the SAA Governance Manual. Availability of the online ballot and the deadline for voting shall be announced by the Co-Chairs to all Section members via the Section's official email discussion list and website.

Appointments.

Section members may be appointed by the Co-Chairs to additional leadership roles (e.g., Newsletter Editor, Web Liaison, etc.).

MEETINGS. The Section shall hold a meeting in conjunction with the SAA Annual Meeting and may meet at other times as deemed appropriate by the Co-Chairs. The time and agenda shall be communicated in advance via the Section's official email discussion list and website.

AMENDMENTS. Amendments to these bylaws shall be determined by a majority vote of Section members in a referendum held in conjunction with the Section's annual election. Once adopted, new or revised bylaws shall be submitted for approval by the Council to ensure that they become part of the permanent record as a component of Council meeting minutes.

Adopted by the Architectural Records Roundtable membership on 8/14/13; approved by the SAA Council on 9/30/13.

Wording updated to reflect the name change from Architectural Records Roundtable to Architectural Records Section in March 2017.