

Society of American Archivists

Archival History Roundtable Bylaws

- I. **NAME.** The name of the roundtable shall be Archival History Roundtable.
- II. **MISSION.** The mission of the roundtable is to stimulate interest among archivists in the profession's own past and suggest ways of studying its history.
- III. **MEMBERS.** Membership in the roundtable shall be determined according to the guidelines established in Section X. of the SAA Governance Manual.
- IV. **GOVERNANCE.**

A. Steering Committee. The Steering Committee is composed of five core members, including the officers (Chair and Vice-chair). The Steering Committee directs and coordinates activities of the roundtable and approves appointments recommended by the Chair. Committee members help establish projects to work on through the year and plan the annual roundtable meeting. A member of the Steering Committee shall take minutes at the annual roundtable meeting and assist the Chair in editing the minutes to be posted on the Archival History Roundtable website.

Non-officer Steering Committee members make a commitment to serve for one year, with a limit of three successive years. An individual who has served three successive years may be elected to the Steering Committee again after a break of at least one year. A non-officer Steering Committee member who is elected to the position of Vice-chair may serve the full two-year term (one year as Vice-chair and one year as Chair) regardless of how many successive years (up to the three-year limit) the member has served on the Steering Committee.

The Steering Committee shall appoint any other vacancies to fulfill unexpired terms of elected positions, after which a normal election shall occur.

B. Officers. The Chair and Vice-chair serve as officers of the roundtable. The Vice-chair shall be elected annually for a two-year term, serving in year one as Vice-chair and in year two as Chair.

Officers make a commitment to serve for the following time periods: Vice-chair—one year as Vice-chair, plus one year as Chair; Chair—one year. If for any reason the Vice-chair is unable to serve as Chair for the year following his or her term as Vice-Chair, a new Chair shall be elected in the annual election.

C. Duties of Officers. The Chair directs and reports the activities of the roundtable, organizes and conducts the annual meeting of the roundtable, chairs the Steering Committee, acts as liaison for the roundtable to other bodies, recommends the creation of roundtable committees as needed and the appointment of roundtable members to committee membership or other leadership roles, and is responsible for administrative matters, including, but not limited to, annual reports to the SAA. In addition, the Chair shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.

The Vice-chair serves as acting Chair in the absence of the Chair and participates as a member of the Steering Committee in all its activities.

D. Nominations. The Chair shall issue a call for nominations, including self-nominations, for the positions of Vice-chair and Steering Committee member every May to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15. All candidates for election must be members of the roundtable and of SAA (either individual members or primary contacts of institutional members of SAA).

E. 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 Chair to all roundtable members via the roundtable's official email discussion list and website.

Officers and Steering Committee members for the year in which these bylaws first take effect shall be elected during the annual meeting of the roundtable. In subsequent years, if a vacancy exists for an elected position, an election to fill that vacancy may be held during the annual meeting. Elections conducted at the annual meeting shall be determined by a majority vote of members present at the roundtable's business meeting. Membership shall be determined by the conference attendee's voting member name badge as provided by the SAA staff.

New leadership assumes office at the conclusion of the SAA annual meeting.

F. Appointments. Roundtable members may be appointed to additional leadership roles upon recommendation of the Chair and by majority vote of the officers and Steering Committee.

V. MEETINGS. The roundtable shall request space for, and if allocated, shall hold a meeting in conjunction with the SAA Annual Meeting and may meet at other times as deemed appropriate by the officers. The time and agenda shall be communicated in advance via the roundtable's official email discussion list and website.

VI. ENACTMENT. The bylaws of the roundtable shall be adopted through a vote by the membership. A majority of the total votes cast shall constitute adoption of the bylaws by the membership, and the bylaws shall then be submitted to the SAA Council for approval. Once the bylaws have been approved by the membership and by the SAA Council, the bylaws shall become effective upon the close of the next annual meeting of the roundtable.

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

Adopted by the Archival History Roundtable membership on 6/19/2013; approved by the SAA Council on 9/30/2013.