

Society of American Archivists

Archival Educators Roundtable Bylaws

- I. NAME.** The name of the roundtable shall be Archival Educators Roundtable.
- II. MISSION.** The mission of the roundtable is to facilitate the exchange of information about archival education programs throughout the United States and Canada and provide a forum for the discussion of issues relevant to those who teach courses and workshops in archival administration and related topics, in both academic institutions and other settings.
- 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. Officers.

The roundtable shall be led by a Chair who is elected annually and who may not serve for more than three successive years.

In addition, a Steering Committee of three to five members shall be elected, each for a two-year term, with staggered elections for membership.

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

C. Nominations. The Chair shall issue a call for nominations, including self-nominations, for the positions of Chair and Steering Committee member(s) every June to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officer[s] and announced to roundtable members no later than June 15.

D. 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.

E. Appointments. Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, etc.). One member of the Steering

Committee is appointed to SAA's Student Program Subcommittee each year. That appointment is done through consensus of the Steering Committee and Chair.

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

- VI. **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 Council to ensure that they become part of the permanent record as a component of Council meeting minutes.