

# **Archives Management Section of the Society of American Archivists**

## **BYLAWS**

Adopted by AMRT on August 14, 2013, and by the SAA Council on September 30, 2013.

### **I. NAME.**

The name of the roundtable shall be the Archives Management Roundtable.

### **II. MISSION.**

The mission of the roundtable is: "Addresses the identification and consideration of management and leadership issues that are important to archivists and archival institutions and brings together archivists from dissimilar institutions who share these interests."

### **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 officers of the roundtable shall be a Chair, a Vice Chair, and a Secretary. Each shall be elected annually. The Chair may not serve for more than three successive years. In addition, a Steering Committee of six members shall be elected, each for a three-year term, with one-third elected in each year. Any committee position that becomes open during a term will be filled during the next regularly scheduled election for the remaining years in that term. The Immediate Past Chair will be an ex-officio member of the steering committee until replaced by the succeeding past chair.

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 every June for nominations, including self-nominations, for all positions that are scheduled to be elected that year. This will be announced 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.

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., Web Liaison, etc.) by majority vote of the officers and steering committee.

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 officers. 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.