

Business Archives Section of the Society of American Archivists

STANDING RULES

2017 Proposed Revisions

I. Membership

- A. The mission of the SAA Business Archives Section shall be to promote the interests of business archivists, records managers and others concerned with the preservation and use of business records, and to encourage the establishment and growth of business archives in both profit-making and non-profit organizations in the United States and Canada.

II. Objectives

A. Membership Services and Growth

- A.1. Promote SAA membership among business archivists and others concerned with business records, and encourage professional development.
- A.2. Foster active participation on the part of business archivists in the affairs of the Section and of SAA. Participation may include office-holding, policy, program, and publications development, research and Task Force membership.
- A.3. Develop leadership through Section government, committee and Task Force membership, and project management.
- A.4. Maintain contacts with professional organizations with similar interests, such as ARMA, the Business Archives Committee of ICA, and the Business History Conference.

B. Development of Information and Communication

- B.1. Identify and promote communication about areas of particular concern of the Section members.
- B.2. Serve as a forum for discussion.
- B.3. Encourage mutual assistance among archivists that have similar goals, problems and publics to serve.
- B.4. Represent within SAA the needs and interests of business archivists, including making recommendations on positions, programs and policies to Council.
- B.5. Act as an information resource for the public, other archivists, and individuals in the corporate world who seek to establish, improve, and/or utilize business archives.
- B.6. Survey the section membership as needed to determine the state of business archives.
- B.7. Exchange information concerning business archives with professional organizations that have similar interests (see A-4).
- B.8. Sponsor, write, and edit publications and articles of interest to business archivists and others concerned with business records.

C. Education

- D. Promote and help arrange SAA Business Archives Workshops in the United States and Canada; encourage the use of well-qualified speakers and instructors.
- E. Encourage corporations and other institutions to establish and maintain effective, well-managed archives, including recommending the hiring of archivists and consultants whom have professional credentials.

- F. Each year, contribute to the SAA Program Committee suggestions that address the issues and information needs of business archivists.

III. Governance

- A. These standing rules of the Business Archives Section shall serve as a supplement to the SAA Section Bylaws, which govern all SAA sections. Please refer to [Section IX. Sections](#) of the SAA Governance Manual for information on membership, section election procedures, reporting requirements, and more.

IV. Officers

- A. The officers of the Section shall be the Chair, Vice Chair/Chair Elect, Immediate Past Chair, Secretary, **Education Chair**, and a Content Editor.
- B. Only members of the Society of American Archivists and of this Section may serve as officers. The Society maintains the list of Section members.
- C. At the conclusion of the section annual section meeting, the Chair becomes the immediate Past Chair.
- D. At the conclusion of the annual section meeting, the Vice Chair becomes the Chair.
- E. Annually, there shall be elected a Vice Chair/Chair Elect who shall succeed the Chair upon completion of the Chair's one year term which concludes at the end of the annual section meeting.
- F. The Chair shall preside at all meetings of the Section, be in attendance at all Committee Meetings. In addition, the Chair shall also serve as liaison with the SAA in general, its Council and other Sections, shall appoint committees as the need arises, render the section Annual Report and any other appropriate reports to the Section membership, the Council, and the SAA membership on such matters as deemed pertinent or identified by the officers and relevant committees. The chair calls meetings of the steering committee, sets the agendas for the meeting and directs the overall business of the section.
- G. The Vice Chair is Chair Elect and tasked, with the steering committee, to develop a slate of future candidates for the next election, plan the upcoming colloquium and mixer, and, temporarily performs the duties of the chair if the current chair is unable to serve.
- H. The Immediate Past Chair provides continuity for the section and serves on the steering committee for a term of one year concluding at the annual section meeting. The Immediate Past Chair shall assume such responsibilities as may be assigned by the current Section Chair. **The Immediate Past Chair will be responsible for maintaining the Business Archives Advocacy Toolkit and monitoring general advocacy efforts as related to business archivists, their repositories or their collections, with the assistance of the Member-At-Large.**
- I. The Secretary shall record the proceedings of the annual meeting, prepare the section Annual Report, prepare minutes of Steering Committee meetings, and perform such other duties as may be assigned by the Chair. In the absence of a duly elected Secretary, the Chair shall appoint a replacement.
- J. The Content Editor is responsible for chairing the content committee, preparing, reviewing, and publishing the Section newsletter and section content for the SAA web page. The Content Editor is additionally tasked with preparing the Vice Content Editor/Content Editor elect to assume role of Content Editor. The section chair and content editor will solicit additional content review as appropriate.

- J.1. The Vice Content Editor becomes the Content Editor and an SAA BAS Officer after a one year term.
- J.2. The Content Editor shall appoint a web Site Manager who has demonstrated knowledge of web design and maintenance experience; knowledge of or a willingness to learn about and apply new media; ability to work with SAA IT support; ability to allocate sufficient time to maintaining currency of site.
- J.3. The Content Editor will appoint at least three regional editor volunteers from the membership.
- J.4. The Content Editor calls meetings of the Section Content Committee and sets the agendas for the meeting. The Content Editor and Regional Editors will serve on the Content Committee.

- K. **The Education Chair is responsible for the promotion of business archives to students, new professionals, and others interested in becoming a business archivist, and will act as liaison to the Students and New Professionals Section. The Educational Chair will also lead educational efforts and opportunities of interest to the Section, including management of the BAS Mentorship program, and will solicit volunteer assistance with these programs as needed.**
- L. Should an officer be unable to complete a term of office, the steering committee will appoint a person to serve the remainder of the term. In the case of the current vice- chair, a permanent replacement will be elected during the annual section business meeting who will become section chair at the conclusion of the annual business meeting.

V. Committees

- A. The Business Archives Section maintains two Standing Committees, Steering and Section Content Committees. The Steering Committee purpose is to move forward the business of the section and the Section Content Committee purpose is to communicate to the section.
- B. The Chair or Steering Committee may appoint committees as needed, and shall define the role of any committee. Only members of the Society of American Archivists and the Section may be appointed committee members. Appointed adhoc committees shall report to the membership through the Business Section Page at the SAA website and report at the annual section business meeting.
- C. As part of the first standing meeting following the annual section business meeting, all standing committees will create a charter discussing the mission and purpose of the committee, define how the committee will serve the membership in the coming year and will post that document no more than 14 days subsequent the first committee meeting.
- D. All standing committees will meet monthly and post meeting minutes to the membership on the Business Section Page of the Society of American Archivists no more than 14 days subsequent a committee meeting.
- E. A list of all committees and committee members with contact information should be listed on the section web site.
- F. Standing Section Steering Committee
 - F.1. The Steering Committee shall serve in an advisory capacity to the Chair, and its members may be assigned specific responsibilities by the Chair.
 - F.2. The Steering Committee shall consist of the elected officers as well as a one “member-at-large” position elected by the membership. The chair calls meetings of the steering committee and sets the agendas for the meeting.
 - F.3. “Member-at-large” must be a member of the Section, and will be elected by the membership as part of the regular annual balloting process. The “Member-at- large” will serve a one year term commencing at the conclusion of the section annual meeting and shall not serve concurrently on any other Business

Section standing committee. The term concludes after one year at the conclusion of the annual business meeting. In the event the "Member-at-large" is unable to serve out a full term, it is under the discretion of the chair to appoint someone from the membership to serve the remainder of the term.

- F.4. Vice Chair will lead the steering committee to develop the future slate of candidates for the next election, the upcoming colloquium, mixer and the annual meeting of the Section.
- G. Standing Section Content Committee
- G.1. The Section Content Committee's primary purpose is to solicit and publish useful content on the Section web site. In addition, the committee shall serve in an advisory capacity to the Chair, represented by the Editor on the Steering Committee. The Chair will provide the primary e-mail function for communicating with the section, but may send out content provided by the Content Committee.
- G.2. The Section Content Committee consists of the content editor, the content vice-editor, and at least three other membership volunteers. Members will be given the opportunity to volunteer at the Annual Membership Meeting, and through e-mail. Members will be selected and published no later than two weeks after the conclusion of the Annual Business Meeting. The Content Editor will call meetings and set agendas for the meetings.
- G.3. Section Content Committee member volunteers will serve a one year term commencing at the conclusion of the section annual meeting. The term concludes at the end of one year, at the conclusion of the annual section business meeting. Members are welcome to volunteer to remain on the committee for the next year.
- G.4. The Vice-Content Editor/Content Editor Elect will serve a two year term. In the first year as Vice Content Editor, this individual will assist the Content Editor with communicating to the section and will temporarily perform the duties of the Content Editor if the current Content Editor is unable to serve. The current Vice-Content Editor becomes the Content Editor Elect and a section officer at the conclusion of the first year during the annual section business meeting. The Content Editor elect executes the duties and responsibilities of the Content Editor for a one year period.

VI. Election of Officers, "Member at Large" and Vice-Content Editor

- A. Each officer serves a period of approximately one year, starting at the conclusion of the annual section meeting and ending at the conclusion of the next section meeting.
- B. Elected officers may serve only one office at a time. The chair elect or the immediate past chair cannot run for vice-chair simultaneously.
- C. There is no limit on the number of times a section member can run.
- D. All officers must be members in good standing of the Society of American Archivists.
- E. Should an officer be unable to complete his/her term, the steering committee will appoint a person to serve the remainder of the term. In the case of the current vice-chair, a permanent replacement will be elected at the business meeting (except for the current past chair, whose term will expire at the conclusion of the section meeting).
- F. The Secretary, **Education Chair**, and "Member-at-large" can serve successive terms.
- G. The Vice-Content Editor/Content Editor can serve successive terms.

- H. The deadline for submission of nomination papers for elected positions is two months prior to the start of the SAA annual meeting.
- I. The Steering Committee or a working committee appointed by the steering committee shall prepare a slate of candidates for election reflecting the diversity of the Section's membership. Nominations for all positions may include self-nominations, and shall be solicited on the section web page and/or list serve up to six months prior to the SAA annual meeting. The final slate of candidates shall be communicated to section membership via the business section web page at least one month prior to the section annual membership meeting.
- J. Elections shall be conducted online with the assistance of the SAA staff and in accordance with guidelines for section elections as specified in [Section IX. Sections](#) of the SAA Governance Manual. Availability of the online ballot and deadline for voting shall be announced by the Chair to all section members via the section's official email discussion list and website.
- K. All candidates will provide a brief statement to the section, detailing their platform. All candidates' statements will be posted to the section website at the time the online ballot becomes available.
- L. Should a special election become necessary to fill a vacancy, the Steering Committee shall receive nominations, communicate candidates to membership, accept proxy votes and conduct an election during the section annual business meeting.

VII. Section Annual Business Meeting

- A. The Section shall meet annually at the time and place of the SAA annual meeting at a time determined by the SAA Program Committee.
- B. A business meeting will hear new business, although because the time of the meeting is limited, the chair may table any petition until the next meeting at his/her discretion.
- C. The section meetings are intended to be informal. However, the chair individually or the steering committee collectively may invoke the rules of parliamentary procedure at any time during the meeting.
- D. The section will use the same parliamentary rules as stipulated in the bylaws of the Society of American Archivists.

VIII. Amendments

- A. To ensure alignment with SAA's governance documents, any amendments to the section's standing rules should be reviewed by the executive director (or her/his designee) and the section's Council liaison by May 1, before they are put forward in a referendum for vote by the section membership. Proposed amendments to the section's standing rules will appear on the section's annual election ballot for a final approval by a simple majority of the section's membership. Any adopted amendments should be posted promptly to the section's official microsite and be noted in the section's next annual report to the Council. Any revisions to the section's name or mission/description must be submitted to the Council for final approval. For more information on amendment procedures, see [Section IX. Sections](#) of the SAA Governance Manual.
- B. Any members of the Section may propose amendments to these standing rules in writing to the Chair at least four months prior to the annual meeting. The Chair shall circulate the proposed amendments to the Steering Committee for their consideration. If a majority of the Steering Committee concurs with the proposals, they shall be submitted to the membership for online voting as part of the regular annual election process. The

Chair will notify the membership of the proposed changes and the impending vote via the Section list serve. Results will be announced at the annual section meeting.

- C. In the event that the majority of the Steering Committee does not approve the proposed amendments, the petitioner may still present his proposals at the annual meeting, which shall then require a two-thirds majority vote of those members present for adoption.
- D. Any changes cannot be made unless a quorum of at least twenty-five (25) section members is present.

IX. Reporting

- A. An annual report will be made to SAA Council and made accessible to the Business Archives Section at large.

*Adopted by the membership, August 2007; revisions approved by the membership, August 2009.
Updated per the [member affinity group transition](#) approved by the Council, August 2016.*