

College and University Archives Section Bylaws, revised 2011

The following text is the bylaws published in the September 1985 *Academic Archivist*, proof read for direct and complete compliance with the text of the bylaws held by the SAA Executive Director as of October, 2000, amended by Section vote at the 2003 Annual Meeting in Los Angeles, and amended in 2011 by Section Steering Committee to comply with SAA guidelines.

ARTICLE 1. NAME

This group shall be known as the College and University Archives Section of the Society of American Archivists (SAA).

ARTICLE 2. MISSION

The mission of the College and University Archives Section is to serve as a forum for discussion of concerns related to the professional status of academic archivists, and for bringing our collective experience to bear on the problems faced by individual archivists; to advocate action which meets the needs of college and university archival programs and which advances their professional quality; and to stimulate the professional growth of academic archivists through SAA and other organizational and educational means.

ARTICLE 3. GOALS AND OBJECTIVES

The Section's goals and objectives are:

1. To promote greater communication among academic archivists through annual meetings, the Section's electronic listserv, the Section's website, and publications, including a newsletter reporting on Section activities and matters related to college and university archives;
2. To represent academic archivists to the rest of SAA and related professional groups;
3. To promote and facilitate planning and execution of task-oriented projects of importance to academic archivists; and
4. To promote research, publication, and exchange of ideas on problems and developments in academic archival practice.

ARTICLE 4. AREAS OF ACTIVITY

The Section's activities include:

1. Facilitating the planning of high quality annual meeting sessions for SAA which address concerns and needs of academic archivists,
2. Recommending to SAA Council through memoranda or formal papers an action or a position the Section believes appropriate for SAA,
3. Suggesting program sessions for the SAA Annual Meeting and, with the advice of the Executive Director, plan Section functions for the SAA Annual Meeting, and

4. Communicating Section activities to the Society at large by publishing information about their work on the Section website and on SAA's main website.

ARTICLE 5. MEMBERSHIP

Membership is open to any member of SAA with an interest in the records, archives or manuscript collections of any academic institution.

ARTICLE 6. OFFICERS

A. List of the Officers

The Section shall be governed by a Chair, Vice-Chair/Chair-elect, and a six member Steering Committee.

B. Terms of Office

1. Chair and Vice-Chair/Chair-elect. The Chair shall take office at the close of the annual Section meeting following their year as Vice-Chair/Chair-elect. The Vice-Chair/Chair-elect shall take office at the close of the annual Section meeting following their election. .

2. Steering Committee Members. Each Steering Committee member shall serve a term of three years. They shall take office at the close of the annual Section meeting following their election, and shall serve until their successors take office. Steering Committee members shall not be eligible for immediate re-election.

C. Method of Selection

1. Chair

The Vice-Chair/Chair-elect becomes Chair after a year of service.

2. Vice-Chair/Chair-elect

- a. The Vice-Chair/Chair-elect shall be elected through electronic ballot according to SAA rules and guidelines before the annual Section meeting. The Nominating Committee shall call for nominations for Vice-Chair/Chair-elect through the newsletter and the Section's electronic listserv, and publish their slate of candidates (together with brief biographies and/or campaign statements. The Vice-Chair/Chair-elect shall be elected by a majority vote of the Section members voting.

- b. In the case of a vacancy in the office of Chair, the Vice-Chair/Chair-elect shall assume that office for the remainder of the unexpired term. In case of a vacancy in the office of Vice-Chair/Chair-elect, the Steering Committee shall conduct an election to fill the remainder of the unexpired term.

2. Steering Committee

a. Members of the Steering committee shall be elected by the Section membership. Two members are to be elected each year.

b. If a vacancy should occur on the Steering Committee, the Chair, with the advice and consent of the other officers, may appoint a Section member to fill out the remainder of the unexpired term.

D. Duties of Officers

1. Chair. The Chair shall preside over Section meetings and over meetings of the officers, and, with the assistance of other Section officers, direct the Section's activities.

2. Vice-Chair/Chair-elect. In the absence of the Chair, the Vice Chair/Chair-elect shall assume the Chair's duties.

3. Steering Committee Members. Steering Committee members shall advise and assist the Chair and Vice-Chair/Chair-elect regarding Section activities including policy formulation, study/discussion groups, goal-oriented projects and the newsletter.

ARTICLE 7. MEETINGS

A. The Section shall meet once a year at the time of the annual meeting of SAA. The time of and agenda for this meeting shall be announced in the newsletter, on the Section website, and the Section's electronic listserv immediately preceding the meeting.

B. Additional Section meetings during the annual meeting of SAA may be scheduled. Any such additional meeting shall be announced before the end of the regularly scheduled Section meeting.

ARTICLE 8. COMMITTEES

A. Nominating Committee

1. A Nominating Committee of three members shall be appointed by the Chair, one member of this committee shall be an outgoing member of the Steering Committee. Members of this committee shall serve for a term of one year, and shall not be eligible for immediate reappointment.

2. The Nominating Committee shall prepare a slate of candidates for election. They shall obtain from these candidates brief biographies and/or campaign statements for publication with the announcement of the slate of candidates on the Section's website and in the newsletter immediately preceding the annual meeting. The Nominating Committee should ensure that the ballot for the Steering Committee reflects the diversity of the Section's membership, especially in terms of location, size and type of employing institution. The committee shall present a report of their activities at the annual Section meeting.

B. Section Newsletter

Consistent with the Guidelines for SAA Sections, to promote communication of Section activity within the Section and to the Society at large, there shall be a College and University Archives Newsletter. The newsletter is the responsibility of the newsletter editor who shall be appointed by the chair, with the advice of the Steering Committee, for a term of two years, renewable with approval of the Steering Committee. The newsletter editor serves as a non-voting member of the Steering Committee, unless the editor also holds elected membership in which case the editor shall have all voting privileges. The editor should not serve concurrently as chair of the Section.

C. Section Website

The Section's website is maintained by a webmaster who shall be appointed by the chair, with the advice of the Steering Committee, for a term of two years, renewable with approval of the Steering Committee. The webmaster serves as a non-voting member of the Steering Committee, unless the webmaster also holds elected membership. The webmaster should not serve concurrently as chair of the Section.

D. Study/discussion Groups

Topics for study/discussion groups are to be solicited from the Section members. Selection of study/discussion topics to be included in the Annual Meeting shall be made by the Section officers, and leaders for such groups shall be appointed by the Chair (with the advice of other Section officers) far enough in advance of the annual meeting of SAA to allow the formation of such groups to be announced on the Section's website and in the newsletter immediately preceding the annual meeting.

E. Other committees and working groups

The Chair, with the advice of the Vice-Chair/Chair-elect and the Steering Committee, shall appoint other committees or working groups as needed. The formation of such committees or working groups shall be announced on the Section's website and in the newsletter. In addition to review and approval by Section officers, major projects (those involving substantial portions of the Section's resources, people outside the Section, and/or products to be distributed beyond the Section) also must be approved by the Section's membership either at the annual meeting or through electronic voting. Approval shall require a majority vote of those voting, except that electronic voting to be valid must result in a total number of votes cast equal to at least 50% of the Section membership as verified by the SAA Executive Director as of the day the ballot is opened. Each committee or working group shall have a written charge, a specified period of service, and a date by which a final report must be submitted to the membership.

ARTICLE 9. PARLIAMENTARY AUTHORITY

Sturgis' *Standard Code of Parliamentary Procedure*, latest edition, shall govern the proceedings of the Section, except as otherwise provided for in the bylaws of the Section, or the constitution, bylaws or special rules of SAA.

ARTICLE 10. AMENDMENTS TO THE BYLAWS

A. Notice and form. Amendments to these bylaws may be proposed by any Section member. Such amendments must be submitted in writing to the Section officers. The proposed amendment shall be published on the Section's website and in the next two newsletters, with the opportunity for membership reaction provided with the second printing. If the annual meeting is held before publication of the second newsletter, discussion at the annual Section meeting shall take the place of publication in the second newsletter.

B. Adoption of amendments. After the appropriate notice has been given, amendments shall be discussed and voted on at the annual Section meeting. A majority vote of those members present and voting at the annual Section meeting is required for the adoption of an amendment.