

**Human Rights Archives Roundtable of the
Society of American Archivists**

BY-LAWS

I. NAME. The name of the roundtable shall be the Human Rights Archives Roundtable.

II. MISSION. The mission of the roundtable is to create a space for SAA members and other stakeholders (human rights advocates, scholars, government officials, and non-governmental organization workers) to increase dialogue and collaboration on issues related to the collection, preservation, disclosure, legal implications, and ethics of human rights documentation.

III. MEMBERS. Membership in the roundtable shall be determined according to the guidelines established in Section X. of the SAA Governance Manual.

[See Section X here: <http://www2.archivists.org/governance/handbook/section10>]

IV. GOVERNANCE.

A. Officers.

The officers of the roundtable shall be a Senior Co-chair, Junior Co-chair, and Web Liaison/Newsletter Editor. The Junior Co-chair shall be elected annually for a two-year term, serving in year one as Junior Co-chair and in year two as Senior Co-chair. The Web Liaison/Newsletter Editor shall be elected annually for a two-year term.

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 any vacancies in the position[s] of Junior Co-Chair and Web Liaison/Newsletter Editor, 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.

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.