

**Society of American Archivists**  
**International Archival Affairs Roundtable**  
**By-laws**

*Adopted by the International Archival Affairs Roundtable membership on 05/24/13; approved by the SAA Council on 9/30/13*

**I. NAME.** The name of the roundtable shall be **International Archival Affairs Roundtable**.

**II. MISSION.** The mission of the roundtable is to:

- Identify and address emerging issues and concerns of archives and archival professionals worldwide;
- Provide a forum for dialogue about international archival affairs and initiatives;
- Foster support for and collaboration among US and international archivists who are engaged in the acquisition, management, preservation, care, and use of the world's archival and cultural heritage.

**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 Senior Co-chair and a Junior Co-chair. 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.

In addition, a Steering Committee of three members shall be elected, each for a three-year term, with one-third elected in each year.

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

**C. Nominations.** The Co-chairs shall issue a call for nominations, including self-nominations, for the positions of Junior Co-Chair and Steering Committee to all roundtable members via the roundtable's official email discussion list and website, prior to June 1 of every year. A slate of candidates shall be established by the officers, with information provided to roundtable members and a ballot posted online by the first week of July of each year.

**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 Senior Co-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.) by the Co-Chairs.

**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.