

# BYLAWS OF THE LATIN AMERICAN AND CARIBBEAN CULTURAL HERITAGE ROUNDTABLE OF THE SOCIETY OF AMERICAN ARCHIVISTS

Approved: July 2014

**I. NAME.** The name of the roundtable shall be the Latin American and Caribbean Cultural Heritage Archives Roundtable.

**II. MISSION.** The Latin American and Caribbean Cultural Heritage Archives (LACCHA) Roundtable serves as a forum for discussion and advice on issues relating to the management and preservation of archival and cultural heritage materials housed in U.S. repositories and originating from the Latin American and Caribbean area or created in the United States by Latin American and Caribbean diaspora or special interest groups.

**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 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.

### **B. Duties of Officers.**

The Senior Co-chair and Junior Co-chair shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.

### **C. Other Elected Position(s).**

An **Online Communication Liaison** shall be elected bi-annually for a two-year term.

The **Online Communication Liaison** shall:

- Maintain and update the LACCHA (SAA) microsite: After the annual meeting, post to the website updated contact information for new elected officers Post annual report, minutes and any announcements to the LACCHA SAA micro-site as needed.

- Maintain LACCHA's Blog, *Memoria*: Solicit and/or schedule blog posting for blog. Edits and lays out blog sections with the advice of the Co-Chairs. Revises and edits blog postings. Adds links to LACCHA Web site when a new blog publication is available. Announces new additions to the blog on the LACCHA listserv and other social media outlets. Add relevant links and news items from the LACCHA listserv and social media outlets to the blog on a regular basis.
- Coordinate Social Media communications: Post relevant links to LACCHA social media outlets regarding roundtable official business and news and information relevant to the group's mission Encourage members to post articles, photos and/or news to the group's social media outlets.

**D. Nominations.** The Chair shall issue a call for nominations, including self-nominations, for any vacancies in the positions of Junior Co-Chair and Online Communication Liaison 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 officers and announced to roundtable members no later than June 15.

**E. 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.

**F. Appointments.**

**Ad-hoc Committees** may be appointed on an as-needed basis by the roundtable co-chairs for assistance with special projects designated 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 they become part of the permanent record as a component of Council meeting minutes.