

# **Society of American Archivists Lesbian and Gay Archives Roundtable**

## **BYLAWS**

### **Article 1. Name.**

The name of this roundtable shall be the Lesbian and Gay Archives Roundtable of the Society of American Archivists (SAA), herein after referred to as LAGAR.

### **Article 2. Objectives.**

A. Bring together people who are concerned about the collection, preservation, description and research use of archival materials documenting LGBTQIA (Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, and Asexual/Ally) people and their communities.

B. Keep LGBTQIA issues in archives and history more visible within SAA.

C. Educate archivists about the importance of identifying and preserving historical records documenting the lives, accomplishments, and cultures of LGBTQIA people.

D. Act as a liaison between SAA and community-based LGBTQIA archives. Encourage and facilitate the participation of LGBTQIA archivists in SAA activities and the professional archival community.

E. Exchange information with other LGBTQIA professional groups.

### **Article 3. Membership.**

Membership is open to any person who shares the objectives of LAGAR.

### **Article 4. Officers.**

A. LAGAR shall be guided by two co-chairs. They, with any committee chairs that may be functioning at the time, shall make up the Steering Committee.

B. Terms of office.

1. Two co-chairs, of different gender identities, shall each serve staggered terms of two consecutive years. Chairs cannot serve more than one term in succession.

2. The newly elected co-chair shall assume office at the close of the annual LAGAR meeting at which they are elected and shall serve until their successor has taken office.

3. Committee chairs and members shall be elected for a term of two consecutive years with no stipulation on consecutive terms.

#### C. Nomination and Election.

1. Nominations will be taken from the floor of the annual LAGAR meeting. All nominations must be seconded and consent of the nominee is required.

2. Elections for each office shall be by a show of hands. A simple majority shall elect an office. If there is any contest, the election shall be retaken by secret ballot with a simple majority rule.

3. Vacancies in office shall be filled by a Steering Committee member in the case of a co-chair and appointed jointly by the co-chairs in the case of a committee member.

#### D. Duties of the officers.

1. The co-chairs shall facilitate the LAGAR meetings with the advice and assistance of the Steering Committee. The co-chairs appoint Committee chairs, liaisons and the Newsletter Committee; submit the Three-Year Plan and summary to SAA Council; submit budget requests to SAA Council; and turn over the records of their administration to the new co-chair and non-current records to the SAA Archivist.

2. Newsletter Committee shall produce at least two issues of the LAGAR Newsletter and record the minutes of any meeting.

3. Committee Chairs shall ensure the progress of the committee's work as directed at the annual meeting or by the Steering Committee and keep a co-chair apprised by report.

### **Article 5. Business.**

#### A. Meeting times.

LAGAR shall meet once a year at the time of the annual meeting of the SAA. The time and agenda will be announced in the LAGAR Newsletter immediately preceding the meeting.

#### B. Other meetings.

Additional LAGAR meetings may be scheduled during the annual meeting of the SAA. Such meetings shall be announced in the LAGAR Newsletter immediately preceding the annual meeting, if possible, or before the end of the annual LAGAR meeting.

C. Voting.

All decisions of the LAGAR shall be determined by a plurality of members voting at the annual meeting.

## **Article 6. Parliamentary Authority.**

Any meeting shall be facilitated by the senior co-chair. Robert's Rules of Order, the latest edition, shall govern the proceedings of the LAGAR meetings, except as otherwise provided for in the bylaws of the LAGAR, or in the constitution, bylaws, or special rules of the SAA.

## **Article 7. Amendments to the Bylaws.**

A. Notice and form.

1. Amendments to these bylaws may be proposed by any LAGAR member.
2. Such amendments must be submitted in writing to a LAGAR co-chair sixty days prior to the annual meeting.
3. The proposed amendments shall be mailed to the membership with the LAGAR Newsletter immediately preceding the annual meeting and available at the annual meeting. A discussion of the proposed amendment will take place at the annual LAGAR meeting.

B. Adoption of amendments.

1. After the appropriate notice has been given, amendments shall be voted on at the annual LAGAR meeting immediately following the mail notification.

*Approved by SAA Council, January 2011.*