

Bylaws of the Military Archives Section of the Society of American Archivists

I. Statement of Need

Intrinsic to the experience of many nations is the pervasive nature of conflict. Military institutions impact societies in areas far beyond the execution of military conflict and in ways not generally understood or documented. The impact of this on national and international policy, economics, society, social mores, and the individual human being either on the front line or on the home front is just now beginning to be understood. It is vital that an informed public have available to it the full range of records and historical experience necessary to deal with this social reality.

II. Mission

The mission of the Military Archives and Records Section (hereafter, MARS) is to foster dialogue among archivists working with military-related collections and other stakeholders on a wide variety of archival issues, including management, preservation, description, and access to the wide spectrum of materials documenting the impact of military conflict and to facilitate collaboration and information-sharing among archival institutions, universities, government agencies, legal bodies, and nongovernment agencies that are documenting and preserving records of issues related to the military and military service and the impact of the military on society.

III. Membership

Membership in the MARS is open to any archivist of any institution that collects or is interested in collecting records documenting the impact of military service, military institutions or military policy on society, subject to the guidelines established in Section X. of the SAA Governance Manual.

IV. Structure

The operating structure of the MARS will be configured in the following fashion for accomplishing the work of the roundtable.

- A. Coordinating Committee – The committee will be composed of the MARS officers and Steering Committee chair, and will primarily be responsible for liaison with the SAA Council and making sure that MARS activities are in accordance with SAA standards and requirements.
- B. Steering Committee – The committee will be composed of the Steering Committee chair (who is appointed by the MARS chair), a Steering Committee secretary (who is appointed by the MARS chair), and the chairs of the various MARS committees or working groups. The primary responsibility of this committee is to create the structure, committees or working groups necessary to carry out the mission of the MARS. Within the context of these bylaws, committees will largely be issues oriented and ongoing in nature and working groups will largely be project oriented with more limited objectives and time frames.
- C. Committees and Working Groups – Any number of committees and working groups can be approved by the MARS membership by referendum or by a vote at the roundtable's annual meeting. Each committee and working group will be led by a chair appointed by the MARS chair and a secretary chosen by the chair of the committee or working group. Committee and working group chairs will also serve on the Steering Committee.

V. Duties of Officers and Elections

- A. The MARS will have the following officers, whose primary responsibilities will be acting as a liaison with the SAA Council, filing the annual report of MARS activities with the SAA

Council and facilitating working relationships and reporting by MARS committees and working groups.

1. Chair – Shall facilitate the annual meeting and other meetings with the advice and assistance of the Steering Committee. The chair will also appoint committee and working group chairs, act as the primary liaison between the MARS and the SAA Council and coordinate the generation and submission of all reports to the SAA.
2. Vice Chair – Serves as acting chair in the absence of the chair, serves as acting chair until an election can be held to name a new chair if the current chair cannot complete the term of office, and performs other duties assigned by the chair.
3. Secretary – Is responsible for keeping minutes of the MARS annual meeting and Coordinating Committee meetings; serving as archivist for the MARS by collecting and maintaining all MARS records and, with the help of the Steering Committee secretary, collecting and maintaining the reports and minutes of the various MARS committees and working groups; and performing other duties as assigned by the MARS chair. At the end of his/her term, the secretary will be responsible for transferring all active records to his/her successor and all inactive records to the SAA Archivist.

B. Elections

1. Officers. The MARS will have elections for the following officers: Chair, Vice Chair, and Coordinating Committee Secretary.
2. Terms of Service. All officers will serve two-year terms. Terms of office will begin at the close of the annual meeting immediately after their election.
3. 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.
4. Nominations – A nominating committee appointed by the Steering Committee will solicit volunteers and nominations for MARS offices, and confirm that nominees are willing to serve and are SAA members in good standing

VI. Meetings

The following paragraphs lay out the requirements for meetings and reporting of MARS committees and working groups.

- A. Annual Meeting – The MARS will meet at least once per year during the Annual Meeting of the Society of American Archivists and may meet at other times as deemed appropriate by the Steering Committee or membership.
- B. Endorsement of Proposals for Annual Meeting – The MARS may endorse proposals for sessions submitted to the SAA Program Committee by individuals and by the MART. SAA rules and timelines for endorsement will be followed. **Priority will be given to proposals submitted by**

MARS members. Proposals will be reviewed by the Coordinating Committee, which will make the final decision on endorsement and forward these endorsements to the SAA. Members of the Coordinating Committee who submit proposals are ineligible to vote on their own proposals.

- C. Other Meetings – As provided for above, committees and working groups of the MARS may meet in a time, place, and manner most conducive to completing their assigned tasks.
- D. Committee and working group secretaries will keep and forward to the Steering Committee secretary the minutes of any meetings. The progress of these committees and working groups will be reported on at least once a year during the meeting of the MARS at the Annual Meeting of the Society of American Archivists and as requested by the MARS chair or Steering Committee chair.

VII. Communications

The MARS will use various forms of media to communicate with members and the public. The goal will be to allow MARS members to communicate with each other, colleagues, and the public in a way that will be efficient and effective.

- A. MARS Listserv – The Listserv will be the primary means of communication to MARS membership on issues of common interest.
- B. MARS Facebook – The MARS Facebook page will serve as a public interface of the MARS.
- C. MARS Website - The MARS website will serve as a public interface for the MARS and will list contact information for current officers and committee members.

VIII. Amendments

Proposed amendments to the bylaws will be published via the Listserv at least one month prior to the annual meeting. Amendments must be approved by a two-thirds majority of members attending the annual meeting. Copies of the bylaws will be available on the roundtable's website and by request from the secretary of the Coordinating Committee.

Adopted by the Military Archives and Records Section membership on 7/16/2013 updated to reflect the section structure of the SAA adopted in 2016

Approved by the SAA Council on 9/30/13