

**Bylaws of the Museum Archives Section
of the Society of American Archivists**

As revised, August 16, 2013

Article 1. Name.

The name of this section shall be the Museum Archives Section of the Society of the American Archivists (SAA), hereinafter referred to as the Section.

Article 2. Objectives.

The Section will provide a forum for dialogue on any issue or event relating to museum archives; promote the interests of museum archivists with SAA through annual meetings, publications, and a newsletter; and informally disseminate knowledge to those concerned with museum institutional records, personal papers, and special collections.

Article 3. Membership.

Membership is open to any SAA member who elects to join the Section.

Article 4. Officers.

A. The Section shall be guided by a Steering Committee consisting of a Chair, Chair-elect, Recording Secretary, Newsletter Editor, and a Web Liaison.

B. Terms of Office.

1. Only members of the Section may serve as officers. Positions may be held by either an individual or two members who will have joint responsibility, i.e. co-chairs or co-editors.

2. All officers shall serve a term of one year. The Chair-elect shall serve a term of one year, and then shall succeed the Chair, for a total of a two year term.

3. Except for the Chair and the Chair-elect, all other officers may succeed themselves indefinitely. The Chair and Chair-elect may not serve for more than two consecutive years.

4. All officers shall assume office at the close of the annual Section meeting in which they are elected, and shall serve until their successors have taken office.

C. Nomination and Elections.

1. The Section shall conduct annual elections via an online ballot system provided by SAA staff.
2. Nominations for all officers shall be issued ten weeks prior to the Annual SAA Conference.
3. Nominations may be made by any Section member, including officers.
4. The nominee must give her/his consent to be eligible for election to office, either in writing or orally.
5. Online ballots containing basic ballot information shall be prepared by SAA staff and made accessible during the first week of July and shall remain open for at least two weeks.
6. Section members who are in good standing on June 30 shall be eligible to vote. Members who join after this date shall be eligible to vote during the following year.

D. Vacancies in Office.

1. Chair.

In the case of vacancy in the office of the Chair, the Chair-elect shall assume the duties of the Chair. The Chair-elect completes the vacancy and then takes on the regular one year term. If no Chair-elect is in office, the Recording Secretary shall assume the office and duties of the Chair, and shall appoint someone to carry out the duties of the Recording Secretary until a Chair is elected.

2. Chair-elect.

In the case of vacancy in the office of the Chair-elect, the office will remain vacant until the next annual election of Section officers.

3. Recording Secretary.

In the case of vacancy in the office of the Recording Secretary, the Chair shall appoint a member of the Section to take over the duties until the next yearly Section election.

4. Newsletter Editor.

In the case of vacancy of the office of the Newsletter Editor, the Assistant Newsletter Editor, if there is one, will assume duties of the office until the Chair appoint a new Newsletter Editor. In the absence of an Assistant Newsletter Editor, the Chair will

appoint an Acting Newsletter Editor, who will carry out the duties of the office until a new Newsletter Editor is elected.

5. Web Liaison.

In the case of vacancy in the office of the Web Liaison, the Chair shall appoint a member of the Section to take over the duties until the next yearly Section election.

E. Duties of the Officers.

1. Chair.

The Chair shall preside over Section meetings and shall direct the Section's activities. The Chair may appoint a Membership Coordinator, Committee Chairs and Liaisons; is responsible for all communications and submissions to SAA Council and the SAA Executive Office, either directly, or through delegation, after conferring with Section officers and Section members, as needed, for appropriate action.

2. Chair-elect.

The Chair-elect shall have no specific duties, but rather will be assigned tasks by the Chair.

3. Recording Secretary.

The Recording Secretary shall record the proceedings of the annual meeting, and perform such other duties as may be assigned by the Chair. Minutes of the meeting will be provided to the Steering Committee, posted in full to the Section web site, and Section membership will be notified of the online availability of the minutes in the Section newsletter in the first issue following the meeting.

4. Newsletter Editor.

The Newsletter Editor is responsible for preparing, reviewing, and publishing the Section newsletter twice a year. At the Chair's discretion, the newsletter will be reviewed by others before publication. In consultation with the Steering Committee, additional issues may be published. The Newsletter Editor may choose to appoint an Assistant Newsletter Editor, and regional editors as needed. The Newsletter Editor shall coordinate with the Section's Web Liaison to publish the newsletter on the Section's website.

5. Web Liaison

The Web Liaison is responsible for maintaining the Section web site, as posted on the Society of American Archivists site. Regular maintenance includes posting minutes and

newsletters to the web site, and updating announcements and other information to keep the site current.

Article 5. Business.

A. Meeting Times.

The Section shall meet at least once a year at the time of the annual meeting of the Society of American Archivists. The time of and agenda for this meeting shall be announced in the newsletter immediately preceding the meeting.

B. Other Meetings.

Additional Section meetings may be scheduled during the annual meeting of the Society of American Archivists. Such meetings shall be announced in the newsletter preceding the annual meeting or before the end of the annual Section meeting.

C. Voting.

All decisions of the Section shall be determined by a majority of members voting at any meeting. All officers except the Chair may vote. The Chair votes only to break a tie. Where there is no majority vote, the issue shall be re-discussed and a second ballot shall be held.

Article 6. Committees.

The Chair may appoint or dissolve committees as needed. Each committee shall have a written charge and a specified period of service. Committees shall report on their activities at annual Section meetings.

Article 7. Parliamentary Authority.

Robert's Rules of Order, latest edition, shall govern the proceedings of the Section, except as otherwise provided for in these bylaws, or in the constitution, bylaws, or special rules of the Society of American Archivists.

Article 8. Amendments to the Bylaws.

A. Notice and form.

1. An amendment to these bylaws may be proposed by any Section member.
2. Amendments must be submitted in writing to the Section Steering Committee.

3. The proposed amendments shall be published in the next two newsletters. If the annual meeting is held before publication in the second newsletter, discussion at the annual Section meeting shall take the place of publication in the second newsletter.

B. Adoption of Amendments.

1. After the appropriate notice has been given, amendments shall be voted on either through an online vote administered by SAA, or at the annual Section meeting.

Article 9. Dissolution.

This Section, noting failing interest or lack of accomplishment of its objectives, may vote to dissolve.