

Society of American Archivists

Performing Arts Roundtable Bylaws

(last revised 3/6/2013)

I. NAME.

The name of the roundtable shall be the Performing Arts Roundtable.

II. MISSION.

The mission of the Performing Arts Roundtable is to encourage the exchange of information on historical and contemporary documentation of music, dance, theater, motion pictures, and other performance media.

III. MEMBERS.

Membership in the Performing Arts Roundtable is open to archivists or other individuals who work with or have an interest in the archival records that document performing artists and performing arts organizations, subject to guidelines established in Section X of the SAA Governance Manual.

IV. GOVERNANCE.

A. Officers.

Only members of SAA and the Performing Arts Roundtable may serve as officers of the roundtable. The officers of the roundtable shall be a Chair and a Co-chair. The Co-chair shall be elected annually for a two-year term, serving in year one as Co-chair and in year two as Chair.

B. Duties of Officers.

The responsibilities of the Chair and Co-chair are as follows:

1. The Chair will submit a list of roundtable leaders and their contact information within 14 days of the close of the Annual Meeting to the SAA Executive Office.
2. The Chair will also draft and submit an annual report to the Steering Committee, with a final copy submitted to the SAA Executive Director within 90 days of the Annual Meeting.
3. The Chair and the Co-chair will alternate writing the welcome letter for each newsletter.
4. The Chair and the Co-chair will initiate planning of the annual roundtable meeting.

5. The Chair and the Co-chair will delegate responsibilities for updating and maintaining the roundtable's website, and other special projects that may arise.

C. Steering Committee.

The Steering Committee shall consist of the officers, appointed positions (Newsletter Editors, Web Liaisons), and two additional elected members. The Steering Committee shall serve in an advisory capacity to the Chair and its members may be assigned specific responsibilities by the Chair. Committee members establish projects for the year, help to plan the annual meeting of the roundtable, and endorse SAA program sessions presented to the roundtable. A member of the Steering Committee shall serve as secretary at the annual roundtable meeting and take minutes, which will be submitted to the Chair.

D. Nominations.

The officers shall issue a call for nominations, including self-nominations, for the positions of Co-chair and Steering Committee member by June 1 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.

Officer and Steering Committee member 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.

If for any reason the Co-chair is unable to succeed to the office of Chair, a new chair shall be elected following the same procedures as for election of the Co-chair. Steering Committee members shall serve two-year terms, with additional members elected if for any reason unexpired terms need to be filled.

F. Appointments.

Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, etc.) by majority vote of the Steering Committee. Available positions will be announced in June with the slate of elected positions. In the case of the Newsletter Editor position, there will be at minimum two Newsletter Co-Editors. An assistant editor or editors may also be appointed. Newsletter Co-editors solicit and compile content for the newsletter, which is published on the Performing Arts Roundtable website approximately twice a year. Newsletter editors and other appointed positions are not responsible for roundtable governance, but may assist with projects as needed. Appointed positions participate in all Steering Committee activities.

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.