

Society of American Archivists

Recorded Sound Roundtable Bylaws

- I. NAME.** The name of the roundtable shall be the Recorded Sound Roundtable.
- II. MISSION.** The mission of the roundtable is to serve as a forum for discussing the role, needs, and care of sound recordings in archival collections.
- III. MEMBERS.** Membership in the roundtable shall be determined according to the guidelines established in Section X. of the SAA Governance Manual.
- IV. GOVERNANCE.**

- A. Officers.**

- The officers of the roundtable shall be a Chair and a Vice Chair. The Vice Chair shall be elected annually for a two-year term, serving in year one as Vice Chair and in year two as Chair.

- In addition, a Steering Committee of up to six members shall be elected, each for a one-year term, and the immediate past Chair shall be included as a member of the Steering Committee.

- B. Duties of Officers.** Officers shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.

- C. Nominations.** The Chair shall issue a call for nominations, including self-nominations, for the positions of Vice Chair and Steering Committee Members 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.

- D. 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.

- E. Appointments.** Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, etc.) by majority vote of the Chair, Vice Chair, and Steering Committee.

- 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.

Adopted by the Recorded Sound Roundtable membership on 06/2013; approved by the SAA Council on 9/30/13