

Records Management Section Bylaws

ARTICLE I: *NAME AND AFFILIATION*

A. The name of this organization shall be the Society of American Archivists Records Management Roundtable, hereinafter referred to as the Roundtable. The Roundtable shall be a subsidiary unit of the Society of American Archivists.

ARTICLE II: *PURPOSE AND MISSION*

A. The Records Management Roundtable encourages discussion of current issues in records and information management and promotes better understanding of the importance of collaborative efforts between archivists, records managers, and other information professionals. The Roundtable works with the Society of American Archivists to promote proactive and responsible records and information management practices that benefit the Society of American Archivists, archival and records management institutions and professionals, consumers of records and information management services, and society as a whole through the verification of the authenticity and accuracy of records. The Roundtable endorses and upholds the profession's ethical standards and guidelines, while encouraging a strong commitment to the professional development of its members through continuing education; developing professional standards and practices; and educating society about records and information management. The Roundtable encourages diversity, initiates discussions and training in records management technologies, and promotes public awareness of the records and information management profession and its close ties to archives management.

ARTICLE III: *MEMBERSHIP*

A. Any member of the Society of American Archivists may become a member of the Records Management Roundtable and nonmembers of SAA may participate in the Roundtable by joining in the electronic communications list and engaging in discussions of and work on issues of interest according to the Governance Manual, Section X set forth by the Society of American Archivists Council.

ARTICLE IV: *MEETINGS*

A. The Roundtable shall hold a meeting each year as a part of the schedule of the Annual Meeting of the Society of American Archivists.

B. A quorum for the conduct of business shall be constituted by the membership present at the Roundtable's annual meeting.

C. The results of all votes taken at the Roundtable's annual meeting shall be considered true and valid and shall remain in effect until the next annual meeting or until the steering committee shall decide to hold a special vote using the Society of American Archivists electronic voting procedures.

D. The results of all votes taken at the Roundtable's annual meeting shall be governable by the rules and regulations as set forth in the current edition of the Guidelines for Roundtables.

ARTICLE V: *STEERING COMMITTEE*

A. MEMBERSHIP. The maximum number of steering committee members shall be nine, including the chair, vice-chair, and immediate past chair.

B. ELECTIONS. One-third of the six elected members of the steering committee shall be

elected each July by electronic vote in an election supervised by the Society of American Archivists staff. The persons receiving the two highest vote totals shall be elected to a term as described in part C of this Article.

C. TERMS. Steering committee members shall serve terms of three (3) years, beginning at the annual meeting following the ballot on which the member was elected. Steering committee members shall be limited to two consecutive terms unless no one is available to stand for election.

1. **TRANSITION STEERING COMMITTEE TERMS.** The incumbent steering committee members at the time these bylaws are adopted will decide internally which members' terms will expire at the next annual meeting, which members' terms will expire at the annual meeting two years following adoption, and which members' terms will expire at the annual meeting three years following adoption. All steering committee members subsequently elected shall serve terms as described above.

D. ELIGIBILITY. Steering committee members must be members of the Society of American Archivists and the Records Management Roundtable.

E. VACANCY. In the case of a vacancy or vacancies on the steering committee, the chair and vice-chair, with the approval of the steering committee, may appoint individuals to serve on the steering committee.

ARTICLE VI: OFFICERS

A. DEFINITION. The officers of the Roundtable shall consist of a chair, vice-chair/chair-elect, and immediate past chair.

B. CHAIR. The chair shall coordinate the duties of the Roundtable and shall be the official representative of the Roundtable to the Society of American Archivists subsidiary units and outside organizations and persons.

1. **TERM.** The Chair shall serve a term of one (1) year, immediately following that person's term as vice-chair/chair-elect. No person shall serve as chair for more than one term in a row, though past chairs may run again via the vice-chair/chair-elect route.

2. **TRANSITION CHAIR TERM.** The incumbent chair at the time these bylaws are adopted shall serve a term of one (1) year following the annual meeting subsequent to their adoption. This person shall then become Immediate Past Chair for a full term as described in Article VI, part D.

C. VICE-CHAIR/CHAIR-ELECT. The vice-chair/chair-elect shall assist the chair in the operation of the Roundtable and shall plan the annual meeting speaker roster.

1. **ELECTION.** The vice-chair/chair-elect shall be elected every other June, beginning the year following adoption of these bylaws, by electronic vote in an election supervised by the Society of American Archivists staff.

2. **TERM.** The vice-chair/chair-elect shall serve a term of one (1) year, beginning at the annual meeting following the most recent election. At the end of this term, the vice-chair/chair-elect will become chair as described in Article VI, part B.1.

3. **TRANSITION VICE-CHAIR TERM.** The incumbent vice-chair at the time these bylaws are adopted shall stand in a referendum to be administered at the time of the steering committee election. If this referendum is successful, the incumbent will serve as vice-chair/chair-elect for a term of one (1) year before becoming chair as described in Article VI, part B.1. Otherwise, SAA shall administer a special election for a one-year term as vice-chair/chair-elect, to take office immediately or at the annual meeting subsequent to the July vote (whichever is later).

D. IMMEDIATE PAST CHAIR. The Immediate Past Chair shall serve as an ex officio member of the steering committee and shall assist the officers and steering committee members as appropriate. The Immediate Past Chair may also be called upon to serve as official representative of the Roundtable in the event the chair or vice-chair is unavailable.

1. **TERM.** The immediate past chair shall serve a term of one (1) year, beginning at the annual meeting at which that person's term as chair expires.

2. **TRANSITION VICE-CHAIR TERM.** The incumbent immediate past chair at the time these bylaws are adopted shall serve a one (1)-year term beginning at the annual meeting immediately subsequent to adoption.

E. VACANCY OF ELECTED OFFICERS. In the case of a vacancy in either the chair or vice-chair positions, the current steering committee, under guidance from the Society of American Archivists Council liaison to the Roundtable, shall elect a replacement to serve until the next annual meeting.

F. APPOINTED/SPECIAL OFFICERS. The chair and vice-chair/chair-elect may, at their discretion, appoint special officers as they see fit to carry out administrative or programmatic functions of the Roundtable. These appointed officers shall be chosen from among the elected steering committee members, and may include (but are not limited to):

1. **SECRETARY.** The secretary is responsible for taking notes at the annual meeting and monthly teleconferences, and for posting minutes of these meetings to the Roundtable microsite.

2. **NEWSLETTER EDITOR.** The newsletter editor shall be responsible for production and distribution of the Roundtable newsletter, as described in Article 7, part B.

3. **WEBMASTER.** The webmaster shall be responsible for maintaining and updating the official microsite of the Roundtable, as hosted on the SAA website.

4. **COMMUNICATIONS COORDINATOR.** The communications coordinator shall manage all non-website communications between the steering committee and the

Roundtable membership and other audiences, including but not limited to listserv communications, blogs, social media, and other media not yet in use by the Roundtable.

ARTICLE VII: NEWSLETTER

A. The Roundtable shall periodically publish, at least two (2) times per year, a newsletter detailing the activities, projects, and initiatives of the Roundtable and its members.

B. The newsletter shall be produced in accordance with the “Newsletter Guidelines” of the Roundtable, as amended. The newsletter guidelines will be reviewed annually by the editors and the steering committee.

ARTICLE VIII: WEBSITE

A. The Roundtable shall maintain a current website detailing its leadership, membership, and activities and providing resources for the membership. The website shall be placed on the Society of American Archivists server.

B. The chair and vice-chair shall annually appoint a webmaster, who shall be in charge of maintenance of the website. The webmaster may be supported and advised by a volunteer web design committee, consisting of at least two (2) Roundtable members appointed by the chair and vice-chair.

C. The website shall be maintained and modified in accordance with the guidelines for websites of the Society of American Archivists. The website will adhere to accessibility practices.

ARTICLE IX: PARLIAMENTARY AUTHORITY

A. All meetings of the Roundtable shall be governed by the rules and procedures set forth in the most current edition of *Robert’s Rules of Order Newly Revised* in all such cases to which they are applicable and attainable.

ARTICLE X: AMENDMENTS

A. These bylaws may be amended by a majority of the members voting in an electronic vote supervised by the Society of American Archivists staff.

B. When the Society of American Archivists Council amends or modifies the Guidelines for Roundtables that affect specific provisions of these bylaws, then those provisions shall be considered amended and shall immediately go into effect, not requiring a vote of the Roundtable membership. Such automatic changes shall be placed into these bylaws in all places to which they are applicable.