

Society of American Archivists Diverse Sexuality and Gender Section

STANDING RULES

Article 1. Name.

The name of this section shall be the Diverse Sexuality and Gender Section of the Society of American Archivists (SAA), hereinafter referred to as DSGS.

Article 2. Objectives.

1. Bring together people who are concerned about the collection, preservation, description and research use of archival materials documenting LGBTQIA+ (Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, and Asexual/Ally) people and their communities.
2. Keep LGBTQIA issues in archives and history visible within SAA.
3. Educate archivists about the importance of identifying and preserving historical records documenting the lives, accomplishments, and cultures of LGBTQIA+ people.
4. Act as a liaison between SAA and community-based LGBTQIA+ archives. Encourage and facilitate the participation of LGBTQIA+ archivists in SAA activities and the professional archival community.
5. Exchange information with other LGBTQIA+ professional groups.

Article 3. Membership.

Membership is open to any person who shares the objectives of DSGS.

Article 4. Governance

- A. Bylaws and Standing Rules: These standing rules of DSGS shall serve as a supplement to the SAA Section Bylaws, which govern all SAA sections. Please refer to [Section IX](#). Sections of the SAA Governance Manual for information on membership, section election procedures, reporting requirements, and more.
- B. Officers:
 1. Two co-chairs
 2. Programming Coordinator
 3. Social Media/Web Liaison(s)
 4. A Steering Committee, consisting of co-chairs, programming coordinator, web/social media liaisons, and any committee chairs that may be functioning at the time.
- C. Terms of Office.
 1. Two co-chairs shall each serve staggered terms of two consecutive years. Chairs cannot serve more than one term in succession.
 2. The newly elected co-chair shall assume office at the close of the annual DSGS at which they are elected and shall serve until their successor has taken office.
 3. Program Coordinator and Social Media/Web Liaison shall assume office at the close of the annual DSGS meeting after they are elected and serve a term of two consecutive years.
 4. Committee chairs and members shall be appointed for a term of two consecutive years with no stipulation on consecutive terms.
 5. Following the completion of a co-chair's two-year term, immediate past-co-chairs shall have the option to serve a term of two years on the Steering Committee.
- D. Nomination and Election.

1. Elections shall be conducted online with the assistance of the SAA staff and in accordance with guidelines for section elections as specified in [Section IX](#). of the SAA Governance Manual. Availability of the online ballot and deadline for voting shall be announced by the Chair to all section members via the section's official email discussion list and website.
 2. Vacancies in office shall be filled by a Steering Committee member in the case of a co-chair and appointed jointly by the co-chairs in the case of **an elected steering committee member**.
- E. Duties of the officers.
1. The co-chairs shall facilitate the DSGS meetings with the advice and assistance of the Steering Committee. The co-chairs appoint committee chairs, liaisons and task force members; submit the Three-Year Plan and summary to SAA Council; submit budget requests to SAA Council; and turn over the records of their administration to the new co-chair and non-current records to the SAA Archivist.
 2. **Social Media/Web Liaison(s) shall manage the DSGS microsite and maintain the social media presence of DSGS via assorted platforms (Facebook, Twitter, etc.)**
 3. **The Programming Coordinator organizes and facilitates online and/or in-person events in coordination with DSGS Steering Committee members as needed.**
 4. **Section members may be appointed to additional leadership roles (Section Secretary, task force or sub-committee chairs, etc.) by the co-chairs.**
 5. Committee Chairs shall ensure the progress of the committee's work as directed at the annual meeting or by the Steering Committee and keep a co-chair apprised by report.

Article 5. Business.

- A. Meeting times.
DSGS shall meet once a year at the time of the annual meeting of the SAA. The time and agenda will be announced in advance.
- B. Other meetings.
Additional DSGS virtual meetings may be scheduled throughout the year as deemed appropriate by DSGS leadership.
- C. Voting.
Voting is conducted via the online ballot system provided by SAA staff only.

Article 6. Parliamentary Authority.

Any meeting shall be facilitated by the senior co-chair. Robert's Rules of Order, the latest edition, shall govern the proceedings of the meetings, except as otherwise provided for in the bylaws of the DSGS, or in the constitution, bylaws, or special rules of the SAA.

Article 7. Amendments to the Bylaws.

- A. Notice and form.
1. Amendments to these bylaws may be proposed by any DSGS member.
 2. Amendments must be proposed in writing 60 days before ballot information is due for submission to the SAA Governance Program Coordinator.
 3. The proposed amendments shall be shared with the membership prior to the online ballot.
- B. Adoption of amendments.

1. To ensure alignment with SAA's governance documents, any amendments to the section's standing rules should be reviewed by the executive director (or their designee) and the section's Council liaison by May 1, before they are put forward in a referendum for vote by the section membership. Proposed amendments to the section's standing rules will appear on the section's annual election ballot for a final approval by a simple majority of voters. Any adopted amendments should be posted promptly to the section's official microsite and be noted in the section's next annual report to the Council. Any revisions to the section's name or mission/description must be submitted to the Council for final approval. For more information on amendment procedures, see [Section IX](#). Sections of the SAA Governance Manual.

Approved by the SAA Council, January 2011. Updated per the [member affinity group transition](#) approved by the Council, August 2016. Standing Rules amendments approved by section membership, July 2017; approved by the SAA Council, October 2017.