

CONSTITUTION

ARTICLE I. NAME

- §A. The name of this organization shall be Society of American Archivists @ the University of Oklahoma (SAA @OU), which is referred to as "the Chapter" in the constitution and bylaws.

ARTICLE II. PURPOSE

- §A. To acquaint members with the objectives, ethics, activities, and publications of the archival profession and the Society of American Archivists, which is referred to as "the SAA". To provide opportunities for members to discuss archival issues and the archival profession, interact with professionals working in archival settings, including tribal libraries and special collections, and engage in professional activities.
- §B. To promote communication with other student groups within the University of Oklahoma ("the University") in order to develop mutually shared interests.
- §C. To promote archival interests within the University.

ARTICLE III. MEMBERSHIP

- §A. Membership in, association with, and benefits emanating from this student organization and its related activities shall be based upon such considerations as performance, educational achievement, and other criteria related to the goals of this organization and purposes of its activities. Judgments in this regard based solely on an individual's race, color, religion, national origin, age, gender, sexual orientation, disability, veteran status, marital status, or political belief are not judgments based on such considerations. Further, the purpose of this organization shall be consistent with public policy as established by prevailing University Community standards.
- §B. Only OU students may be Full Members. Organizations may have associate members who can only be "members of the University community (faculty, staff, spouses)."
- §C. Voting membership is restricted to those students who are members in good standing with the SAA.

- §D. There shall be at least five (5) voting members in good standing with the SAA to maintain status as a student chapter.

ARTICLE IV. DUES

- §A. The executive committee shall determine dues for each school year to aid the administration of the Chapter.
- §B. Students may join the SAA at a reduced annual rate.

ARTICLE V. OFFICERS AND ADVISORS

- §A. The officers of this organization shall be a President, Vice President, Secretary, and Treasurer. This group will make up the Executive Board. No person will be permitted to hold more than one office.
- §B. Officers shall serve for one school year, with a term that begins in the summer semester and concludes at the end of the spring semester. Officers may be re-elected to an additional term of one year.
- §C. If an officer vacancy occurs, an interim replacement shall be appointed by the remaining officers and the advisor. The interim replacement shall serve until the next regularly scheduled election.
- §D. SAA@OU shall have as an adviser a full-time member of the University faculty or staff.
- §E. The faculty advisor will be an individual member of the SAA, will aid and advise the Student Chapter, and may act as a liaison with the SAA in matters regarding the Chapter.

ARTICLE VI. MEETINGS

- §A. Meetings shall be held at the beginning of the fall and spring semesters, and as determined by the Executive Committee thereafter.
- §B. Meetings will be conducted in accordance with the rules of order chosen by the Executive Board.

ARTICLE VII. FINANCES

- §A. All expenditures must be approved by the Executive Board and the faculty advisor before funds may be disbursed.

- §B. Receipts and bills must be submitted in writing before the funds are drawn.

ARTICLE VIII. ANNUAL REPORT

- §A. A report on the current activities of the organization will be prepared and submitted to Council of the SAA for review on a yearly basis. This annual report will include the names of all members of the Student Chapter, the names of the Executive Board and faculty advisor, and a summary of Chapter activities of the past year. Annual Reports are due to the SAA Executive Office by May 31.
- §B. Failure to produce an Annual Report will initiate an inquiry by SAA, which could result into the dissolution of the Chapter.

ARTICLE IX. CONSTITUTION AND BYLAWS

- §A. The constitution, together with the bylaws, will constitute the operating basis of the Chapter.
- §B. The Executive Board is authorized to prepare, adopt, or amend the constitution or bylaws as may be desirable for the administration of the organization. Amendment proposals must be submitted to the Board in writing, and will be submitted in turn to the membership as least two weeks before a vote. They will be decided by a majority vote of the membership.
- §C. A copy of the current constitution and bylaws will be made available to all members.
- §D. Adopted amendments go into effect upon the close of the meeting during which the amendment was adopted.
- §E. If there is a conflict between our national or parent organization's rulings, constitution, or direction and the University of Oklahoma Student Code, the Student Code preempts the national or parent ruling.
- §F. SAA@OU is subject to Local, State, and Federal Laws.

ARTICLE X. DISSOLUTION

- §A. In the event of dissolution of this organization, any funds and assets will be allocated as designated by both the faculty

advisor and the Executive Board in office at the time of dissolution.

- §B. In the event of dissolution of this organization, the national SAA office and Office of Campus activities will be notified.

RATIFIED: 9/11/2011

BYLAWS

ARTICLE I. ELECTIONS

- §A. Elections will be held annually in the last month of the spring semester for the Executive Board who will govern the organization during the following school year.
- §B. Nominations will be submitted through the electronic site. The deadline for nominations is two weeks prior to the elections. Members have the right to self-nominate.
- §C. Candidates who accept nomination must submit a brief biographical sketch and a brief written statement regarding their desire to hold an office in the chapter. This information will be posted on the electronic site and the Intranet site.
- §D. Voting will be conducted via secret ballot at the last meeting of the spring semester.

ARTICLE II. DUTIES OF OFFICERS

§A. President

1. As chair of the Executive Board, the President shall preside at all meetings and represent the Chapter in all official communications outside the organization.
2. The President shall facilitate the compilation and submittal of the Annual Report as required by the SAA.
3. The President shall meet regularly with faculty advisor.
4. The President shall resolve problems within the Chapter.

§B. Vice President

1. The Vice President shall assume the duties of the President in the latter's absence.
2. The Vice President shall assume the office of the President should it become vacated before the end of the normal term.
3. The Vice President shall collect and maintain all relevant documents to be housed in the Chapter archives.
4. The Vice President shall assist with the compilation of the Annual Report for SAA.

5. The Vice President shall assist with any functions designated by the President.

§C. Secretary

1. The Secretary shall maintain a complete and current roster of all members.
2. The Secretary shall record the minutes of each meeting and make them available to all members no later than one week after the meeting.
3. The Secretary shall assist with the compilation of the Annual Report for SAA.

§D. Treasurer

1. The Treasurer shall have responsibility for all financial matters pertaining to the organization.
2. The Secretary/Treasurer shall assist with the compilation of the Annual Report for SAA.

ARTICLE III. COMMITTEES

- §A. There are currently no standing committees. Ad hoc committees will be formed as needed by the President.

Ratified: 9/11/2011