

Society of American Archivists

Security Roundtable Bylaws

Adopted July 2013

I. NAME. The name of the roundtable shall be the Security Roundtable.

II. MISSION. The Security Roundtable of the Society of American Archivists was founded in 1997 as a forum to focus on issues relating to the prevention of theft in archival and manuscript repositories. The mission of the roundtable is to combat theft, mutilation, forgery, hacking, and other acts that compromise the integrity of the historical record and deny access to users.

We do this by:

- facilitating the sharing of information, ideas, and opportunities between archivists, our partners in allied professions, and our institutions;
- calling for attention to and understanding of the unique security challenges associated with archival collections through advocacy efforts within the profession as well as society at large;
- exploring best practices currently employed by archival institutions as well as those utilized in other environments;
- recommending sound policies to the Society of American Archivists and our members through the development of new guidelines, endorsement of external actions, and careful examination of existing standards;
- evaluating new technologies and strategies for potential application in archival security programs;
- offering opportunities for education, discussion, and collaboration;
- collecting and analyzing data in an effort to better understand and address factors contributing to security incidents;
- formalizing established partnerships and developing new ones with entities across a wide spectrum of security and cultural heritage organizations;
- soliciting expert presentations for the annual Security Roundtable meeting;
- encouraging a culture of transparency when dealing with the aftermath of a security incident;
- supporting the efforts of law enforcement officers investigating allegations of archival crimes;
- creating, revising, and/or endorsing proposals for security-related sessions, pre-conference workshops, publications, and continuing education programming of the Society of American Archivists.

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 Senior Co-chair, a Junior Co-chair, and a Secretary. The Junior Co-chair shall be elected annually for a two-year term, serving in year one as Junior Co-chair and in year two as Senior Co-chair. The Secretary is elected annually and may not serve more than three successive years.

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 Junior Co-chair and Secretary 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 the Chair.

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.