

Society of American Archivists  
Women's Collections Section

Section Standing Rules  
Proposed Revisions, May 2021

**I. NAME.**

The name of the section shall be "Women's Collections Section."

**II. MISSION.**

The mission of this section is:

1. To identify and address the concerns of archivists who are interested in or responsible for women's collections,
2. To promote the development, preservation, research use, and cooperative acquisition of women's papers and archival collections documenting women, and
3. To develop a network of interested archivists, librarians, and historians to push for increased funding and support for women's historical collections and archival projects on the local, state, and national levels.

**III. MEMBERS.**

Membership in the section shall be determined according to the guidelines established in [Section IX](#). of the SAA Governance Manual. The section's activities will be of particular interest to archivists or other individuals who work with or have an interest in collections that document women.

**IV. GOVERNANCE.**

**A. Bylaws and Standing Rules**

These standing rules of the Women's Collections Section 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.**

The officers of the Section shall be two Co-Chairs, ~~and~~ two Co-Vice Chairs, ~~and a~~ [Social Media Coordinator](#). Each year, two [Co-Vice Chair](#)~~officers~~ will be elected for a

**Commented [1]:** Felicia suggests ". I recommend adding the new position under item IV.B. Officers and IV.C. Duties of Officers"

two-year term, and a Social Media Coordinator will be elected for a one-year term. ~~The first year in office, the elected officers will hold the positions of Vice Co-Chairs. Their second year in office, the elected Vice Co-Chair officers will become the hold the positions of Co-Chairs.~~

At minimum there must be one elected leader. No person may serve as Co-Chair of the section for more than two successive years. Only SAA members are eligible to serve as or vote for section leaders.

### **C. Duties of Officers.**

Officers shall fulfill those responsibilities specified in [Section IX.](#) of the SAA Governance Manual. Specifically, officers will perform the following duties:

- Identify and consider issues in which a significant number of members have an interest;
- Communicate to the SAA Council through reports, action items, and discussion items issues of priority to the Section;
- Coordinate the Section's endorsements for the SAA Annual Meetings;
- Request space and coordinate Section meetings for the SAA Annual Meetings;
- Communicate Section activity within the Section and to the Society at large.
- Coordinate and innovate outreach of the Section through various online communication channels.

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### **D. Nominations.**

The Co-Chairs shall issue a call for nominations, including self-nominations, for two Vice Chairs every May to all Section members through the Section's official email list and website. All candidates for election must be members of SAA and the section. A slate of candidates shall be established by the officers and announced no later than June 15.

### **E. Elections.**

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. Sections](#) 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.

Newly elected officers will assume office immediately following the conclusion of the Annual Meeting and will serve two-year terms. In the event that a position is vacated prior to the end of a two-year term, the Co-Chairs will appoint another candidate to fill the vacancy for the remainder of the term, after which a normal election shall occur.

#### **F. Appointments.**

Section members may be appointed to additional leadership roles (e.g., newsletter editor, web liaison, ad hoc committee member, etc.) by consensus of the officers on a case-by-case basis.

#### **V. MEETINGS.**

The Section 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 Section's official email discussion list and website.

#### **VI. AMENDMENTS.**

To ensure alignment with SAA's governance documents, any amendments to the section's standing rules should be reviewed by the executive director (or her/his 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 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.

*Written by the WCRT Bylaws Committee (Bethany Anderson, Tali Beesley, Kate Colligan, Helice Koffler, Alexandra Krensky, and Elizabeth Novara) in 2012-2013 and passed unanimously by the WCRT membership in July 2013.*

*Adopted by the Women's Collections Roundtable membership on 8/16/13; approved by the SAA Council on 9/30/13. Updated per the [member affinity group transition](#) approved by the Council, August 2016.*