

Society of American Archivists

Bylaws for the Visual Materials Cataloging and Access Roundtable

I. NAME. The name of the roundtable shall be the Visual Materials Cataloging and Access Roundtable (VMCAR).

II. MISSION. The mission of the Visual Materials Cataloging and Access Roundtable is to provide a forum for archivists and others working with visual and audio-visual collections to discuss cataloging and access issues including—but not limited to—description methods, digitization, cataloging tools, and standards and best practices.

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 Chair and a Vice Chair. The Vice Chair shall be elected annually for a two-year term, serving in year one as Vice Chair and in year two as Chair.

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 position of Vice Chair 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. If no candidates come forth for the online election, elections shall be conducted at the SAA Annual Meeting and shall be determined by a majority vote of members present at the roundtable's business meeting.

E. Appointments. Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, etc.) by majority vote of the Roundtable's steering committee.

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.

Adopted by the Visual Materials Cataloging and Access Roundtable membership on 08/16/2013; approved by the SAA Council on 9/30/2013.