

## **Women Archivists Section Standing Rules – Suggested Changes**

<https://www2.archivists.org/groups/women-archivists-section/standing-rules>

### **I. Mission**

The Women Archivists Section (WArS) exists to ensure that the Society of American Archivists (SAA) conscientiously deals with issues that affect the status of women within the profession and the Society. The Section also provides a Society-acknowledged forum for individual members to address issues of concern in this area.

### **II. Statement of Goals & Objectives**

The Women Archivists Section will:

- Monitor the status of women within the archival profession.
- Encourage the participation of women in all phases of SAA business and other activities as well as in the archival profession as a whole.
- Nominate candidates for Fellow in SAA.
- Encourage the continuance of day care at the SAA Annual Meeting.
- Meet annually in conjunction with the SAA meeting.
- Conduct its business in accordance with Section IX. of the SAA Governance Manual.

### **III. Areas of Activity**

WArS activities may include:

- Conduct surveys among women relating to their work in the profession.
- Encourage day care at the SAA Annual Meeting.
- Nominate individuals to SAA Fellow.
- Identify and look for ways to bring women's professional archival issues forward for consideration, to make recommendations to Council, through memoranda or formal papers, an action, or a position the Section believes appropriate for SAA.

- Endorse or propose program sessions for the SAA Annual Meeting.
- Communicate Section activity within the Section and to the Society at large.
- Hold networking get-togethers with women archivists.
- Conduct workshops on professional issues.
- Complete statistical work on salary surveys.
- Conduct a survey on women's professional archival issues.
- Work with the Membership Committee to address the recruitment and retention of women members.
- Coordinate other related activities with other sections and other SAA units.

#### **IV. Governance**

These standing rules of the Women Archivists 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.

WArS will have a Vice Chair, Chair, and Immediate Past Chair sharing the leadership of the section. They will be elected for three year terms with the Vice Chair/Chair elect becoming Chair in their second year and Immediate Past Chair in their third year. These individuals must be SAA members in good standing.

There will also be a steering committee composed of the Vice Chair, Chair, and Immediate Past Chair and from five to seven other SAA members in good standing. The steering committee will have broad geographic representation. The section members will elect the remaining steering committee to serve three-year terms. A Council liaison will also serve on the steering committee.

Working Groups may be established as needed.

#### **V. 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.

## **VI. Meetings**

WArS will meet at least once during the months immediately prior to or during the Society of American Archivists' Annual Meeting and at other times as deemed appropriate by the steering committee.

## **VII. Communication**

WArS will submit information to SAA's *Archival Outlook*, the Section listserv, and the Archives Listserv. The Section will also disseminate information about its work through its SAA microsite.

## **VIII. Section Leadership & the Council**

As appropriate, WArS leadership may meet with Council Representatives to discuss matters of mutual concern.

## **IX. 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.

*The bylaws of the Women Archivists Roundtable, as revised at the January 2012 Council meeting. Updated per the member affinity group transition approved by the Council, August 2016.*