

**Society of American Archivists  
Women's Collections Roundtable  
Bylaws**

**I. NAME.**

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

**II. MISSION.**

The mission of this Roundtable 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 roundtable shall be determined according to the guidelines established in Section X. of the SAA Governance Manual. The Roundtable'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. Officers.**

The officers of the Roundtable shall be two Co-Chairs and two Co-Vice Chairs. Each year, two officers will be elected for a two-year term. The first year in office, the elected officers will hold the positions of Vice Co-Chairs. The second year in office, the elected officers will hold the positions of Co-Chairs.

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

**B. Duties of Officers.**

Officers shall fulfill those responsibilities specified in Section X 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 Roundtable;
- Coordinate the Roundtable's endorsements for the SAA's Annual Meetings;
- Request space and coordinate Roundtable meetings for the SAA Annual Meetings;
- Communicate Roundtable activity within the Roundtable and to the Society at large.

**C. Nominations.**

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

#### **D. Elections.**

Elections shall be conducted online with the assistance of the SAA staff 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 Co-Chairs to all Roundtable members via the Roundtable's official email discussion list and website. The officers will announce the results of the election during the SAA Annual Meeting. 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.

#### **E. Appointments.**

Roundtable 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 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.

**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.**