

The following text is the bylaws published in the September 1985 Academic Archivist, proof read for direct and complete compliance with the text of the bylaws held by the SAA Executive Director as of October, 2000, and amended by Section vote at the 2003 Annual Meeting in Los Angeles.

SAA COLLEGE AND UNIVERSITY ARCHIVES SECTION Bylaws

ARTICLE 1. NAME

This group shall be known as the College and University Archives Section of the Society of American Archivists.

ARTICLE 2. PURPOSES

1. To promote greater communication among academic archivists through annual meetings and publications, including a newsletter reporting on Section activities and matters related to college and university archives;
2. To serve as a forum for discussion of concerns related to the professional status of academic archivists, and for bringing our collective experience to bear on the problems faced by Individual archivists;
3. To facilitate the planning of high quality annual meeting sessions for the Society of American Archivists which address concerns and needs of academic archivists;
4. To advocate action which meets the needs of college and university archival programs and which advances their professional quality;
5. To represent academic archivists to the rest of the Society of American Archivists and related professional groups;
6. To promote and facilitate planning and execution of task-oriented projects of importance to academic archivists;
7. To promote research, publication, and exchange of ideas on problems and developments in academic archival practice;
8. To stimulate the professional growth of academic archivists through the Society of American Archivists and other organizational and educational means.

ARTICLE 3. MEMBERSHIP

Membership is open to any member of the Society of American Archivists with an interest in the records, archives or manuscript collections of any academic institution.

ARTICLE 4. OFFICERS

A. List of the Officers.

The Section shall be governed by a Chair, Vice-Chair, and a six member Steering Committee.

B. Terms of Office.

1. Chair and Vice-Chair. The Chair and Vice-Chair shall each serve a term of two years. They may not be elected to serve consecutive terms in the same office. They shall take office at the close of the annual Section meeting in which they are elected and shall serve until their successors take office.
2. Steering Committee Members. Each Steering Committee member shall serve a term of three years, and shall not be eligible for immediate reappointment. They shall take office at the close of the annual Section meeting, and shall serve until their successors take office.

C. Method of Selection.

1. Chair and Vice-Chair.

- a. The Chair and Vice-Chair shall be elected at the annual Section meeting. The Chair shall be elected in even numbered years; the Vice-Chair shall be elected in odd numbered years. The Nominating Committee shall call for nominations for Chair or Vice-Chair in the second newsletter each year, and publish their slate of candidates (together with brief biographies and/or campaign statements) in the newsletter immediately preceding the annual meeting. Additional nominations may be made from the floor at the annual Section meeting, provided that the individual being nominated has consented to be nominated. The Chair and Vice-Chair shall be elected by a plurality of the Section members present and voting at the annual Section meeting.
- b. In the case of a vacancy in the office of Chair, the Vice-Chair shall assume that office for the remainder of the unexpired term. In case of a vacancy in the office of Vice-Chair, the Steering Committee shall elect one of their members to serve as newsletter editor until the next annual meeting, at which time a new Vice-Chair shall be elected to fill the remainder of the unexpired term.

2. Steering Committee.

- a. Members of the Steering committee shall be appointed by the Chair. Two members are to be appointed each year. The Steering Committee's composition should reflect the diversity of the Section's membership, especially in terms of location, size and type of employing institution.

b. If a vacancy should occur on the Steering Committee, the Chair, with the advice and consent of the other officers, may appoint a Section member to fill out the remainder of the unexpired term.

D. Duties of Officers

1. Chair. The Chair shall preside over Section meetings and over meetings of the officers, and, with the assistance of other Section officers, direct the Section's activities.
2. Vice-Chair. In the absence of the Chair, the Vice Chair shall assume the Chair's duties.
3. Steering Committee Members. Steering Committee members shall advise and assist the Chair and Vice-Chair regarding Section activities including policy formulation, study/discussion groups, goal-oriented projects and the newsletter.

ARTICLE 5. MEETINGS.

A. The Section shall meet once a year at the time of the annual meeting of the Society of American Archivists. The time of and agenda for this meeting shall be announced in the newsletter immediately preceding the meeting.

B. Additional Section meetings during the annual meeting of the Society of American Archivists may be scheduled. Any such additional meeting shall be announced before the end of the regularly scheduled Section meeting.

C. Ten percent of the members of the Section, as determined by the SAA Executive Director at the start of the annual SAA meeting, shall constitute a quorum.

ARTICLE 6. COMMITTEES.

A. Nominating Committee.

1. A Nominating Committee of three members shall be appointed by the Chair, one member of this committee shall be an outgoing member of the Steering Committee. Members of this committee shall serve for a term of one year, and shall not be eligible for immediate reappointment.
2. The Nominating Committee shall prepare a slate of candidates for election. They shall obtain from these candidates brief biographies and/or campaign statements for publication with the announcement of the slate of candidates in the newsletter immediately preceding the annual meeting. The committee shall prepare a ballot for use at the annual meeting. This ballot shall include provision for candidates nominated from the floor. The committee shall present a report of their activities at the annual Section meeting.

B. Tellers Committee.

Each year the Chair shall appoint a Tellers Committee consisting of at least two Section members to distribute, collect, and count the ballots, and to report the results of any election held during the annual Section meeting.

C. Section Newsletter.

Consistent with the Guidelines for SAA Sections, to promote communication of Section activity within the Section and to the Society at large, there shall be a College and University Archives Newsletter. The newsletter is the responsibility of the newsletter editor who shall be appointed by the chair, with the advice of the Steering Committee, for a term of two years, renewable with approval of the Steering Committee. The newsletter editor serves as a non-voting member of the Steering Committee, unless the editor also holds elected membership in which case the editor shall have all voting privileges. The editor should not serve concurrently as chair of the Section.

D. Study/discussion Groups.

Topics for study/discussion groups are to be solicited from the Section members. Selection of study/discussion topics to be included in the Annual Meeting shall be made by the Section officers, and leaders for such groups shall be appointed by the Chair (with the advice of other Section officers) far enough in advance of the annual meeting of the Society of American Archivists to allow the formation of such groups to be announced in the newsletter immediately preceding the annual meeting.

E. Other committees and working groups.

The Chair, with the advice of the Vice-Chair and the Steering Committee, shall appoint other committees or working groups as needed. The formation of such committees or working groups shall be announced in the newsletter. In addition to review and approval by Section officers, major projects (those involving substantial portions of the Section's resources, people outside the Section, and/or products to be distributed beyond the Section) also must be approved by the Section's membership either at the annual meeting or through a newsletter referendum. Approval shall require a majority vote of those voting, except that a newsletter referendum to be valid must result in a total number of votes cast equal to at least 50% of the Section membership as verified by the SAA Executive Director as of the day the ballot is mailed. Each committee or working group shall have a written charge, a specified period of service, and a date by which a final report must be submitted to the membership.

ARTICLE 7. PARLIAMENTARY AUTHORITY.

STURGIS' STANDARD CODE OF PARLIAMENTARY PROCEDURE, latest edition, shall govern the proceedings of the Section, except as otherwise provided for in the bylaws of the Section, or the constitution, bylaws or special rules of the Society of American Archivists.

ARTICLE 8. AMENDMENTS TO THE BYLAWS

A. Notice and form. Amendments to these bylaws may be proposed by any Section member. Such amendments must be submitted in writing to the Section officers. The proposed amendment shall be published in the next two newsletters, with the opportunity for membership reaction provided with the second printing. If the annual meeting is held before publication of the second newsletter, discussion at the annual Section meeting shall take the place of publication in the second newsletter.

B. Adoption of amendments. After the appropriate notice has been given, amendments shall be discussed and voted on at the annual Section meeting. A majority vote of those members present and voting at the annual Section meeting is required for the adoption of an amendment.