

## **Bylaws of the Lone Arrangers Roundtable**

- I. NAME.** The name of the roundtable shall be **Lone Arrangers Roundtable**.
- II. MISSION.** The Lone Arrangers Roundtable (LAR) of the Society of American Archivists seeks to provide education, stimulate communication, and encourage support among archivists working in “lone arranger” settings. The term “lone arranger” includes those working alone or in very small staff situations.
- 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. Steering Committee**

The Steering Committee is composed of members willing to serve, including the officers (Chair, Vice-Chair/Chair-Elect, and Immediate Past Chair). The Steering Committee consists of 8 – 10 current members of the LAR.

The Steering Committee directs and coordinates activities of the roundtable and approves appointments made by the Chair if vacancies occur. Committee members help establish projects to work on through the year, appoint a newsletter editor as necessary and contribute to the newsletter and to other activities, plan the annual business meeting, and determine whether to endorse SAA program sessions presented to the roundtable. A member of the Steering Committee shall serve as secretary at the annual roundtable meeting and take minutes.

### **B. Officers**

The Chair, Vice-Chair/Chair-Elect, and Immediate Past Chair serve as officers of the roundtable. Only individual members of SAA and the Lone Arrangers Roundtable may hold these positions.

The Chair directs and reports the activities of the roundtable, organizes and conducts the annual meeting of the roundtable, chairs the Steering Committee, acts as liaison for the roundtable to other bodies, appoints roundtable committees as needed, and handles administrative matters, including, but not limited to, annual reports to SAA.

The Vice-Chair/Chair-Elect serves as acting Chair in the absence of the Chair and participates as a member of the Steering Committee in all its activities.

The Immediate Past Chair serves as a member of the Steering Committee and as Chair of the Nominating Committee.

The officers make a commitment for three years to serve one year each as Vice-Chair/Chair-Elect, Chair, and Immediate Past Chair. Each is expected to attend the annual meeting.

***Terms of Service:***

The Chair will serve for one year before moving to the position of Nominating Committee Chair.

The Vice-Chair/Chair-Elect will serve for one year before moving to the position of Chair. Elections will be held annually for Vice Chair/Chair-Elect.

Steering Committee members will serve for two years and may be reappointed for additional two-year terms. Each year the Nominating Committee chair will issue to the roundtable membership a call for Steering Committee volunteers. Members of the committee are self-nominated and final selections are made by the Nominating Committee in consultation with the LAR leadership.

The Website Editor will serve for two years, and may be reappointed for additional two-year terms.

The Newsletter Editor will serve for two years and may be reappointed for additional two-year terms.

**C. Newsletter Editor**

One or two newsletter editors shall be appointed by the Steering Committee as needed. The newsletter editor serves as a member of the Steering Committee. A member serving as newsletter editor shall not serve concurrently as Chair of the roundtable.

The newsletter editor is responsible for editing, publishing, and distributing two newsletters per year and any other special issues or mailings as determined by the Steering Committee. He/she negotiates all newsletter matters with the SAA office as appropriate.

**D. Website Editor**

The website editor shall be appointed by the Steering Committee as needed. The website editor serves as a member of the Steering Committee. The website editor shall not serve concurrently as Chair of the roundtable.

The website editor is responsible for maintaining and updating the LAR website as needed and for negotiating all website matters with the SAA office as appropriate.

**E. Committees**

Committees may be appointed by the Chair upon recommendation of the Steering Committee or by action of the membership at its annual meeting.

#### **F. Nominating Committee and Elections**

The Nominating Committee is composed of the immediate past Chair and two members of the Steering Committee. Current members of the LAR can self-nominate for the positions. Appointments are made by the LAR Chair in consultation with the Steering Committee. If any of these cannot serve, the roundtable Chair shall appoint LAR members as needed.

The Nominating Committee shall issue a call for nominations, including self-nominations, for Vice-Chair/Chair-Elect every June to all roundtable members via the roundtable's official email discussion list and website. A slate shall be established by the Nominating Committee and announced to roundtable members no later than June 15.

Elections shall be conducted online with the assistance of 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 for any reason the Vice-Chair is unable to succeed to the office of Chair, a new Chair shall be elected following the same procedures as election for a Vice-Chair. The Steering Committee shall appoint any other vacancies to fulfill unexpired terms of elected positions, after which a normal election shall occur.

#### **G. Liaisons**

The SAA Council periodically requests volunteer liaisons to committees and other groups. These positions will be filled from qualified volunteers from the roundtable at large. Appointments are made by the LAR Chair in consultation with the Steering Committee.

The roundtable leadership will appoint regional liaisons to regional archival organizations and states as appropriate.

- V. MEETINGS.** LAR will meet at least once during the Society of American Archivists' annual meeting and at other times as deemed appropriate by the Steering Committee. Regional groupings are encouraged at regional archives meetings.
- VI. COMMUNICATION.** LAR will submit information to the Lone Arrangers newsletter, SAA's newsletter, the Lone Arrangers List, and other appropriate media. The roundtable will also disseminate information about its work through its website.
- VII. ENACTMENT AND AMENDMENTS.**  
These bylaws were first approved and enacted by a majority vote of the membership in August 2009. These bylaws were revised and enacted by a majority vote of the

membership in August 2014. These bylaws shall be reviewed at least every four years by the Steering Committee.

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.

*Approved 2009; rev. approved by SAA Council November 9, 2014*