

**Society of American Archivists
Council Meeting
January 25 – 27, 2012
Chicago, Illinois**

**Action: Women Archivists Roundtable Bylaws Revision
(Prepared by: Chair Christina Johanningmeier)**

BACKGROUND

The Women Archivists Roundtable (WAR) was made aware that its bylaws were not in compliance with SAA guidelines. The revised bylaws (presented below) have been approved by the steering committee and should meet guidelines.

Past bylaws permitted nonmembers of SAA to serve on the steering committee. The revised bylaws correct this, also broadening future voting to the entire roundtable and moving co-chairs into a term on the steering committee once their term(s) as co-chair(s) is done to encourage better transition and institutional memory.

DISCUSSION

WAR seeks approval of these revised bylaws from the Council so that WAR may operate within SAA guidelines. The only benefit to rejecting these revisions would be if they need further work.

RECOMMENDATION

THAT the SAA Council approve the following revisions to the Women Archivists Roundtable bylaws (underlining indicates additions; ~~strikethrough~~ indicates deletions):

Women Archivist Roundtable Bylaws

I. Mission

The Women Archivists Roundtable (WAR), formerly the Women's Professional Archival Issues Roundtable (WPAIR), 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 Roundtable also provides a Society-acknowledged forum for individual members to address issues of concern in this area.

II. Statement of Goals and Objectives

[WAR] will:

- Monitor the status of women within the archives 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.
- Monitor gender balance on SAA programs.
- Nominate candidates for Fellow in SAA.
- Monitor the continuance of day care at the SAA Annual Meeting.
- Meet annually in conjunction with the SAA meeting.
- Conduct its business in accordance with the SAA's "Guidelines for SAA Roundtables."

III. Areas of Activity

[WAR] activities may include:

- Monitor gender balance on panels at SAA's Annual Meeting.
- Conduct surveys among women relating to their work in the profession.
- Monitor day care at the SAA Annual Meeting.
- Nominate individuals to SAA Fellow.
- Work with the Women's Caucus to create a positive environment for women throughout SAA and the profession.
- Support and provide input to the SAA Salary Survey.
- Provide a report on its activities to the Council in time for the Council's winter meeting.
- Identify and look for ways to bring women's professional archival issues forward for consideration, to make recommendations to the Council, through memoranda or formal papers, and action, or a position the Roundtable believes appropriate for SAA.
- Propose program sessions for the SAA Annual Meeting.
- Communicate Roundtable activity within the Roundtable 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.
- Caucus women about their professional experiences and what they would like to see the Roundtable accomplish.
- Promote and coordinate the Navigator program.
- Work with the Membership Committee to address the recruitment and retention of women members.
- Coordinate other related activities with other roundtables and other SAA units.

IV. Governance

[WAR] will have two co-chairs, sharing the leadership of the roundtable. They will be elected for staggered two-year terms. For the first election, one co-chair will be elected for a one-year term and one co-chair will be elected for a two-year term. These individuals must be SAA members in good standing.

There will also be a steering committee composed of the two co-chairs and from five to seven other SAA members in good standing. ~~These members may, but are not required to be members of SAA. The steering committee will have broad geographic representation.~~ Each co-chair will serve on the steering committee for one year after her term as co-chair. The roundtable 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. Meetings

[WAR] will meet at least once during the Society of American Archivists' Annual Meeting and at other times as deemed appropriate by the steering committee.

VI. Communication

[WAR] will submit information to the Women's Caucus newsletter, SAA's *Archival Outlook*, and the Archives & Archivists Listserv. The Roundtable will also disseminate information about its work through the SAA website, the [WAR] Web page, and other electronic communication.

VII. Roundtable Leadership & the Council

As appropriate, [WAR] leadership may meet with Council representatives to discuss matters of mutual concern.

VIII. Amendments

Amendments to the Bylaws may be made by majority vote of the ~~steering committee~~ Roundtable.

Support Statement: SAA supports full compliance with guidelines and full participation by its roundtables.

Impact on Strategic Priorities: None.

Fiscal Impact: None.