

**Society of American Archivists
Council Meeting
January 23 – 26, 2014
Chicago, Illinois**

**Executive Committee Report
(Prepared by René Mueller and Bill Landis)**

Executive Committee Actions and Discussions

- Issued action alert encouraging members to urge their Representatives to oppose cuts to National Endowment for the Humanities' FY 14 funding by 49% (\$71 million) and the Smithsonian Institution FY 14 funding by 19% (\$660 million). (July 2013)
- Signed on to a letter to the Senate Finance Committee chair and ranking member urging them to reconsider a proposed policy that would have kept correspondence related to tax reform secret for 50 years.
- Sent a letter in support of the appointment of Julie Sweetkind-Singer to the National Geospatial Advisory Committee (NGAC), a federal advisory committee sponsored by the Department of the Interior. (August 2013)
- Reviewed and provided feedback on a Memorandum of Agreement between SAA and the Academy of Certified Archivists regarding our joint representative to the International Council on Archives Section on Professional Archival Associations (ICA/SPA). Approved (unanimously) the MOA as well as a minor change in the description of the ICA/SPA representative to align reporting procedures with ACA's, as articulated in the MOA. (September 6, 2013)
- Signed on to an Openthegovernment.org letter urging Treasury Secretary Jack Lew and the Treasury Department to adopt transparency and accountability guidelines for the Office of Foreign Assets Control (OFAC) licensing procedures. (September 19, 2013)
- Signed on to an Openthegovernment.org letter urging Senators Feinstein and Chambliss to make the text of their proposal available to the public prior to the Senate Select Committee on Intelligence's mark-up of legislation addressing the NSA's surveillance programs. (September 30, 2013)
- Initiated a discussion about funding (outside the budget cycle) a representative to attend the World Intellectual Property Organization/SCCR meeting in December 2013. Forwarded the matter to the full Council for a final vote (approved). (October 2013).
- Signed on to an Openthegovernment.org letter urging Rep. Thompson to amend HR 3103 to require that all opinions and decisions of the Foreign Intelligence Surveillance Court be made publicly available as quickly as possible with redactions when appropriate for classified material. (October 7, 2013)

- Signed on to an Openthegovernment.org letter urging conferees on the Farm Bill to omit language that would unnecessarily cut off public access to a broad swath of information about agricultural and livestock operations. (November 6, 2013)
- Received and discussed a proposed Memorandum of Agreement from Christopher Felker of “Doing archives.” (December 2013)
- Responding to an IPWG recommendation, signed on to a letter circulated by James Love that objects to the insertion of a requirement for a copyright term of "life of the author plus seventy years" for the Trans-Pacific Partnership (TPP) trade treaty. (December 5, 2013)

Council Interim Actions and Discussions

- Monitored discussions in social media, in the Supreme Court, and in related professional networks about internships and best practices; discussed the issue at length; and, with the involvement of the membership and Standards Committee, four members of the Council authored “Best Practices for Internships as a Component of Graduate Archival Education” for the Council’s review at its January meeting. (August – December 2013) (See 0114-III-D-StdsComm-BestPractices-Internships.)
- Received and discussed periodic updates on the implementation status of recommendations embedded in “Principles and Priorities for Continuously Improving the SAA Annual Meeting,” including free access to older session recordings, results from the Annual Meeting feedback survey (available at <http://www2.archivists.org/news/2013/evaluation-survey-results>), the status of a search for possible dormitory housing for 2014, and the status of site negotiations for future conferences. (August – December 2013)
- Unanimously adopted a revised description of TS-DACS to include the option of ongoing review of the standard and to allow the group to respond to change proposals in a more timely fashion. (August 29, 2013) (**Appendix A**)
- Disbanded the Government Affairs Working Group with thanks and created the Committee on Advocacy and Public Policy in its place to provide for a broader scope of interest and activity and broader participation by members in SAA’s advocacy structure. (Passed unanimously on September 18, 2013.) (**Appendix B**)
- Unanimously approved the bylaws of the following SAA Roundtables (September 28, 2013). (**Appendix C**) *Roundtables have been encouraged to post bylaws on the group’s microsite. A link to each set of bylaws is included below, and the full text is also appended to this report to enter the bylaws into the official record of the organization.*
 - Architectural Records Roundtable ([Attachment A](#))
 - Archival Educators Roundtable ([Attachment B](#))
 - Archival History Roundtable ([Attachment C](#))
 - Archives Management Roundtable ([Attachment D](#))
 - EAD Roundtable ([Attachment E](#))
 - Human Rights Archives Roundtable ([Attachment F](#))
 - International Archival Affairs Roundtable ([Attachment G](#))
 - Issues and Advocacy Roundtable ([Attachment H](#))
 - Labor Archives Roundtable ([Attachment I](#))
 - Local Government Records Roundtable ([Attachment J](#))
 - Metadata and Digital Object Roundtable ([Attachment K](#))

- Military Archives Roundtable ([Attachment L](#))
- Native American Archives Roundtable ([Attachment M](#))
- Performing Arts Roundtable ([Attachment N](#))
- Privacy and Confidentiality Roundtable ([Attachment O](#))
- Recorded Sound Roundtable ([Attachment P](#))
- Records Management Roundtable ([Attachment Q](#))
- Research Libraries Roundtable ([Attachment R](#))
- Science, Technology, and Health Care Roundtable ([Attachment S](#))
- Security Roundtable ([Attachment T](#))
- Students and New Archives Professionals Roundtable ([Attachment U](#))
- Visual Materials Cataloging and Access Roundtable ([Attachment V](#))
- Web Archiving Roundtable ([Attachment W](#))
- Women’s Collections Roundtable ([Attachment X](#))
- Received and discussed updates to the status of the Regional Archival Associations Consortium and the group’s work and relationship with SAA. (October 2013)
- Brought to closure a May 2013 discussion of SAA’s representative to the Association of Canadian Archivists by agreeing, following communication with the ACA executive director, that communication between the presidents and executive directors of the two organizations would be more appropriate than an appointed position, effectively discontinuing the position of external representative to ACA. (October 2013)
- Monitored and discussed the closing of Target Corporation’s archives and the reaction of SAA’s Issues and Advocacy Roundtable to the event. (October – November 2013)
- Received and discussed periodic updates on the implementation status of recommendations from the Communications Task Force, including improvements to access to archived issues of *In the Loop*, improvements to auto-responders on SAA-managed listservs, and provision of better navigation on SAA group microsites. (October – December 2013)
- Adopted the minutes of the August 12-13, 2013, and the August 17, 2013, Council meetings. (Passed unanimously on October 7, 2013.)
- After extensive online discussion, approved a one-time Intellectual Property Working Group funding request of \$4,000 for William Maher to represent SAA at the World Intellectual Property Organization meeting in Geneva, Switzerland, in December 2013. (September – October; passed October 8, 2013. Yes: Baxter, Kaplan, Landis, Mangiafico, Roe, Smith, Zanish-Belcher. No: Duffy, Huth. Abstain: Light, Pyatt.)
- On the recommendation of the Standards Committee, approved combining the positions of external representative to the Committee on Cataloging: Description and Access (CC:DA) and external representative to the MARC Advisory Committee (MAC) into a single representative appointment, adopted a description for SAA’s single representative to CC:DA and MAC, and extended the current CC:DA representative’s appointment in the new position through August 2014. (Passed unanimously on October 17, 2013.) (**Appendix D**)
- Unanimously approved revising an inconsistency in SAA’s Governance Manual related to Section governance and, in a related motion, unanimously approved the revised bylaws of the Reference, Access, and Outreach Section. (November 18, 2013) (**Appendix E**)
- Monitored and discussed social media conversations about volunteers in archives. Discussed the desire to consider at the January 2014 meeting, in the context of its “Mega Issue” conversation about employment issues (Agenda Item 0114-IV), development of a “Best Practices for Volunteers” document. (December 2013)

- Noted comments via social media about 1) the 2014 Program Committee’s notification schedule and 2) ideas about repurposing declined session proposals. (December 2013)
- Elected the following individuals to serve as Class B members of the SAA Foundation Board of Directors for the terms indicated. (Passed unanimously on December 11, 2013.)
 - Charles Martin (2014-2017)
 - Ann Russell (2014-2017)
 - Larry Gates (2014-2017)
 - Brenda Gunn (2014-2016)
 - Waverly Lowell (2014-2016)
- Adopted unanimously a revised description of the Technical Subcommittee on Archival Facilities Guidelines to allow for an increase in the size of the group to accommodate content expertise, to correct the name of the Canadian agency with which the group interacts, and to note the potential use of the guidelines by an international audience. (December 16, 2013)
(Appendix F)

Technical Subcommittee on Describing Archives: A Content Standard (TS-DACS) Charge

[Additions are in blue underlined text, with deletions in blue strike-through. The full version of the current document is available online at http://saa.archivists.org/4DCGI/committees/SAACS-TSDACS.html?Action=Show_Comm_Detail&CommCode=SAA**CS-TSDACS&.]

Reports to: Standards Committee

Established: August 14, 2010

I. Purpose

The Technical Subcommittee on *Describing Archives: A Content Standard* (TS-DACS) of the SAA Standards Committee is responsible for overseeing the timely and ongoing intellectual and technical maintenance and development of *Describing Archives: A Content Standard* (DACS). DACS is an output-neutral set of rules for describing archives, personal papers, and manuscript collections, and can be applied to all material types. DACS is compatible with ISAD(G): General International Standard Archival Description, 2nd ed. (International Council Congress-on Archives, 1999) and ISAAR(CPF): International Standard Archival Authority Records for Corporate Bodies, Persons and Families, 2nd ed. (International Council on Archives, 2003). DACS is an SAA-approved standard; documentation for DACS is available through the Society of American Archivists at <http://www.archivists.org/governance/standards/dacs.asp>.

II. Committee Selection, Size, and Length of Term

~~The TS-DACS shall be charged for five years, beginning August 2010. After five years, if *Describing Archives: A Content Standard* continues to be an approved standard of SAA, the TS-DACS shall be recharged for a subsequent review cycle.~~

~~The members and chair(s) of the TS-DACS shall be appointed for the length of time necessary to complete a revision of DACS, which shall not exceed five years. The technical subcommittee shall be composed of no less than five individuals who are members of SAA of seven members (including one chair) appointed by the SAA vice president / president-elect for staggered three-year terms so that a minimum of two individuals are appointed by the Vice President each year. The technical subcommittee shall have no less than five members who are members of SAA.~~ All members shall demonstrate significant knowledge of and experience with archival description generally, and with DACS specifically.

~~SAA members of the TS-DACS shall be recommended by the Standards Committee for appointment by the Vice President. Members and chairs may be reappointed to the TS-DACS for consecutive review cycles, but at least one new SAA member must be appointed per review cycle.~~

All members of TS-DACS shall be recommended by the Standards Committee for appointment by the SAA Vice President. The chair will be selected from existing TS-DACS membership and appointed for a three year term. The chair and members of TS-DACS may be reappointed for one consecutive term.

Ex officio members of the Technical Subcommittee on DACS shall include the following if they are not regular members of the subcommittee:

- Co-chairs of the Standards Committee;
- Chair of the Description Section;
- [Society of American Archivists' representative to Committee on Cataloging: Description and Access \(CC:DA\);](#)
- [Society of American Archivists' representative to the MARC Advisory Committee;](#)
- [Society of American Archivists' representative to International Council on Archives Experts Group on Archival Description \(ICA-EGAD\) \[formerly International Council on Archives Committee on Best Practices and Standards\].](#)

III. Reporting Procedures

The chair ~~(or co-chairs)~~ of the Technical Subcommittee on *DACS* shall report at least annually to the chair(s) of the SAA Standards Committee on the occasion of the SAA Annual Meeting. If extramural funding is obtained by SAA, the chair ~~(or co-chairs)~~ shall provide all necessary narrative reports to the SAA office in order that the reporting requirements of SAA and the funding source are met.

IV. Duties and Responsibilities

To fulfill this mission, TS-DACS is specifically charged to:

- Carry out a review of *Describing Archives: A Content Standard* ~~at least every five years and revise as needed~~ on an ongoing basis.
- Promote the understanding and use of *DACS* by the American archival community.
- Support educational efforts related to *DACS* by SAA.
- Develop members of the archives profession who are capable of promoting and maintaining *DACS* over time.
- Communicate its activities to relevant SAA components.
- Foster communication between other entities developing standards related to *DACS*.
- Work to ensure that *DACS* is compatible with other national and international descriptive standards.
- ~~Investigate expansion of the *DACS* standard to a national standard in conjunction with the American National Standards Institute. A report and recommendations will be submitted to the Standards Committee in 2013.~~

[TS-DACS shall work within the guidelines for ongoing review of an SAA-adopted standard, and may develop more detailed procedures for meeting those requirements.](#)

VI. Meetings

TS-DACS shall carry out its charge primarily via electronic mail, regular mail, and conference calls. It shall meet at the SAA Annual Meeting and as necessary, provided that SAA Council-approved funding is available.

Committee on Advocacy and Public Policy

I. Purpose

The Committee's purpose is to provide strategic information and advice to the SAA Council to enhance SAA's capacity to address public policy issues and concerns affecting archivists, archives, the archival profession, and its stakeholders. The Committee recommends to the SAA Council the public policy priorities on which SAA should focus its attention and resources, within the context of the Society's mission and strategic plan. Although the Committee's purview is broad, its overarching priorities are issues related to the preservation of and access to records of enduring value that affect archivists, archival institutions, and users of the archival record.

II. Committee Selection, Size, and Length of Term:

The Committee consists of eight members. Six members are appointed by the SAA Vice President for staggered three-year terms; a vice chair and chair serve one-year terms.

The SAA Vice President appoints a vice chair from among the Committee members serving in their third year. That individual serves a fourth year as vice chair and accedes to chair in the fifth year. Individuals may be reappointed to the Committee.

III. Duties and Responsibilities

The Committee has the following duties and responsibilities:

A. Acting proactively, the Committee:

- Periodically reviews and suggests (for Council approval) revisions to SAA's Advocacy Agenda.
- Prepares drafts, for Executive Committee or Council approval, of position papers, statements, issue briefs, and other documents related to public policy issues, seeking input from members and experts (including component groups) as appropriate and feasible.
- Tracks legislative, regulatory, and other public policy issues that are of concern to archivists so that the Council is prepared to address the issues in a knowledgeable manner.
- Brings to the Council's attention areas in which collaboration with other organizations may advance the Society's public policy interests and, under Council direction or with its approval, cooperates with such organizations in furthering SAA's interests.

B. Acting in response to requests or events, the Committee:

- Responds in a timely fashion to requests from the President (acting on behalf of the Council) or the Executive Director for background information and recommendations on matters related to public policy issues.
- Develops and coordinates strategies for the Council and SAA to use in responding rapidly and appropriately to public policy issues or situations that require SAA comment and/or action.
- Prepares position statements and issue briefs on high-priority topics for approval by the Council.
- Collaborates with SAA component groups to ensure that the Committee and the Council are aware of and responsive to the advocacy and public policy issues that are of concern to members.

IV. Reporting

The Committee works closely with the President, its Council Liaison, and the Executive Director to ensure that it is responsive to the Council's needs and is working in coordination with the staff office. In certain cases, when time is of the essence, Committee communications with the President and Executive Director may be discussed and acted upon solely by the Executive Committee.

Adopted by the SAA Council: September 2013.

Appendix C: Approved Bylaws of 24 Roundtables

[Attached following Appendix F.]

Appendix D: Description for Combined CC:DA and MAC Representative

External Representative to ALA Committee on Cataloging: Description and Access (CC:DA) and MARC Advisory Committee (MAC)

Group Web Pages: <http://alcts.ala.ccdablog/> and <http://www.loc.gov/marc/marbi/advisory.html>

I. Purpose

It is important for the views of archivists to be represented in deliberations about standards for description and access promulgated in the library world.

The Committee on Cataloging: Description and Access (CC:DA) is the body within the American Library Association (ALA) responsible for developing official ALA positions on additions to and revisions to *RDA: Resource Description and Access* (RDA). The standards embodied in RDA are used in catalog records found in national data bases and in local catalogs. This is a non-voting liaison.

The MARC Advisory Committee (MAC) advises the Library of Congress concerning changes to the MARC 21 format. The committee responds to proposals for changes in the format proposed by the community, including national libraries, bibliographic networks, and the ALCTS/LITA Metadata Standards Committee. As seen by the change from AACR to RDA, it is important that the archival perspective be represented in discussions about descriptive metadata standards that are used by many archivists.

II. Number and Length of Appointments

A single representative to CC:DA and MAC is appointed for a two-year term, and may be re-appointed for successive terms.

The representative should have expertise in description and access, and experience as a cataloger of archival collections and manuscript material, including non-paper formats.

III. Duties

A. Solicit and consolidate responses from the archival profession to suggested changes to RDA rules and the MARC format.

B. Provide information to CC:DA on the impact of suggested RDA rule changes on the archival profession.

C. Provide information to MAC on the impact of suggested MARC format changes on the archival profession.

D. Initiate recommendations for changes in RDA rules or the MARC format suggested by the archival profession.

E. Serve as an *ex officio* member of SAA's Standards Committee.

IV. Reporting Procedures

The representative reports to the Standards Committee after each CC:DA and MAC meeting, prepares an annual report for inclusion in the Standards Committee's annual report to Council in accordance with established procedures, and reports to Council when needed on other occasions.

The representative has no reporting requirements to CC:DA or MAC.

V. Meetings

The committees meet twice a year during the ALA's annual meeting in June and at the ALA's January midwinter meeting. (*Note: SAA does not fund attendance at these meetings.*)

VI. Related SAA Groups

- A. Standards Committee
- B. Description Section
- C. Electronic Records Section
- D. Roundtables as appropriate

VII. Group Contact Information

ALCTS Executive Director
American Library Association
50 East Huron Street
Chicago, Illinois 60611-2795
Phone: 1-800-545-2433 x5030

Approved by the SAA Council: 1991

Revised: October 2013

Appendix E: Revised Governance Manual and Revised RAO Bylaws

SAA Governance Manual, Section IX. Sections, E. Governance, 1. Internal Leadership (strikethrough = deletion, underline = addition):

- a. Every Section will have a chair, vice chair/chair-elect, and a minimum of two steering committee members. ~~The officers and steering committee members of every Section must~~

be chosen by election.

- b. Section officers and steering committee members must be SAA members in good standing.
- c. Sections may elect or appoint additional officers and members to the steering committee. Sections are encouraged to retain continuity and recruit leadership by designating other positions of responsibility (eg, web coordinators, committee chairs, etc) to carry out the program and work of the Section....

SAA Reference, Access and Outreach Section Bylaws (As adopted July 2013)

I. Membership

Membership in the Reference, Access and Outreach Section of the Society of American Archivists is open to any member of SAA who has an interest in reference, access and outreach issues.

II. Officers

The officers of the Reference, Access and Outreach Section shall be the chair, the vice chair, and the communications liaison, and the web liaison. Only members of SAA and the Reference, Access and Outreach Section may serve as officers of the Section.

A new vice chair shall be elected at each annual meeting of the Section and shall serve for one year as vice chair, succeeding automatically to the office of chair for the subsequent year. 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 for election of the vice chair. The communications liaison shall be appointed by the chair, with the advice of the Steering Committee, for a term of two years, which may be renewed indefinitely. Both a chair and a vice chair shall be elected in the first election following the approval of these bylaws. The chair shall preside at all meetings of the Section and the Steering Committee; represent the Section in its relations with SAA in general and with the Council and other groups within SAA; serve on SAA committees, task forces, etc. as an ex-officio member when required or appoint a representative to do so; appoint Section committees as needed; and submit an annual report of Section activities to the SAA executive office. The vice chair shall serve as acting chair in the absence of the chair. The communications liaison is responsible for issuing at least one newsletter annually to the Section membership.

The communications liaison shall be appointed by the chair, with the advice of the Steering Committee, for a term of two years, which may be renewed indefinitely. The communications liaison is responsible for issuing at least one newsletter annually to the Section membership. The Communications Liaison is also responsible for using various communication modes, such as the Section listserv, Facebook, and Society of American Archivist publications to communicate with the Section membership about news and events.

The Web Liaison shall be appointed by the chair, with the advice of the Steering Committee, for a term of two years, which may be renewed indefinitely. The Web Liaison is responsible for maintaining and

updating the Reference, Access and Outreach Section microsite as well as creating new content as needed. The Web Liaison collaborates with the Communications Liaison to distribute information to the Section.

III. Steering Committee

The Steering Committee shall consist of the officers and four members. The members shall serve two-year terms, two members being elected at each annual meeting with additional members elected if for any reason unexpired terms need to be filled. The Steering Committee shall serve in an advisory capacity to the chair and its members may be assigned specific responsibilities by the chair. The Steering Committee shall plan each annual meeting of the Section.

IV. Election of Officers and Steering Committee

There shall be a Nominating and Elections Committee consisting of the immediate past chair of the Section (serving as chair of the Committee) and the two Steering Committee members whose terms are not expiring at the conclusion of the next annual meeting. Utilizing an announcement issued by the Section chair, this Committee shall solicit from Section members the names of volunteers or persons recommended for the positions to be filled in the next election. All persons whose names are submitted to the Committee or proposed by the Committee itself shall be considered nominees if they agree to have their names placed in nomination and are members of SAA and the Section. The Committee shall be responsible for ensuring that there is at least one nominee for the position of vice chair and that the number of nominees for membership on the Steering Committee is not less than the number of positions to be filled. ~~The Nominating~~ Nominating and Elections Committee shall distribute information ~~not about~~ about the nominees to the membership of the Section at least 45 days before the Annual Meeting. The election shall be conducted in the manner specified by SAA Council. A simple majority of the votes cast shall be required for election to vice chair. Members of the Section may vote for as many nominees for member of the Steering Committee as there are positions to be filled and the nominees receiving the highest number of votes shall be elected. Elected officers and Steering Committee members shall assume office at the conclusion of the Annual Meeting of the Section.

V. Meetings

The Reference, Access and Outreach Section shall meet once a year at the annual SAA meeting at the time and place scheduled by the SAA program committee and executive office. Additional meetings of the entire membership or the Steering Committee may be scheduled by the chair if needed to carry out the business of the Section.

VI. Amendments

Any member of the Reference, Access and Outreach Section may propose amendments to these bylaws. Proposed amendments must be submitted in writing to the chair at least 60 days prior to the Annual Meeting. The chair shall publish proposed amendments at least 45 days prior to the Annual Meeting and voting on the proposed amendments shall be in the same manner as the election of officers. A two thirds majority of votes cast shall be required to amend these bylaws.

VII. Enactment

These bylaws shall be distributed to the membership of the Section with a mail ballot for their approval or rejection. They shall become effective immediately if approved by a majority of the votes cast by the deadline set for the return of the ballots.

Adopted 1996; revised 2009, revised 2010, revised 2013.

Appendix F: Revised Description of TS-AFG

Technical Subcommittee on Archival Facilities Guidelines (TS-AFG)

I. Purpose

The Technical Subcommittee on Archival Facilities Guidelines (TS-AFG) of the SAA Standards Committee oversees the ongoing maintenance and development of *Archives and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers* (“Facilities standard”), a standard adopted by SAA. The technical subcommittee also investigates the feasibility of expansion of the Facilities standard to a national standard and/or a multi-organizational standard.

II. Subcommittee Selection, Size, and Length of Term:

TS-AFG shall be charged for five years, beginning August 2010, or until revisions to the Facilities standard are completed as described in the [Procedures for Review and Approval of an SAA-Developed Standard](#). After revision work is completed, if the Facilities standard continues to be an approved standard of SAA, the TS-AFG shall be re-charged for a subsequent review cycle.

The members and chair(s) of the TS-AFG shall be appointed for the length of time necessary to complete revisions to the Facilities standard, which shall not exceed five years.

The technical subcommittee shall be composed of ~~three~~ five to ~~six~~ eight individuals, including the chair(s), to be recommended by the Standards Committee for appointment by the Vice President. The chair(s) and at least ~~one~~ four other members of the subcommittee shall be a members of SAA with demonstrated experience in archival facility issues. However, the technical subcommittee may include one to ~~four~~ three members from other professions who have significant knowledge of and experience with archival facilities.

Ex officio members of the TS-AFG shall include the following:

- Co-chairs of the Standards Committee;
- Liaison from ~~Association of Canadian Archivists~~ Canadian Council of Archives (CCA).

III. Reporting Procedures:

The chair(s) of the TS-AFG shall report at least annually to the chair(s) of the SAA Standards Committee at the SAA Annual Meeting. If extramural funding is obtained by the SAA, the chair(s) shall provide all necessary narrative reports to the SAA office in order that reporting requirements of SAA and funding source are met.

IV. Duties and Responsibilities:

To fulfill its mission as described above, the TS-AFG is specifically charged to:

- Carry out the maintenance and development of *Archives and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers*, an SAA standard, in accordance with the schedules laid out by the charges and SAA's Procedures for Review and Approval of an SAA-Developed Standard.
- Investigate expansion of the Facilities standard to a national standard in conjunction with the American National Standards Institute. A report and recommendations will be submitted to the Standards Committee in 2013.
- Investigate expansion of the Facilities standard to a multi-organizational standard in conjunction with ~~Association of Canadian Archivists~~ Canadian Council of Archives (CCA). A report and recommendations will be submitted to the Standards Committee in 2013.
- Promote the understanding and use of *Archives and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers* by the American and international archival community.
- Support SAA's educational efforts related to *Archives and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers* ~~by SAA~~.

V. Meetings:

The TS-AFG shall carry out its charges primarily via electronic mail, regular mail, and conference calls. It may meet at the SAA Annual Meeting and as necessary provided that SAA Council-approved funding is available.

Revised by the SAA Council: January 27, 2011, December 2013



Appendix C

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2013 ARR Election - Roundtable Bylaws

[[EDIT GROUP](#)]

Architectural Records Roundtable of the Society of American Archivists Bylaws

NAME. The name of the roundtable shall be Architectural Records Roundtable of the Society of American Archivists.

MISSION. The Architectural Records Roundtable (ARR) of the Society of American Archivists supports the preservation of architectural, engineering, landscaping, and construction records and brings together care-givers to discuss the storage, conservation, arrangement, and description problems inherent in specialized records. The Roundtable's mission is to provide a forum for members to discuss issues related to access and management of architectural records and related fields.

MEMBERS. Membership in the Roundtable shall be determined according to the guidelines established in Section X. of the SAA Governance Manual.

GOVERNANCE.

Officers.

The officers of the Roundtable shall be a Senior Co-chair and a Junior Co-chair. The Junior Co-chair shall be elected annually for a two-year term, serving in year one as Junior Co-chair and in year two as Senior Co-chair. In addition, a Steering Committee of three members shall be elected, each for a three-year term, with one elected in each year.

Duties of Officers.

Officers shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.

Nominations.

The Chair shall issue a call for nominations, including self-nominations, for the position of Junior Co-Chair every June to all Roundtable members via the Roundtable's official email discussion list and website. A slate of candidates shall be established by the Co-Chairs and announced to Roundtable members no later than June 15.

Elections.

Elections shall be conducted online with the assistance of the 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 Co-Chairs to all Roundtable members via the Roundtable's official email discussion list and website.

Appointments.

Roundtable members may be appointed by the Co-Chairs to additional leadership roles (e.g., Newsletter Editor, Web Liaison, etc.).

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 Co-Chairs. The time and agenda shall be communicated in advance via the Roundtable's official email discussion list and website.

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.

Group Page

- [CAD/BIM Taskforce](#)
- [2013 ARR Election - Roundtable Bylaws](#)
- [2013 ARR Election - Candidates Slate](#)
- [Professional Organizations Affiliated with Architectural Records](#)
- [Preservation of Architectural Records](#)
- [Find Built Environment Records](#)
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Society of American Archivists

Archival Educators Roundtable Bylaws

- I. **NAME.** The name of the roundtable shall be Archival Educators Roundtable.
- II. **MISSION.** The mission of the roundtable is to facilitate the exchange of information about archival education programs throughout the United States and Canada and provide a forum for the discussion of issues relevant to those who teach courses and workshops in archival administration and related topics, in both academic institutions and other settings.
- 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. **Officers.**

The roundtable shall be led by a Chair who is elected annually and who may not serve for more than three successive years.

In addition, a Steering Committee of three to five members shall be elected, each for a two-year term, with staggered elections for membership.

B. **Duties of Officers.** Officers shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.

C. **Nominations.** The Chair shall issue a call for nominations, including self-nominations, for the positions of Chair and Steering Committee member(s) every June to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officer[s] and announced to roundtable members no later than June 15.

D. **Elections.**

Elections shall be conducted online with the assistance of the 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.

E. **Appointments.** Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, etc.). One member of the Steering

Committee is appointed to SAA's Student Program Subcommittee each year. That appointment is done through consensus of the Steering Committee and Chair.

- 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 Chair and Steering Committee. 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.



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Proposed Bylaws

[EDIT GROUP]

Society of American Archivists Archival History Roundtable Bylaws

- I. NAME.** The name of the roundtable shall be Archival History Roundtable.
- II. MISSION.** The mission of the roundtable is to stimulate interest among archivists in the profession's own past and suggest ways of studying its history.
- 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 five core members, including the officers (Chair and Vice-chair). The Steering Committee directs and coordinates activities of the roundtable and approves appointments recommended by the Chair. Committee members help establish projects to work on through the year and plan the annual roundtable meeting. A member of the Steering Committee shall take minutes at the annual roundtable meeting and assist the Chair in editing the minutes to be posted on the Archival History Roundtable website.
- Non-officer Steering Committee members make a commitment to serve for one year, with a limit of three successive years. An individual who has served three successive years may be elected to the Steering Committee again after a break of at least one year. A non-officer Steering Committee member who is elected to the position of Vice-chair may serve the full two-year term (one year as Vice-chair and one year as Chair) regardless of how many successive years (up to the three-year limit) the member has served on the Steering Committee.
- The Steering Committee shall appoint any other vacancies to fulfill unexpired terms of elected positions, after which a normal election shall occur.
- B. Officers.** The Chair and Vice-chair serve as officers of the roundtable. The Vice-chair shall be elected annually for a two-year term, serving in year one as Vice-chair and in year two as Chair.
- Officers make a commitment to serve for the following time periods: Vice-chair—one year as Vice-chair, plus one year as Chair; Chair—one year. If for any reason the Vice-chair is unable to serve as Chair for the year following his or her term as Vice-Chair, a new Chair shall be elected in the annual election.
- C. Duties of Officers.** 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, recommends the creation of roundtable committees as needed and the appointment of roundtable members to committee membership or other leadership roles, and is responsible for administrative matters, including, but not limited to, annual reports to the SAA. In addition, the Chair shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.
- The Vice-chair serves as acting Chair in the absence of the Chair and participates as a member of the Steering Committee in all its activities.
- D. Nominations.** The Chair shall issue a call for nominations, including self-nominations, for the positions of Vice-chair and Steering Committee member every June to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15. All candidates for election must be members of the roundtable and of SAA (either individual members or primary contacts of institutional members of SAA).
- E. Elections.** Elections shall be conducted online with the assistance of the 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.
- Officers and Steering Committee members for the year in which these bylaws first take effect shall be elected during the annual meeting of the roundtable. In subsequent years, if a vacancy exists for an elected position, an election to fill that vacancy may be held during the annual meeting. Elections conducted at the annual meeting shall be determined by a majority vote of members present at the roundtable's business meeting. Membership shall be determined by the conference attendee's voting member name badge as provided by the SAA staff.
- New leadership assumes office at the conclusion of the SAA annual meeting.
- F. Appointments.** Roundtable members may be appointed to additional leadership roles upon recommendation of the Chair and by majority vote of the officers and Steering Committee.
- V. MEETINGS.** The roundtable shall request space for, and if allocated, 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. ENACTMENT.** The bylaws of the roundtable shall be adopted through a vote by the membership. A majority of the total votes cast shall constitute adoption of the bylaws by the membership, and the bylaws shall then be submitted to the SAA Council for approval. Once the bylaws have been approved by the membership and by the SAA Council, the bylaws shall become effective upon the close of the next annual meeting of the roundtable.
- VII. 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 SAA Council to ensure that they become part of the permanent record as a component of Council meeting minutes.



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Bylaws (adopted in 2013)

[Edit Group]

I. NAME.

The name of the roundtable shall be the Archives Management Roundtable.

II. MISSION.

The mission of the roundtable is: "Addresses the identification and consideration of management and leadership issues that are important to archivists and archival institutions and brings together archivists from dissimilar institutions who share these interests."

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. Officers. The officers of the roundtable shall be a Chair, a Vice Chair, and a Secretary. Each shall be elected annually. The Chair may not serve for more than three successive years. In addition, a Steering Committee of six members shall be elected, each for a three-year term, with one-third elected in each year. Any committee position that becomes open during a term will be filled during the next regularly scheduled election for the remaining years in that term. The Immediate Past Chair will be an ex-officio member of the steering committee until replaced by the succeeding past chair.

B. Duties of Officers. Officers shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.

C. Nominations. The Chair shall issue a call every June for nominations, including self-nominations, for all positions that are scheduled to be elected that year. This will be announced to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15.

D. Elections. Elections shall be conducted online with the assistance of the 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.

E. Appointments. Roundtable members may be appointed to additional leadership roles (e.g., Web Liaison, etc.) by majority vote of the officers and steering committee.

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.

Group Page

- [Bylaws \(adopted in 2013\)](#)
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Group Newsletter

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Group Report

- [Annual Reports](#)



Encoded Archival Description (EAD) Roundtable Bylaws

[EDIT GROUP]

Society of American Archivists Encoded Archival Description (EAD) Roundtable Bylaws

I. NAME.

The name of the roundtable shall be Encoded Archival Description (EAD) Roundtable.

II. MISSION.

The mission of the roundtable is to promote the implementation and use of encoding standards for dissemination of archival information. To this end, we aim to provide tools and information for use in encoding archival descriptions; discuss and facilitate the use of software for markup, parsing, indexing, and delivery; and monitor and contribute to encoding standard development for archival description.

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. Officers.

The officers of the roundtable shall be a Senior Co-chair and a Junior Co-chair. The Junior Co-chair shall be elected annually for a two-year term, serving in year one as Junior Co-chair and in year two as Senior Co-chair.

In addition, a Steering Committee of up to three members shall be elected, each for a two-year term, beginning and ending in August at SAA's annual meeting. If a member leaves the Steering Committee before his or her term has ended, the remaining Committee members may appoint an interim member if they so choose.

B. Duties of Officers.

Officers shall fulfill those responsibilities specified in Section X of the SAA Governance Manual.

C. Nominations.

The Senior Co-Chair shall issue a call for nominations, including self-nominations, for the positions of Junior Co-Chair and Steering Committee member(s) every June to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15.

D. Elections.

Elections shall be conducted online with the assistance of the 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.

E. Appointments.

Roundtable members may be appointed to additional leadership roles by the Co-chairs.

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.

RELATED GROUP CONTENT

GROUP PAGE

- [Resources Maintained by EADRT](#)
- [Encoded Archival Description \(EAD\) Roundtable Bylaws](#)
- [Meeting Minutes](#)

MEETING AGENDA

- [2013 EADRT Annual Meeting Agenda](#)
- [2012 EADRT Annual Meeting Agenda](#)

GROUP MEETING

- [2013 EADRT Annual Meeting](#)
- [2012 EADRT Annual Meeting](#)

**Human Rights Archives Roundtable of the
Society of American Archivists**

BYLAWS

I. NAME. The name of the roundtable shall be the Human Rights Archives Roundtable.

II. MISSION. The mission of the roundtable is to create a space for SAA members and other stakeholders (human rights advocates, scholars, government officials, and non-governmental organization workers) to increase dialogue and collaboration on issues related to the collection, preservation, disclosure, legal implications, and ethics of human rights documentation.

III. MEMBERS. Membership in the roundtable shall be determined according to the guidelines established in Section X. of the SAA Governance Manual.

[See Section X here: <http://www2.archivists.org/governance/handbook/section10>]

IV. GOVERNANCE.

A. Officers.

The officers of the roundtable shall be a Senior Co-chair, Junior Co-chair, and Web Liaison/Newsletter Editor. The Junior Co-chair shall be elected annually for a two-year term, serving in year one as Junior Co-chair and in year two as Senior Co-chair.

The Web Liaison/Newsletter Editor shall be elected annually for a two-year term.

B. Duties of Officers. Officers shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.

C. Nominations. The Chair shall issue a call for nominations, including self-nominations, for any vacancies in the position[s] of Junior Co-Chair and Web Liaison/Newsletter Editor every June to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officer[s] and announced to roundtable members no later than June 15.

D. Elections.

Elections shall be conducted online with the assistance of the 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.

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 officer. 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.



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IAART Bylaws

[[EDIT GROUP](#)]

Society of American Archivists
International Archival Affairs Roundtable
Bylaws (Proposed)

I. NAME. The name of the roundtable shall be International Archival Affairs Roundtable.

II. MISSION. The mission of the roundtable is to:

- Identify and address emerging issues and concerns of archives and archival professionals worldwide;
- Provide a forum for dialogue about international archival affairs and initiatives;
- Foster support for and collaboration among US and international archivists who are engaged in the acquisition, management, preservation, care, and use of the world's archival and cultural heritage.

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. Officers.

The officers of the roundtable shall be a Senior Co-chair and a Junior Co-chair. The Junior Co-chair shall be elected annually for a two-year term, serving in year one as Junior Co-chair and in year two as Senior Co-chair.

In addition, a Steering Committee of three members shall be elected, each for a three-year term, with one-third elected in each year.

B. Duties of Officers. Officers shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.

C. Nominations. The Co-chairs shall issue a call for nominations, including self-nominations, for the positions of Junior Co-Chair and Steering Committee to all roundtable members via the roundtable's official email discussion list and website, prior to June 1 of every year. A slate of candidates shall be established by the officers, with information provided to roundtable members and a ballot posted online by the first week of July of each year.

D. Elections.

Elections shall be conducted online with the assistance of the 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 Senior Co-Chair to all roundtable members via the roundtable's official email discussion list and website.

E. Appointments. Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, etc.) by the Co-Chairs.

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.

Attachment

[IAA_Roundtable_Bylaws.pdf](#)

Size

74.54 KB

Meeting Agenda

- [2013 Annual Meeting Agenda](#)

Group Meeting

- [2013 Annual Meeting](#)

Group Page

- [2013 Elections](#)
- [IAART Bylaws](#)
- [Steering Committee](#)

Bylaws of the Issues and Advocacy Roundtable

I. Mission

Provides a forum for discussion on critical issues that the archival profession faces that are not the primary focus of another SAA group.

II. Governance

A. Steering Committee

The Steering Committee is composed of between six and eight members willing to serve, including the officers (a Chair and a Vice-Chair).

The Steering Committee directs and coordinates the activities of the Roundtable and approves appointments made by the Chair and the Vice-Chair if vacancies occur. Committee members establish projects to work on through the year, help to plan the annual business meeting, and 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 and the Vice-Chair serve as joint officers of the Roundtable. Only individual members of SAA and the Issues and Advocacy Roundtable may hold these positions.

The Chair and the Vice-Chair direct and report the activities of the Roundtable, organize and conduct the annual meeting of the Roundtable, chair the Steering Committee, act as liaisons for the Roundtable to other bodies, appoint Roundtable committees as needed, and handle administrative matters, including, but not limited to, annual reports to the SAA.

C. Committees and Taskforces

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

D. Website Editor

A Website Editor shall be appointed by the Steering Committee as needed and will serve as a member of the Steering Committee. The website editor should not serve concurrently as either Chair or Vice-Chair of the Roundtable.

The Website Editor is responsible for maintaining and updating the I&AR website as needed and for negotiating all website matters with the SAA office as appropriate.

E. Endorsing Proposals for the Annual Meeting

Endorsements may be given to sessions submitted to the SAA's Program Committee and the I&AR by the appropriate proposal deadline dates. Rules and guidelines for endorsement from

the SAA shall be followed. Priority will be given to proposals submitted by I&AR members or those sessions dealing directly with the I&AR mission. The Steering Committee members will review the proposals and respond with either a yes or no vote for endorsement. The proposals receiving the most affirmative votes will be endorsed. In the event of any ties the Steering Committee will reconsider. If the tie is not broken, the decision will be made by the Chair and the Vice-Chair. The Chair will forward the endorsement of the I&AR to the SAA by the appropriate endorsement deadline.

Members of the Steering Committee who are participating in the proposals are not eligible to vote on the endorsement.

F. Elections and Terms

As of this time there is no official Nominating Committee for the I&A Roundtable; if needed in the future this committee can be added through an amendment to the Bylaws.

Instead, the Chair and the Vice-Chair solicit candidates for the next year's Steering Committee and/or Chair/Vice-Chair positions as needed, using the Roundtable's listserv and/or website, and receive the names of volunteers or persons recommended. They then prepare an appropriate slate of candidates and their statements for general Roundtable membership to vote on.

Roundtable Chair, Vice-Chair, and Steering Committee members are elected via electronic vote by the general membership of the Roundtable four to two weeks prior to the week of the Annual General Meeting of SAA.

As officers, the Chair and the Vice-Chair serve terms that total two years each. Upon completion of his/her term as Vice-Chair, that officer succeeds to the office of Chair for the next term. Their terms are to be staggered such that no year will bring in two brand new Chairs (i.e. 2010-2012 and 2011-2013), so that an experienced Chair or Vice-Chair will share leadership at all times.

Each officer is expected to attend the Annual Meeting.

Steering Committee positions are one year terms and must be voted on each year. Each Steering Committee member is expected to attend the annual meeting or be involved virtually as needed.

The Steering Committee will ensure that there is at least one nominee for Chair, one for Vice-Chair, and four nominees for Steering Committee. All candidates for election must be individual members of SAA and the Roundtable and must provide a statement for their election; it is recommended that Steering Committee members be present at the Annual Meeting but it is not required. The Committee will publicize the candidates on the Roundtable website via the I&AR and Archivists listservs at least one month preceding the annual meeting. The committee will prepare a ballot and conduct an election four to two weeks prior to the week of the annual Roundtable meeting, electronically. Only members of the Roundtable may vote; members may vote only once. Candidates with the highest number of votes shall be elected. New leadership assumes office at the conclusion of the annual meeting of the Roundtable.

The Steering Committee shall appoint any other vacancies to fulfill unexpired terms of elected positions, after which a normal election shall occur.

III. Meetings

I&AR will meet at least once during the Society of American Archivists' annual meeting and at other times as deemed appropriate by the Steering Committee.

Meetings of Issues and Advocacy Roundtable members – and those interested in the concerns of the Roundtable are encouraged at regional archives meetings.

IV. Communication

I&AR will submit information to the SAA's publication, *Archival Outlook*, the Issues and Advocacy Listserv and the Archives Listserv. The Roundtable will also disseminate information about its work through its website.

V. Roundtable Leadership & Council

As appropriate, I&AR leadership may meet with SAA Council Representatives to discuss matters of mutual concern.

VI. Enactment and Amendments

These bylaws were first approved and enacted by a majority vote of the membership in December 2010. These bylaws shall be reviewed at least every three years by the Steering Committee.

Proposed amendments to the Bylaws must be published on the website at least one month preceding the annual meeting. Amendments must be approved by a two-thirds majority of the Steering Committee and must be ratified by a two-thirds majority of the total votes cast by members of the Roundtable. A copy of the Bylaws shall be available to any member through the Roundtable's website and upon request to the Steering Committee.



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Proposed Labor Archives Roundtable By-Laws to be Adopted by Membership

[EDIT GROUP]

Society of American Archivists

Proposed Labor Archives Roundtable Bylaws

I NAME. The name of the roundtable shall be the Labor Archives Roundtable.

II MISSION. The mission of the roundtable is to promote communication among archivists, labor organizations, researchers, and institutions concerned with records in the field of labor, to advocate for the preservation of and access to labor records, and to develop and advance cooperative strategies and guidelines for ensuring comprehensive documentation of the labor movement. The business meeting at the annual SAA conference is the main forum for roundtable members to discuss how to fulfill their mission.

III MEMBERS. Membership in the roundtable shall be determined according to the guidelines established in Section X. of the SAA Governance Manual.

[See Section X here: <http://www2.archivists.org/governance/handbook/section10/>]

IV GOVERNANCE.

A Officers.

The Co-Chairs serve as joint officers of the Roundtable. Only individual members of SAA and the Labor Archives Roundtable may hold these positions.

The Co-Chairs direct and report the activities of the Roundtable, organize and conduct the annual meeting of the Roundtable, hold elections, act as liaisons for the Roundtable to other bodies, appoint Roundtable committees as needed, and handle administrative matters, including, but not limited to, annual reports to the SAA.

As officers, Co-Chairs serve two-year terms and, if re-elected, may serve as Co-Chair for a total of four years. Each is expected to attend the annual meeting. Their terms are to be staggered such that no year will bring in two brand-new Co-Chairs (e.g., 2011-2013 and 2012-2014), so that an experienced Co-Chair will share leadership if at all possible at all times. If two new chairs are required, one will be designated as completing an unfinished term, and the other will begin a full two-year term.

B Duties of Officers. Officers shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.

C Nominations. The senior Co-Chair shall issue a call for nominations, including self-nominations, for the position of junior Co-Chair every June to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the senior Co-Chair and announced to roundtable members no later than June 15.

D Elections. Elections shall be conducted online with the assistance of the 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 senior Co-Chair to all roundtable members via the roundtable's official email discussion list and website.

E Appointments. Roundtable members may be appointed to leadership positions by the Co-Chairs. Positions will be filled based on discussions by the roundtable members at the annual meeting and/or via the roundtable discussion list.

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 ACTIVITIES. The Roundtable may undertake various projects to fulfill its mission. Activities will be approved by a majority vote by the membership at the annual meeting or via email, and implementation of projects will be overseen by the Co-Chairs with assistance by the membership.

VII **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.

Group Report

- [2011-2012 Labor Archives Business Meeting Minutes](#)
- [2010-2011 Annual Report](#)
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- [Candidate Statements for 2013 Labor Archives Roundtable Co-Chair Election](#)

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- [Labor Archives in the United States and Canada: A Directory](#)
- [LAR Activities](#)
- [Members and Officers](#)
- [Join the Labor Archives Roundtable e-mail list](#)
- [Mission](#)

Group Minutes

- [2001 Business Meeting Minutes](#)
- [2002 Business Meeting Minutes](#)



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2013 Local Government Records RT - Adopted Bylaws

[[EDIT GROUP](#)]

Society of American Archivists Local Government Records Roundtable Bylaws

(Adopted by the Local Government Records Roundtable membership June 10, 2013)

- I. **NAME.** The name of the roundtable shall be Local Government Records Roundtable.
- II. **MISSION.** The mission of the roundtable is to provide a forum for dialogue among archivists concerned with the administration, organization, and care of records of local government.
- 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. **Officers.** The roundtable shall be led by a Chair who is elected annually and who may not serve for more than three successive years.
- B. **Duties of Officers.** The Chair shall fulfill those responsibilities of officers specified in Section X. of the SAA Governance Manual.
- C. **Nominations.** The Chair shall issue a call for nominations, including self-nominations, for the position of Chair every June to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the Chair and announced to roundtable members no later than June 15.
- D. **Elections.** Elections shall be conducted online with the assistance of the 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.
- E. **Appointments.** Roundtable members may be appointed to additional leadership roles by the Chair.
- 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 Chair. 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.

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- [2013 Local Government Records RT - Candidate for Chair](#)
- [2013 Local Government Records RT - Adopted Bylaws](#)

Group News Item

- [Local Government Records RT - 2013 Election Candidates and Bylaws](#)
- [Local Government Records Annual Meeting 2012](#)



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Metadata and Digital Objects Roundtable Bylaws

[[EDIT GROUP](#)]

**Society of American Archivists
 Metadata and Digital Objects Roundtable
 Bylaws**

- I. NAME.** The name of the roundtable shall be Metadata and Digital Objects Roundtable (MDOR).
- II. MISSION.** The mission of the roundtable is to promote discussion, education, and collaboration among archivists interested in digitization, digital archival objects, and the metadata that enables access, management, and preservation of digital objects.
- 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. Officers.** The roundtable shall be led by a Chair or two Co-Chairs. Ideally, the officers of the roundtable shall be a Senior Co-Chair and a Junior Co-Chair who serve staggered two-year terms. The Junior Co-Chair shall be elected annually for a two-year term, serving in year one as Junior Co-Chair and in year two as Senior Co-Chair. After completion of the two-year term, the Senior Co-chair may continue to serve for another year as a Steering Committee member, if a position has become vacant. No person may serve as the senior leader of the Roundtable for more than three successive years, nor may any person serve on the Steering Committee of the Roundtable (in any capacities) for more than six successive years. A Steering Committee of seven additional members, serving for a three-year term, shall be elected on a rotating basis as needed.
- B. Duties of Officers.** Officers shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual and as specified in the Metadata and Digital Object Roundtable Leadership Handbook.
- C. Nominations.** The Chair shall issue a call for nominations, including self-nominations, for Chair/Co-Chair and other Steering Committee positions as needed, every June, to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15.
- D. Elections.**
 Elections shall be conducted online with the assistance of the 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.
 Each non-Chair Steering Committee member is elected for a three-year term, with two members ideally elected in each year. Should a Steering Committee member not complete his/her term, the position will be filled by an interim member selected by the Steering Committee and Chair(s). Interim members are permitted to run for their position when the interim period expires.
 The Co-Chairs are to be elected annually by the membership in an electronic election. MDOR shall comply with the SAA's criteria and rules for Section elections.
 Only members of SAA and of MDOR may:
1. Serve in an elected or appointed position,
 2. Nominate Co-Chairs or Steering Committee Members, or
 3. Vote.
- Newly elected Steering Committee members and Co-Chairs officially begin their terms at the close of the SAA annual meeting.
- E. Appointments.** Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, Internship Program Coordinator, Social Media Coordinator, etc.) by majority vote of the Steering Committee. Further descriptions of these roles may be found in the Metadata and Digital Object Roundtable Leadership Handbook. The Steering Committee may also include in its meetings a student representative to serve a one-year (renewable) term.
- 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.

A PDF version of the Bylaws can be downloaded [HERE](#).

MDOR Bylaws v. 05/01/13

Attachment	Size
MDOR Bylaws_050313.pdf	61.67 KB

- RELATED GROUP CONTENT**
GROUP PAGE
- [MDOR Plans](#)
 - [Annual Reports/Minutes](#)
 - [Presentations at 2013 MDOR Annual Meeting](#)


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Proposed Bylaws of the Military Archives Roundtable

[EDIT GROUP]

Bylaws of the Military Archives Roundtable of the Society of American Archivists

I. Statement of Need

Intrinsic to the experience of many nations is the pervasive nature of conflict. Military institutions impact societies in areas far beyond the execution of military conflict and in ways not generally understood or documented. The impact of this on national and international policy, economics, society, social mores, and the individual human being either on the front line or on the home front is just now beginning to be understood. It is vital that an informed public have available to it the full range of records and historical experience necessary to deal with this social reality.

II. Mission

The mission of the Military Archives Roundtable (hereafter, MART) is to foster dialogue among archivists working with military-related collections and other stakeholders on a wide variety of archival issues, including management, preservation, description, and access to the wide spectrum of materials documenting the impact of military conflict and to facilitate collaboration and information-sharing among archival institutions, universities, government agencies, legal bodies, and nongovernment agencies that are documenting and preserving records of issues related to the military and military service and the impact of the military on society.

III. Membership

Membership in the MART is open to any archivist of any institution that collects or is interested in collecting records documenting the impact of military service, military institutions or military policy on society, subject to the guidelines established in Section X. of the SAA Governance Manual.

IV. Structure

The operating structure of the MART will be configured in the following fashion for accomplishing the work of the roundtable.

- A. Coordinating Committee – The committee will be composed of the MART officers and Steering Committee chair, and will primarily be responsible for liaison with the SAA Council and making sure that MART activities are in accordance with SAA standards and requirements.
- B. Steering Committee – The committee will be composed of the Steering Committee chair (who is appointed by the MART chair), a Steering Committee secretary (who is appointed by the MART chair), and the chairs of the various MART committees or working groups. The primary responsibility of this committee is to create the structure, committees or working groups necessary to carry out the mission of the MART. Within the context of these bylaws, committees will largely be issues oriented and ongoing in nature and working groups will largely be project oriented with more limited objectives and time frames.
- C. Committees and Working Groups – Any number of committees and working groups can be approved by the MART membership by referendum or by a vote at the roundtable's annual meeting. Each committee and working group will be led by a chair appointed by the MART chair and a secretary chosen by the chair of the committee or working group. Committee and working group chairs will also serve on the Steering Committee.

V. Duties of Officers and Elections

- A. The MART will have the following officers, whose primary responsibilities will be acting as a liaison with the SAA Council, filing the annual report of MART activities with the SAA Council and facilitating working relationships and reporting by MART committees and working groups.
 1. Chair – Shall facilitate the annual meeting and other meetings with the advice and assistance of the Steering Committee. The chair will also appoint committee and working group chairs, act as the primary liaison between the MART and the SAA Council and coordinate the generation and submission of all reports to the SAA.
 2. Vice Chair – Serves as acting chair in the absence of the chair, serves as acting chair until an election can be held to name a new chair if the current chair cannot complete the term of office, and performs other duties assigned by the chair.
 3. Secretary – Is responsible for keeping minutes of the MART annual meeting and Coordinating Committee meetings; serving as archivist for the MART by collecting and maintaining all MART records and, with the help of the Steering Committee secretary, collecting and maintaining the reports and minutes of the various MART committees and working groups; and performing other duties as assigned by the MART chair. At the end of his/her term, the secretary will be responsible for transferring all active records to his/her successor and all inactive records to the SAA Archivist.
- B. Elections
 1. Officers. The MART will have elections for the following officers: Chair, Vice Chair, and Coordinating Committee Secretary.
 2. Terms of Service. All officers will serve two-year terms. Terms of office will begin at the close of the annual meeting immediately after their election.
 3. Elections. Elections shall be conducted online with the assistance of the 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.
 4. Nominations – A nominating committee appointed by the Steering Committee will solicit volunteers and nominations for MART offices, and confirm that nominees are willing to serve and are SAA members in good standing.

VI. Meetings

The following paragraphs lay out the requirements for meetings and reporting of MART committees and working groups.

- A. Annual Meeting – The MART will meet at least once per year during the Annual Meeting of the Society of American Archivists and may meet at other times as deemed appropriate by the Steering Committee or membership.
- B. Endorsement of Proposals for Annual Meeting – The MART may endorse proposals for sessions submitted to the SAA Program Committee by individuals and by the MART. SAA rules and timelines for endorsement will be followed. **Priority will be given to proposals submitted by MART members.** Proposals will be reviewed by the Coordinating Committee, which will make the final decision on endorsement and forward these endorsements to the SAA. Members of the Coordinating Committee who submit proposals are ineligible to vote on their own proposals.

- C. **Other Meetings** – As provided for above, committees and working groups of the MART may meet in a time, place, and manner most conducive to completing their assigned tasks.
- D. Committee and working group secretaries will keep and forward to the Steering Committee secretary the minutes of any meetings. The progress of these committees and working groups will be reported on at least once a year during the meeting of the MART at the Annual Meeting of the Society of American Archivists and as requested by the MART chair or Steering Committee chair.

VII. Communications

The MART will use various forms of media to communicate with members and the public. The goal will be to allow MART members to communicate with each other, colleagues, and the public in a way that will be efficient and effective.

- A. MART Listserv – The Listserv will be the primary means of communication to MART membership on issues of common interest.
- B. MART Facebook – The MART Facebook page will serve as a public interface of the MART.
- C. MART Website - The MART website will serve as a public interface for the MART and will list contact information for current officers and committee members.

VIII. Amendments

Proposed amendments to the bylaws will be published via the Listserv at least one month prior to the annual meeting. Amendments must be approved by a two-thirds majority of members attending the annual meeting. Copies of the bylaws will be available on the roundtable's website and by request from the secretary of the Coordinating Committee.

Date Approved by the SAA Council: _____

RELATED GROUP CONTENT

GROUP PAGE

- [Proposed Bylaws of the Military Archives Roundtable](#)
- [Candidate Bios for 2012 Officer Candidates](#)
- [Goals of the Military Archives Roundtable](#)

GROUP NEWS ITEM

- [Battle of New Orleans Staff Ride 13 Aug 13](#)
- [SAA Council Approves Petition to Form the Military Archives Roundtable](#)

GROUP MENU

- [About Us](#)



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NAAR By-laws [Under Review]

[Edit Group]

Native American Archives Roundtable By-Laws

I. NAME.

The name of the roundtable shall be the Native American Archives Roundtable (NAAR).

II. MISSION.

The mission of the roundtable is to serve as a forum to educate archivists on the complexities and beauty of Native American archives of the western hemisphere and as a source of communication and inspiration for archivists working with Native American collections.

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. Officers.

The officers of the roundtable shall be a Chair and Vice-Chair/Chair-Elect. The Vice-Chair shall be elected annually for a two-year term, serving in year one as Vice-Chair and in year two as Chair. The outgoing Chair also serves a third year on the Steering Committee as the Immediate Past Chair and Chair of the Nominating Committee.

In addition, a Steering Committee of six members shall be elected, each for a three-year term, with one-third elected in each year. Additional members may be elected if so desired by the Officers.

B. Duties of Officers. Officers shall fulfill those responsibilities specified in [Section X](#), of the SAA Governance Manual.

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

D. Elections.

Elections shall be conducted online with the assistance of the 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.

E. Appointments. Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, etc.) by majority vote of the membership; or in extenuating circumstances, by a majority vote of the steering committee.

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 officer[s]. 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.

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- [NAAR Annual Elections](#)
- [NAAR Annual Reports](#)
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Society of American Archivists

Performing Arts Roundtable Bylaws

(last revised 3/6/2013)

I. NAME.

The name of the roundtable shall be the Performing Arts Roundtable.

II. MISSION.

The mission of the Performing Arts Roundtable is to encourage the exchange of information on historical and contemporary documentation of music, dance, theater, motion pictures, and other performance media.

III. MEMBERS.

Membership in the Performing Arts Roundtable is open to archivists or other individuals who work with or have an interest in the archival records that document performing artists and performing arts organizations, subject to guidelines established in Section X of the SAA Governance Manual.

IV. GOVERNANCE.

A. Officers.

Only members of SAA and the Performing Arts Roundtable may serve as officers of the roundtable. The officers of the roundtable shall be a Chair and a Co-chair. The Co-chair shall be elected annually for a two-year term, serving in year one as Co-chair and in year two as Chair.

B. Duties of Officers.

The responsibilities of the Chair and Co-chair are as follows:

1. The Chair will submit a list of roundtable leaders and their contact information within 14 days of the close of the Annual Meeting to the SAA Executive Office.
2. The Chair will also draft and submit an annual report to the Steering Committee, with a final copy submitted to the SAA Executive Director within 90 days of the Annual Meeting.
3. The Chair and the Co-chair will alternate writing the welcome letter for each newsletter.
4. The Chair and the Co-chair will initiate planning of the annual roundtable meeting.
5. The Chair and the Co-chair will delegate responsibilities for updating and maintaining the roundtable's website, and other special projects that may arise.

C. Steering Committee.

The Steering Committee shall consist of the officers, appointed positions (Newsletter Editors, Web Liaisons), and two additional elected members. The Steering Committee shall serve in an advisory capacity to the Chair and its members may be assigned specific responsibilities by the Chair. Committee members establish projects for the year, help to plan the annual meeting of the roundtable, and

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, which will be submitted to the Chair.

D. Nominations.

The officers shall issue a call for nominations, including self-nominations, for the positions of Co-chair and Steering Committee member by June 1 to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15.

E. Elections.

Officer and Steering Committee member elections shall be conducted online with the assistance of the 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 Co-chair is unable to succeed to the office of Chair, a new chair shall be elected following the same procedures as for election of the Co-chair. Steering Committee members shall serve two-year terms, with additional members elected if for any reason unexpired terms need to be filled.

F. Appointments.

Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, etc.) by majority vote of the Steering Committee. Available positions will be announced in June with the slate of elected positions. In the case of the Newsletter Editor position, there will be at minimum two Newsletter Co-Editors. An assistant editor or editors may also be appointed. Newsletter Co-editors solicit and compile content for the newsletter, which is published on the Performing Arts Roundtable website approximately twice a year. Newsletter editors and other appointed positions are not responsible for roundtable governance, but may assist with projects as needed. Appointed positions participate in all Steering Committee activities.

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.

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Group Newsletter

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Group News Item

- [PAR Elections](#)



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2013 Privacy and Confidentiality Roundtable Bylaws

[[EDIT GROUP](#)]

- I. **NAME.** The name of the roundtable shall be the Privacy and Confidentiality Roundtable.
- II. **MISSION.** The mission of the roundtable is to provide a forum for the discussion of privacy and confidentiality issues and their legal and ethical implications for archival practice.
- III. **MEMBERS.** Membership in the roundtable shall be determined according to the guidelines established in Section X. of the SAA Governance Manual. Membership in the roundtable is open to all SAA members who are interested in privacy and confidentiality issues.
- IV. **GOVERNANCE.**
 - A. **Officers.** The officers of the roundtable shall be a Chair and a Vice Chair/Chair-Elect. The Vice Chair shall be elected annually for a two-year term, serving in year one as Vice Chair and in year two as Chair. In addition, a Steering Committee of three members shall be elected, each for a two-year term, with staggered terms.
 - B. **Duties of Officers.** Officers shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.
 - C. **Nominations.** The Chair shall issue a call for nominations, including self-nominations, for the positions of Vice Chair/Chair-Elect and Steering Committee member every June to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15.
 - D. **Elections.** Elections shall be conducted online with the assistance of the 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.
 - E. **Appointments.** Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, etc.) by the Chair in consultation with the Steering Committee.
- 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 meeting. 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.

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- [Privacy and Confidentiality Roundtable 2013 Election Results](#)
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- [SAA Privacy & Confidentiality Roundtable Newsletter - 9/12/2012](#)

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Society of American Archivists

Recorded Sound Roundtable Bylaws

- I. **NAME.** The name of the roundtable shall be the Recorded Sound Roundtable.
- II. **MISSION.** The mission of the roundtable is to serve as a forum for discussing the role, needs, and care of sound recordings in archival collections.
- 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. **Officers.**

The officers of the roundtable shall be a Chair and a Vice Chair. The Vice Chair shall be elected annually for a two-year term, serving in year one as Vice Chair and in year two as Chair.

In addition, a Steering Committee of up to six members shall be elected, each for a one-year term, and the immediate past Chair shall be included as a member of the Steering Committee.

- B. **Duties of Officers.** Officers shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.

- C. **Nominations.** The Chair shall issue a call for nominations, including self-nominations, for the positions of Vice Chair and Steering Committee Members every June to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15.

- D. **Elections.**

Elections shall be conducted online with the assistance of the 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.

- E. **Appointments.** Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, etc.) by majority vote of the Chair, Vice Chair, and Steering Committee.

- 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.



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Bylaws

[EOT GROUP]

**BYLAWS
RECORDS MANAGEMENT ROUNDTABLE
OF THE
SOCIETY OF AMERICAN ARCHIVISTS**

ARTICLE ONE: NAME AND AFFILIATION

A. The name of this organization shall be the Society of American Archivists Records Management Roundtable, hereinafter referred to as the Roundtable. The Roundtable shall be a subsidiary unit of the Society of American Archivists.

ARTICLE TWO: PURPOSE AND MISSION

A. The Records Management Roundtable encourages discussion of current issues in records and information management and promotes better understanding of the importance of collaborative efforts between archivists, records managers, and other information professionals. The roundtable works with the Society of American Archivists to promote proactive and responsible records and information management practices that benefit the Society of American Archivists, archival and records management institutions and professionals, consumers of records and information management services, and society as a whole through the verification of the authenticity and accuracy of records. The roundtable endorses and upholds the profession's ethical standards and guidelines, while encouraging a strong commitment to the professional development of its members through continuing education; developing professional standards and practices; and educating society about records and information management. The roundtable encourages diversity, initiates discussions and training in records management technologies, and promotes public awareness of the records and information management profession and its close ties to archives management.

ARTICLE THREE: MEMBERSHIP

A. Any member or non-member of the Society of American Archivists may become a member of the Records Management Roundtable in accordance with the most current Guidelines for Roundtables as set forth by the Society of American Archivists Council.

ARTICLE FOUR: MEETINGS

- A. The Roundtable shall hold a meeting each year as a part of the schedule of the Annual Meeting of the Society of American Archivists.
- B. A quorum for the conduct of business shall be constituted by the membership present at the Annual Meeting.
- C. The results of all votes taken at the Annual Meeting shall be considered true and valid and shall remain in effect until the next Annual Meeting or until the steering committee shall decide to hold a special vote using the Society of American Archivists electronic voting procedures.
- D. The results of all votes taken at the Annual Meeting shall be governable by the rules and regulations as set forth in the current edition of the Guidelines for Roundtables.

ARTICLE FIVE: STEERING COMMITTEE

- A. The number of steering committee members shall be ten, including the chair, vice-chair, and immediate past chair.
- B. The steering committee shall be elected each July by electronic vote in an election supervised by the Society of American Archivists staff. The seven persons receiving the seven highest vote totals shall constitute the steering committee.
- C. Steering committee members shall serve terms of one (1) year. There shall be no term limit for steering committee members.
- D. Steering committee members must be members of the Society of American Archivists and the Records Management Roundtable.
- E. In the case of a vacancy or vacancies on the steering committee, the chair and vice-chair, with the approval of the steering committee, may appoint individuals to serve on the steering committee.

ARTICLE SIX: OFFICERS

- A. The officers of the Roundtable shall consist of a chair and vice-chair, to be elected annually by the membership in an electronic election.
- B. The chair shall coordinate the duties of the Roundtable and shall be the official representative of the Roundtable to the Society of American Archivists subsidiary units and outside organizations and persons.
- C. The vice-chair shall assist the chair in the operation of the Roundtable and shall plan the annual meeting speaker roster. The vice-chair shall coordinate at least two roundtable committees or working groups.
- D. In the case of a vacancy in either the chair or vice-chair positions, the current steering committee, under guidance from the Society of American Archivists Council liaison to the Roundtable, shall elect a replacement to serve until the next annual meeting.

ARTICLE SEVEN: NEWSLETTER

- A. The Roundtable shall periodically publish, at least two (2) times per year, a newsletter detailing the activities, projects, and initiatives of the Roundtable and its members. The newsletter shall be titled "The Records Manager."
- B. The chair and vice-chair shall annually appoint a newsletter editor(s), who shall be in charge of production and distribution of the newsletter.
- C. The newsletter shall be produced in accordance with the "Newsletter Guidelines" of the Roundtable, as amended. The newsletter guidelines will be reviewed annually by the editors and the steering committee.

ARTICLE EIGHT: WEBSITE

- A. The Roundtable shall maintain a current website detailing its leadership, membership, and activities and providing resources for the membership. The website shall be placed on the Society of American Archivists server.
- B. The chair and vice-chair shall annually appoint a webmaster, who shall be in charge of maintenance of the website. The webmaster will be supported and advised by a volunteer web design committee, consisting of at least two (2) Roundtable members appointed by the chair and vice-chair.
- C. The website shall be maintained and modified in accordance with the guidelines for websites of the Society of American Archivists. The website will adhere to accessibility practices.

ARTICLE NINE: PARLIAMENTARY AUTHORITY

- A. All meetings of the Roundtable shall be governed by the rules and procedures set forth in the most current edition of *Roberts Rules of Order Newly Revised* in all such cases to which they are applicable and attainable.

ARTICLE TEN: AMENDMENTS

A. These Bylaws may be amended by a two-thirds (2/3) majority of the members voting in an electronic vote supervised by the Society of American Archivists staff.

B. When the Society of American Archivists Council amends or modifies the Guidelines for Roundtables that affect specific provisions of these Bylaws, then those provisions shall be considered amended and shall immediately go into effect, not requiring a vote of the roundtable membership. Such automatic changes shall be placed into these Bylaws in all places to which they are applicable.

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**Research Libraries Roundtable
of the
Society of American Archivists**

Bylaws

- I. NAME.** The name of the roundtable shall be **Research Libraries Roundtable**.
- II. MISSION.** The mission of the roundtable is to promote discussion and collaboration on initiatives and research projects that affect archivists working in a research library context.
- 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. Officers.

The officers of the roundtable shall be a Chair and a Vice Chair/Chair-Elect. The Vice Chair/Chair Elect shall be elected annually for a two-year term, serving in year one as Vice Chair and in year two as Chair.

B. Duties of Officers. Officers shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.

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

D. Elections.

Elections shall be conducted online with the assistance of the 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.

Any vacancies in elected positions that may occur between election cycles shall be filled as follows. If the current Chair is unable to complete the term, the Vice Chair/Chair Elect will assume the role for the remainder of the term as Acting Chair. The Acting Chair/Vice Chair/Chair Elect will assume the duties of Chair at the close

of the next annual meeting. The Acting Chair/Vice Chair/Chair Elect may appoint an Interim Vice Chair to serve until the next annual election is conducted. If the current Vice Chair/Chair Elect is unable to complete the term, the Chair may appoint an Interim Vice Chair to serve until the next annual election is conducted. If the Vice Chair/Chair Elect is unable to assume the position of Chair at the conclusion of the annual meeting, the vacant Chair position will be filled by the incoming Vice Chair/Chair Elect as Acting Chair and will assume the duties of Chair at the close of the next annual meeting.

E. Appointments. A Steering Committee consisting of up to five (5) Roundtable members may be appointed, each for a one-year term, at the discretion of the incoming Chair. Appointments are renewable; however, no person may serve in an appointed position for more than three (3) consecutive years. The Steering Committee may assist the Chair and/or Vice Chair in making recommendations about Roundtable matters.

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.



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STHC Roundtable Bylaws

[[EDIT GROUP](#)]

Society of American Archivists Science, Technology, and Healthcare Roundtable Bylaws

- I. NAME.** The name of the roundtable shall be Science, Technology and Health Care Roundtable.
- II. MISSION.** The mission of the roundtable is to provide a forum for archivists with interests or holdings in science, technology, and health care, presenting opportunities to exchange information, solve problems, and share successes.
- 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. Officers.**
The officers of the roundtable shall be a Senior Co-chair and a Junior Co-chair. The Junior Co-chair shall be elected annually for a two-year term, serving in year one as Junior Co-chair and in year two as Senior Co-chair.
- B. Duties of Officers.** Officers shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.
- C. Nominations.** The Senior Co-Chair shall issue a call for nominations, including self-nominations, for the position of Junior Co-chair every May to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officer and announced to roundtable members no later than June 1.
- D. Elections.**
Elections shall be conducted online with the assistance of the 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.
Vacancies due to resignation shall be filled by majority vote of the Steering Committee. (see E. Appointments).
- E. Appointments.** Roundtable members may be appointed to additional leadership roles by majority vote of the Steering Committee. Considerations for appointments are made by nomination from the membership or self-nomination. Vacancies shall be filled by majority vote of the Steering Committee; vacancy appointees shall serve out the remainder of the vacated term.
- STHC Roundtable appointee roles are:
- Web Liaison
 - Newsletter Editor
 - Steering Committee
- o The Steering Committee shall be composed of the two Co-chairs, outgoing Senior Co-chair, Web Liaison, Newsletter Editor, and no more than 8 Members At Large.
 - o In appointing Members at Large, every effort shall be made to reflect geographic and subject area diversity reflected in the mission statement
 - o Members at Large shall be appointed to a 3-year term. Members At Large may be reappointed.
 - o Members At Large shall maintain their good standing through a combination of at minimum biennial Annual Steering Committee Meeting attendance, contributing to the Roundtable's development and vitality, listserv participation, responsiveness to requests from the Chairs, and meeting deadlines.
- 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.

Attachment	Size
DRAFT_STHC_bylaws_2013.pdf	22.1 KB

Group News Item

- [Archival Elements Newsletter: 2013 issue is here](#)
- [Message From the Co-Chairs](#)
- [Archival Elements: Call for submissions](#)
- [Exciting Changes in HIPAA Regulations](#)

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- [STHC Roundtable Bylaws](#)
- [2013 Elections](#)
- [2012 Annual Meeting Presentations](#)
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- [HIPAA Resource Page](#)



Security Roundtable Bylaws, Adopted July 2013

[EDIT GROUP]

Society of American Archivists

Security Roundtable Bylaws

Adopted July 2013

- I. **NAME.** The name of the roundtable shall be the Security Roundtable.
- II. **MISSION.** The Security Roundtable of the Society of American Archivists was founded in 1997 as a forum to focus on issues relating to the prevention of theft in archival and manuscript repositories. The mission of the roundtable is to combat theft, mutilation, forgery, hacking, and other acts that compromise the integrity of the historical record and deny access to users.

We do this by:

- facilitating the sharing of information, ideas, and opportunities between archivists, our partners in allied professions, and our institutions;
- calling for attention to and understanding of the unique security challenges associated with archival collections through advocacy efforts within the profession as well as society at large;
- exploring best practices currently employed by archival institutions as well as those utilized in other environments;
- recommending sound policies to the Society of American Archivists and our members through the development of new guidelines, endorsement of external actions, and careful examination of existing standards;
- evaluating new technologies and strategies for potential application in archival security programs;
- offering opportunities for education, discussion, and collaboration;
- collecting and analyzing data in an effort to better understand and address factors contributing to security incidents;
- formalizing established partnerships and developing new ones with entities across a wide spectrum of security and cultural heritage organizations;
- soliciting expert presentations for the annual Security Roundtable meeting;
- encouraging a culture of transparency when dealing with the aftermath of a security incident;
- supporting the efforts of law enforcement officers investigating allegations of archival crimes;
- creating, revising, and/or endorsing proposals for security-related sessions, pre-conference workshops, publications, and continuing education programming of the Society of American Archivists.

- 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. **Officers.** The officers of the roundtable shall be a Senior Co-chair, a Junior Co-chair, and a Secretary. The Junior Co-chair shall be elected annually for a two-year term, serving in year one as Junior Co-chair and in year two as Senior Co-chair. The Secretary is elected annually and may not serve more than three successive years.

B. Duties of Officers. Officers shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.

C. Nominations. The Chair shall issue a call for nominations, including self-nominations, for the positions of Junior Co-chair and Secretary every June to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15.

D. Elections.

Elections shall be conducted online with the assistance of the 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.

E. Appointments. Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, etc.) by the Chair.

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.

Attachment	Size
 Security roundtable bylaws 2013.docx	23.5 KB

Group Page

- [Links to Security Resources](#)
- [Security Roundtable Bylaws, Adopted July 2013](#)

Group Report

- [2012 Security Roundtable Report](#)
- [2011 Security Roundtable Report](#)

Group News Item

- [Draft bylaws \(complete text\)](#)
- [Meet our candidate for Chair-Elect](#)
- [Meet our candidate for Secretary](#)
- [Meet our candidate for Chair](#)
- [Draft bylaws \(downloadable version\)](#)

Group Minutes

- [Security Section Minutes, Annual Business Meeting, August 24, 2011](#)
- [Security Section Minutes, Annual Business Meeting, August 8 2012](#)


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SNAP Bylaws

[[EDIT GROUP](#)]

(revised 6/17/2013)

SOCIETY OF AMERICAN ARCHIVISTS STUDENTS AND NEW ARCHIVES PROFESSIONALS ROUNDTABLE

BYLAWS

ARTICLE ONE: *MISSION*

The Students and New Archives Professionals (SNAP) Roundtable exists to focus attention on and give voice to the needs and concerns of its members—and, in particular, students, interns, new professionals, early-career archivists, and individuals seeking professional employment—within the Society of American Archivists (SAA) and the field in general.

ARTICLE TWO: *STATEMENT OF GOALS AND OBJECTIVES*

SNAP will:

1. Advocate on behalf of students and new archives professionals (new archivists) by raising their visibility within SAA, promoting their unique skills and areas of expertise, and providing a formal channel to voice their needs and concerns in regard to relevant issues.
2. Provide a forum for new archivists to share their concerns and learn from each other.
3. Bridge the gap between participation in SAA student chapters and participation in SAA.
4. Encourage new archivists to become members of and pursue leadership positions within SAA.
5. Facilitate and encourage remote participation through social media and other online resources and thereby provide a model to other SAA groups for engaging members online.
6. Support new archivists as they begin their careers as well as when they move from entry-level positions to mid-career or managerial positions.

ARTICLE THREE: *MEMBERSHIP*

Any member or nonmember of SAA, including new and more experienced archives professionals, may participate in SNAP in accordance with the most current Guidelines for Roundtables as set forth by the SAA Council.

ARTICLE FOUR: *GOVERNANCE*

A. *Steering Committee*

The SNAP Steering Committee will be composed of six members, three of whom will be elected officers (chair, vice chair/chair elect, and secretary), with the others elected at large.

Steering committee members (with the exception of the vice chair/chair-elect) will serve a term of one year. At least one member of the steering committee must be present at the annual meeting.

The steering committee will:

1. Provide leadership to and share information with roundtable members.
2. Identify and appoint *ex officio* members to the steering committee
3. Solicit input from members.
4. Organize roundtable elections and voting.
5. Appoint temporary and/or permanent committees as needed.

B. *Officers*

The chair, vice chair/chair-elect, and secretary will serve as officers of the roundtable. Only individual members or the primary contacts of institutional members of SAA and the SNAP Roundtable may hold these positions. The term for each office is one year, beginning at the close of the SAA annual meeting.

1. The chair directs and reports the activities of the roundtable, organizes and runs the annual meeting, leads the steering committee, and handles administrative duties, including, but not limited to submitting the roundtable's annual report and serving as the roundtable's liaison to SAA and its Council. The chair, in consultation with the other members of the steering committee, may solicit and appoint roundtable volunteers to serve as the web liaison, newsletter coordinator, student chapter coordinator, and/or social media coordinator.
2. The vice chair/chair-elect assists the chair in the operation of the roundtable, serves as acting chair in the absence of the chair, and participates as a member of the steering committee. The vice chair/chair-elect also takes over the position of chair in the event that the chair resigns or becomes unable to serve.

3. The secretary serves as the official record keeper of the roundtable, is responsible for compiling and sharing minutes from steering committee and annual meetings, and coordinates the work of the communications subcommittee, when and if such a committee is deemed necessary.

C. *Ex Officio* Steering Committee Members

Ex officio members of the steering committee will be non-voting and will consist of SAA's appointed Council Liaison and positions duly appointed by the SNAP Roundtable Steering Committee, which may include:

1. Web coordinator: Maintain the SNAP website with current news and information and update as necessary.
2. Social media coordinator: Manage the social media presence of the roundtable, distribute news and information, and promote interaction of SNAP members on various social media platforms.
3. Newsletter coordinator: In charge of production and distribution of the newsletter and the promotion of SNAP and its activities. If deemed necessary, the outreach/newsletter coordinator will have the authority to solicit volunteers to assist in the newsletter's preparation.
4. Student chapter coordinator: Serve as a liaison between SNAP and SAA student chapters.
5. Blog coordinator: Manage the blog presence of the roundtable, distribute news and information, and promote interaction of SNAP members on the blog.

The steering committee may appoint additional coordinators/*ex officio* members as needed.

D. Meetings

1. SNAP will meet once per year at the time of the annual meeting of the SAA. The time and agenda will be announced in the SNAP newsletter and on the SNAP listserv prior to the meeting.
2. The Steering Committee will convene remotely (virtually or by phone) on a regular basis and as needed, as determined by the committee members.
3. SNAP members are encouraged to gather and meet outside of the annual meeting, including at regional conferences, informally, or virtually.

E. Elections and Voting

1. Elections

1. Voting for roundtable officers and steering committee positions will be conducted via an online ballot system provided by the SAA staff. The steering committee will be responsible for organizing roundtable voting and elections and ensuring that elections comply with the criteria and rules for Section elections, as outlined in the SAA Guidelines for Roundtables. All candidates for election must be members of SAA and the roundtable, and only SAA members are eligible to vote for roundtable leaders. To ensure adequate student representation in the roundtable leadership, at least two candidates on the slate must be students at the time of the election.
2. The steering committee may recruit volunteers from the roundtable membership to assist with the nominating and election process, if it so chooses. The committee will be responsible for ensuring adequate student representation among the candidate slate. The committee will solicit candidates for the next year's officers and steering committee using notices on the listserv, newsletter, website, social media, etc., and prepare an appropriate slate of candidates.
3. All nominations must be collected by the steering committee by June 1. The committee, in coordination with the communications subcommittee, will be responsible for publicizing the slate of candidates and ensuring that ballot information will be made available to roundtable members no later than July 1 and be accessible for at least two weeks. Election results will be announced around the time of the annual meeting and roundtable officers and steering committee members will assume office at the close of the annual meeting.

2. Voting

All roundtable voting, including non-election voting, will take place electronically.

Roundtable election and business votes will be determined by a plurality of the voting members; amendments to roundtable bylaws require a two-thirds (2/3) majority for passage.

3. Resignations

Should any elected officer or steering committee member resign, a special election will be held to fill the vacancy.

ARTICLE FIVE: COMMUNICATIONS

SNAP will distribute information to SAA members and the general archival community via the roundtable's newsletter, SAA's member communications, the SNAP listserv, the roundtable's website, and via social media. Roundtable communications will be coordinated by a communications subcommittee that will consist of the roundtable secretary, web coordinator, outreach/newsletter coordinator, and social media coordinator.

A. Newsletter

1. The roundtable will publish a newsletter periodically, at least two (2) times per year, detailing the activities, projects, and initiatives of the roundtable and its members.
2. Once published, the newsletter will be available via the SNAP website.

B. Listserv:

1. The listserv is maintained for the benefit of the roundtable as a forum for students and new and/or emerging archives professionals to discuss topics and concerns, make inquiries to other listserv members, and make announcements.
2. In accordance with SAA's Guidelines, the listserv is open to all, and anyone with an email account may subscribe to the listserv.

C. Website:

1. The roundtable will maintain a current website detailing its leadership, membership, activities, and resources for the membership.
2. The SNAP website serves as the public interface between the roundtable and its members, the larger SAA community, and the general public.

- The website will be maintained and modified in accordance with the most current Guidelines for Roundtable Websites of the SAA, and will adhere to accessibility best practices.

D. Social Media

Information regarding the roundtable will be distributed to the roundtable's members and general archival community via social media sites.

VI. Amendments

- These Bylaws may be amended by a two-thirds (2/3) majority of the members voting in an electronic ballot.
- Amendments to these Bylaws may be proposed by any roundtable member. Such proposed bylaws amendments must be submitted to the roundtable chair sixty (60) days prior to the annual meeting and must then be publicized on the roundtable's website, listserv, social media, etc. at least one month prior to the annual meeting. A discussion of the proposed amendments may take place electronically, as well as at the roundtable annual meeting.
- After appropriate notice and discussions, proposed amendments shall be voted on immediately following the annual meeting.
- When the SAA Council amends the Guidelines for Roundtables that affect specific provisions of these Bylaws then those provisions will be considered amended and shall take effect immediately, and not require a vote of the roundtable membership.

RELATED GROUP CONTENT

GROUP NEWS ITEM

- [SNAP Roundtable Annual Meeting - SAA 2013 New Orleans](#)
- [SAA 2013, New Orleans - Rideshare/Roomshare/Housing](#)
- [2013-14 SNAP Election Results](#)
- [Update: SNAP Bylaws](#)
- [Update: SNAP Draft Bylaws](#)
- [SNAP Steering Committee Meeting Minutes #10 - 4/14/2013 Now Available](#)
- [SNAP Steering Committee Meeting Minutes #8 - 2/10/2013 Now Available](#)
- [Congratulations to the newest member of the SNAP Steering Committee, Rebecca Stephens!](#)
- [SNAP Steering Committee Meeting Minutes - 1/13/2013 Now Available](#)

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- [SNAP Subgroups](#)
- [Networking](#)
- [Project Archivists Panel Details](#)
- [DAS Panel Details](#)
- [SAA Annual Meeting 2013 New Orleans - SNAP Roundtable Meeting](#)
- [SNAP elected officers 2013-2014](#)
- [SNAP Bylaws](#)
- [Draft SNAP Bylaws](#)

GROUP MINUTES

- [SNAP Steering Committee Meeting Minutes #9 - 4/14/2013 Now Available](#)
- [SNAP Steering Committee Meeting Minutes #8 - 2/10/2013](#)
- [SNAP Steering Committee Meeting Minutes - 1/13/2013](#)

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Bylaws

[EDIT GROUP]

Society of American Archivists

Bylaws for the Visual Materials Cataloging and Access Roundtable

- I. NAME.** The name of the roundtable shall be the Visual Materials Cataloging and Access Roundtable (VMCAR).
- II. MISSION.** The mission of the Visual Materials Cataloging and Access Roundtable is to provide a forum for archivists and others working with visual and audio-visual collections to discuss cataloging and access issues including—but not limited to—description methods, digitization, cataloging tools, and standards and best practices.
- 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. Officers.** The officers of the roundtable shall be a Chair and a Vice Chair. The Vice Chair shall be elected annually for a two-year term, serving in year one as Vice Chair and in year two as Chair.
- B. Duties of Officers.** Officers shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.
- C. Nominations.** The Chair shall issue a call for nominations, including self-nominations, for the position of Vice Chair every June to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15.
- D. Elections.** Elections shall be conducted online with the assistance of the 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 no candidates come forth for the online election, elections shall be conducted at the SAA Annual Meeting and shall be determined by a majority vote of members present at the roundtable's business meeting.
- E. Appointments.** Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, etc.) by majority vote of the Roundtable's steering committee.
- 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.

Group Page

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- [Visual Materials Section Cataloging and Access Roundtable Home Page](#)
- [VMCAR Reports](#)

Bylaws of the Society of American Archivists Web Archiving Roundtable

I. Name

The name of this roundtable shall be Web Archiving Roundtable.

II. Mission

To heighten advocacy and awareness of the issues archivists encounter related to the selection, appraisal, harvesting, management, preservation, and provision of access to web content.

III. Goals and Objectives

- A. Provide SAA a voice for issues related to web archiving.
- B. Enhance web archiving through the creation of best practices and community-based standards.
- C. Give direction and leadership to SAA in regards to web archiving.
- D. Cultivate the need for archives and special collections to create new job lines or repurpose existing ones to include a web archiving component.
- E. Educate the membership of SAA by increasing their understanding and ability to implement web archiving practices within their own institutions.
- F. Serve as a liaison to other organizations, nationally and internationally, engaged in web archiving, such as the Archive-It Partner Meeting and the International Internet Preservation Consortium.

IV. Membership

The Web Archiving Roundtable is open to any persons interested in the archival efforts to collect the web. Membership in the roundtable shall be determined according to the guidelines established in *Section X: Roundtables* of the SAA Governance Manual. Nonmembers of SAA may also participate in the Web Archiving Roundtable but will not have voting privileges or be eligible for elected/appointed leadership positions.

V. Meetings

The Web Archiving Roundtable will meet formally as a body at least once a year during the annual Society of American Archivists' Meeting. Other meetings or meetups may be held during the year at the discretion of the Steering Committee at-large with approval from the Chair or Vice Chair.

VI. Governance

The Web Archiving Roundtable Steering Committee is composed of five to six members from the roundtable leadership: Chair, Vice Chair, Web Liaison, Education Coordinator, one member from the Social Media Managers. When applicable, a sixth member of the Steering Committee will be appointed from the Best Practices/Toolbox Committee. The Chair, in consultation with the Vice Chair, is responsible for appointing members from the Social Media Managers and Best Practices/Toolbox Committee to serve on the Steering Committee. The Chair will serve as the head of the Steering Committee. The Steering Committee directs and coordinates all roundtable activities, including the establishment of annual projects and meetings.

Elected positions of leadership are as follows:

Chair: (1 individual)

- Provides leadership for
 - Elections
 - Reporting
 - Governance
 - Meetings
- Serves as liaison to SAA and other bodies.
- Coordinates session proposals for annual meeting.
- Serves as the head of the Steering Committee.
- Fulfills all responsibilities specified in *Section X: Roundtables* of the SAA Governance Manual.

Vice Chair: (1 individual)

- Gives support to fulfill the duties and responsibilities of the Chair as assigned.
- Operates as acting Chair in the absence of the Chair.
- Serves as member of the Steering Committee.
- Fulfills all responsibilities specified in *Section X: Roundtables* of the SAA Governance Manual.

Web Liaison: (1 individual)

- Maintains and updates roundtable website, for both SAA and external sites.
- Serves as member of the Steering Committee.

Education Coordinator: (1 individual)

- Serves as the roundtable's liaison to SAA Education Committee.
- Arranges informal online meet-ups for members.
- Prepares educational experiences, such as guest speakers, etc.
- Serves as member of the Steering Committee.

Social Media Managers: (1-2 individual[s])

- Coordinates and updates social media feeds utilized by the roundtable.

Appointed positions of leadership are as follows:

Best Practices/Toolbox Committee: (3-6 individuals)

- Creates/updates standards and promotes strategies to enhance the quality of web archiving.
- Shares links and resources with members, providing up-to-date information regarding developments in web archiving.

The Chair will serve for a term of one year to begin immediately following the annual Society of American Archivists' Meeting. The Vice Chair will serve for two years, in the first year as Chair elect and in the second year as Chair. All other positions appointed or elected shall be required to commit to a term of no more than one year.

VII. Elections and appointments

Membership in the Web Archiving Roundtable is required in order to participate in elections through candidacy or in casting a ballot.

The Chair shall issue a call for nominations, including self-nominations, for the positions of Vice Chair, Web Liaison, Education Coordinator, and Social Media Manager(s) every June to all Web Archiving Roundtable members via the roundtable's established forms of communication. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15.

Elections shall be conducted online with the assistance of the SAA staff and in accordance with the guidelines for Roundtable elections as specified in *Section X: Roundtables* 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.

Appointed leadership positions will be filled at the discretion of the Steering Committee. A call for volunteers will be issued by the Steering Committee, and coincide with the call for nominations timetable. The Chair will announce appointees.

In the case of leadership positions remaining vacant after elections are held, the Chair may appoint any member of the Web Archiving Roundtable to fulfill the obligations, including term limits, of the unoccupied position.

If an elected position is vacated before the term limit has expired, the Steering Committee may appoint any Web Archiving Roundtable member to fulfill the unexpired term, after which a normal election shall occur.

VIII. Communication

Information and news will be submitted and circulated to members of the Web Archiving Roundtable through the following venues:

- Web Archiving Listserv
- Official web page
- Blog site
- Twitter feed

All forms of roundtable communication will conform to *Section X.H. Communications* of the SAA Governance Manual.

IX. Amendments and Revisions

Amendments or revisions to these bylaws shall be determined by a majority vote of Web Archiving 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 SAA Council to ensure that they become part of the permanent record as a component of Council meeting minutes.

Attempts to revise or amend the bylaws must be disseminated at least one month preceding the vote to the general membership of the Web Archiving Roundtable using the appropriate communication as stated in Section VIII. All roundtable members have the right to voice opinion on any proposed change.


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WCRT Bylaws

[\[EDIT GROUP\]](#)

**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.