

SOCIETY OF AMERICAN ARCHIVISTS

DRAFT FOR A CONSTITUTION

Name

1. The name of this organization shall be The Society of American Archivists.

Objects

2. The objects of The Society of American Archivists shall be to promote sound principles of archival economy and to facilitate co-operation among archivists and archival agencies.

Membership

3. Individual membership shall be restricted to those who are or have been engaged in the custody or administration of archives or historical manuscripts or who, because of special experience or other qualifications, are recognized as competent in archival economy.

4. Institutional membership shall be restricted to institutions or agencies that have the custody of archives or historical manuscripts. They shall be entitled to representation by one delegate, with the right to vote, at all meetings of the Society.

5. Election to membership shall be by a majority vote of the full membership of the council. Members so elected shall be enrolled upon the receipt of their first payment of dues.

6. The dues of individual members shall be five dollars a year; of institutional members, ten dollars a year. Individual members may become life members, exempt from further dues, by payment of a fee of one hundred dollars.

7. All dues shall be payable in advance, and any member failing to pay his dues for six months after they become payable may be dropped from the rolls by vote of the council one month after notice of such default shall have been mailed to him. He shall be restored to membership, however, upon payment of all arrearages of dues.

Officers and Government

8. The officers of the Society shall be a president, a vice president, a secretary, and a treasurer. They shall be elected at each annual meeting of the Society for terms of one year and shall serve until their successors are elected. No one shall be eligible for election as president for more than three successive terms, and no one shall be eligible to succeed himself as vice president.

9. The government of the Society, the management of its affairs, and the regulation of its procedure, except as otherwise provided in this constitution or determined by the Society, shall be vested in a council composed of the officers and five members elected by the Society, one at each annual meeting for a term of five years. The elected members of the council shall be ineligible for immediate re-election.

10. There shall be a nominating committee composed of the retiring elected member of the council, as chairman, and two members of the Society not on the council appointed by the president at the preceding annual meeting. This committee shall consult the membership for suggestions, shall make nominations for officers and members of the council, and shall prepare ballots containing the names of its nominees and of all who may be nominated by petition of ten or more members filed with the secretary at least two weeks in advance of the annual meeting at which the election is to take place. A majority of the ballots cast by the members and delegates present at the meeting shall be necessary for election. Only individual members shall be eligible for election as officers or members of the council.

11. If a vacancy shall occur in the council or any of the offices except the presidency it may be filled by the council, and the person designated shall hold the position for the unexpired term of the person vacating it.

12. The president shall preside at all business meetings of the Society and of the council and shall perform such other duties as may be directed by the Council.

13. The vice president shall perform the duties of the president in case the president is absent or incapacitated, and, in case of a vacancy in the presidency, he shall assume that office and hold it for the remainder of the term.

14. The secretary shall keep the minutes of the Society and of the council, prepare and mail notices, present a report on the activities of the Society at each annual meeting, and perform such other duties as may be directed by the council.

15. The treasurer shall have the custody of all monies belonging to the Society and shall pay them out only on the presentation of bills certified by the secretary. He may be required by the council to give bonds for the faithful performance of his duty in such sum as it shall determine. He shall keep an account of all receipts and payments and report thereon in full to the Society at each annual meeting and to the council whenever so ordered.

16. The president, the secretary, and the treasurer shall constitute a finance committee, which shall approve all investments and shall prepare a budget for submission to the council and the Society at each annual meeting.

Meetings

17. The Society shall hold an annual meeting at such time and place as the council shall determine, and special meetings may be called by the council. Notice of all meetings of the Society shall be mailed by the secretary at least two weeks before the date of the meeting. Fifteen members shall constitute a quorum for the transaction of business but a smaller number may adjourn to another date.

18. The council shall hold an annual meeting in connection with the annual meeting of the Society and such other stated meetings as it may determine. Special meetings of the council for any purpose shall be called by the secretary on the written request of the president or of three members of the council. Five members shall constitute a quorum for the transaction of business but a smaller number may adjourn to another date.

Publications

19. The council shall elect, for such term as it shall determine, an editor, who shall edit or supervise all the publications of the Society. He shall have the advice and cooperation of an editorial board consisting of four members, one of whom shall be appointed annually by the council for a term of four years. The editor shall be ex-officio the chairman of the board. He shall be privileged to attend all meetings of the council but shall not have a vote therein.

20. When funds are available the Society shall publish a yearbook, quarterly magazine, or other serial publication, which shall contain accounts or proceedings of the meetings of the Society, together with such reports, papers, reviews, and news of archival activities as may be determined by the editor. All members in good standing shall be entitled to receive copies of this publication, and subscriptions shall be accepted from others at such rates as may be directed by the finance committee.

Records

21. The minute books, correspondence, and other records of the Society and its committees shall be preserved by the officers and chairmen of committees and shall be promptly turned over by them to their successors or to the secretary when their terms expire. Records that have ceased to be of use in conducting the current affairs of the Society may, by direction of the council, be turned over to a depository selected by it for permanent preservation.

22. Amendments to this constitution may be proposed in writing filed with the secretary by any five members. Copies of the proposed amendments shall be mailed by the secretary to all members

at least ten days in advance of the meeting at which they are to be considered. If approved by the council they may be adopted by a majority vote, if not so approved, by a two-thirds vote, at any annual meeting of the Society.

Schedule

The first officers and five members of the council shall be elected by those present at the organization meeting. At the first meeting of the Council lots shall be drawn to assign terms of one, two, three, four, and five years, respectively, to the elected members. The first members of the board of editors shall be elected for terms of one, two, three, and four years, respectively.