

CONSTITUTION OF THE SOCIETY OF SOUTHWEST ARCHIVISTS

NAME

1. The name of this organization shall be the SOCIETY OF SOUTHWEST ARCHIVISTS. The region which the society encompasses shall include the states of Arizona, Arkansas, Louisiana, New Mexico, Oklahoma, and Texas. The Society may elect to incorporate.

OBJECTIVES

2. The Society of Southwest Archivists is a professional organization established to stimulate and make available the results of research in archival administration and records management; to promote the adoption of sound principles and standards for the preservation and administration of records; to promote opportunities for the education and training of archivists, records managers, and custodians of private papers; to maintain and strengthen relations with others in allied disciplines; and to cooperate with other professional organizations and institutions having mutual interests in the preservation and use of man's recorded heritage.

MEMBERSHIP

3. Individual membership shall be open to those who are or have been engaged in the custody or control of records, archives, or private papers, or who wish to support the objectives of the Society.

4. Institutional membership shall be open to institutions or agencies that are concerned or substantially interested in the custody or control of records, archives, or private papers. An institutional member shall be entitled to representation at any meeting of the Society by one delegate. He may vote, but if he is also an individual member, he may not cast a second vote.

5. A member shall be enrolled upon receipt of the first payment of dues.

OFFICERS AND GOVERNMENT

6. The officers of the Society shall be a President, a Vice-President (President-Elect), a Secretary, and a Treasurer. Terms of office shall be one year for the President and the Vice-President (President-Elect) and two years for all other offices.

7. The Executive Board of the Society shall consist of the officers, the immediate past president, and six additional members elected by the Society. The additional members shall serve two year staggered terms. The outgoing President of the Society of Southwest Archivists will become a member of the Executive Board for not more than one year.

8. The Executive Board is empowered to conduct, within the general policies approved by a majority of the membership of the Society, all business between annual business meetings.

9. If a vacancy shall occur on the Executive Board or in any of the offices, except that of President, it may be filled by a majority of the Executive Board, and the person designated shall hold the position for the unexpired term of the person vacating it.

10. The Executive Board is authorized to adopt such Bylaws as needed to regularize the administrative practices of the Society. An up-to-date copy of the Bylaws shall be available to any member upon request to the President or the Secretary.

FINANCES

11. Dues shall be established by a majority of those present and voting at the annual business meeting.

MEETINGS

12. The Society shall hold an annual meeting at a time and place to be determined by the Executive Board. If additional meetings are elected by the officers, at least one of them shall be for the purposes of discussing technical aspects and exchanging information.

13. The Local Arrangements Chairperson shall mail a notice of each annual meeting at least forty-five (45) days in advance.

14. The Executive Board shall meet in executive session at least twice a year and at such other intervals as it deems necessary.

RECORDS

15. An appropriate, non-tax-supported archival institution within the Society's region shall be designated by the Executive Board as the permanent depository for the archives and non-current records of the Society.

16. All current records shall be transferred to the respective incoming officers.

17. Records shall be maintained as current for two terms of office. At the expiration of the second term, all records shall be sent directly to the permanent depository for appraisal and preservation.

DISSOLUTION

18. In the event of the dissolution of the Society, its assets and records shall be turned over to the Secretary of the Society of American Archivists, if at that time it is an exempt organization under Section 501 (c) (3) of the Internal Revenue Code, and if not, to any other association exempt under Section 501 (c) (3).

19. Amendments to this Constitution shall be proposed in writing by five members and filed with the President. Copies of proposed amendments shall be mailed to members with the notice of the annual meeting. If approved by the Executive Board, a majority vote of the members attending the annual business meeting shall be sufficient for adoption; otherwise, a two-thirds vote of members attending the annual business meeting shall be required.

Constitution adopted May 5, 1972. Amended 1975, 1976, 1978, 1980, 1989, 2002

BYLAWS OF THE SOCIETY OF SOUTHWEST ARCHIVISTS

DUTIES OF THE OFFICERS

1. The President shall direct and coordinate the affairs of the Society. He shall preside at all business meetings of the Society and of the Executive Board and shall perform such duties as may be directed by the Executive Board.
2. The Vice-President shall perform the duties of the President in case the President is absent or incapacitated, and, in case of vacancy of the Presidency, he shall assume that office and hold it for the remainder of the term.
3. The Secretary shall take minutes at all meetings of the Executive Board and of the membership and shall provide each member of the Executive Board with a copy of said minutes not later than sixty (60) days following each respective meeting.
4. The Treasurer shall have custody of all monies belonging to the Society and shall pay them out only upon the authority of the Executive Board. He shall keep an accurate list of all members and collect the dues. At the annual meeting, the Treasurer shall make a report on the fiscal and membership status of the Society.

ELECTION OF OFFICERS

5. There shall be a nominating committee composed of three members, two of whom are elected in staggered two year terms with the senior member serving as chair and a third member from the six elected Board members to be appointed by the sitting President.

The Nominating Committee shall:

- a. nominate at least one candidate from the SSA membership for each vacancy, including a minimum of three nominees for vacancies on the nominating committee.
- b. consider the diversity of interests, geographical location, sex, age, race, and national origin in its selection of nominees
- c. submit a list of the nominees to the Executive Board in its January meeting for publication in the winter issue of the SSA Newsletter.
- d. accept any written petitions signed by twenty dues-paying members as nominations for any vacancy, such petitions to be accompanied by written acceptance from the nominee and to be received by the nominating committee at least ninety (90) days prior to the annual meeting.

e. issue an official ballot containing the names of the candidates it has named, the candidates who have been nominated by petition, and blank space for write-in candidates, such ballots to be accompanied by brief biographical sketches of the nominees (to be provided by each candidate);

f. see that the ballots are mailed to all members at least two months prior to the annual meeting for return to the chairman of the nominating committee no later than five weeks prior to the first day of the annual meeting.

All votes shall be tallied by the chairman of the nominating committee, assisted by two members of the Society, appointed by the President, who live in the vicinity of the chairman. A plurality of votes cast by the members shall be necessary for election. The ballots and their tabulated results shall be sent back to the President of the Society. If a plurality of votes is not achieved the vote shall be declared a tie. In the event of a tie vote the chairman of the nominating committee, witnessed by the two members assisting with the tally, will put both names in a container and pull one name from the container. The candidate whose name is drawn will be declared the winning candidate.

All candidates for office shall be notified immediately of the election results. The names of new officers, board members, and members of the nominating committee shall be announced publicly at the annual meeting.

Officers, board members, and members of the nominating committee shall assume their duties immediately following the annual meeting.

6. A quorum to do business at the annual meeting shall consist of at least ten percent (10%) of the individual membership and one elected officer, and a plurality of Board Members.

7. Four members of the Executive Board shall constitute a quorum of the Board.

COMMITTEES

8. The Society shall maintain the following standing committees, which shall work in conjunction with the Executive Board to carry out the business of this organization.

Annual Meeting Local Arrangements
Annual Meeting Program
Annual Meeting Site Selection
Distinguished Service Award Committee
Internet Resources Committee
Nominating
Professional Development
Publications
Scholarships Committee

9. With the exception of the Nominating Committee and the members of the Scholarships Committee, who are elected, all committees will be open to interested members.
10. The President shall appoint chairs of the Local Arrangements committee.
11. The Vice-President (President-Elect) shall be the Annual Meeting Program Chair.
12. A committee made up of the President, Vice-President, and the Nominating Committee shall appoint chairs and vice-chairs of the following committees:
 - Annual Meeting Site Selection
 - Internet Resources Committee
 - Membership
 - Professional Development
 - Publication

The President may appoint ad hoc committees to consider, on a timely basis, any current matters which do not fall within the purview of a standing committee. Such appointments shall terminate annually with the term of office of the President, and may be reconfirmed or altered by the incoming President.

13. A Committee Chair may serve for a maximum of two years at one post. It is expected, but not guaranteed, that the vice-chair will assume the chair-ship when that post becomes vacant. The intent of the foregoing provision is to provide for an orderly transition and to give committee chairs some orientation before they assume their new positions.

PARLIAMENTARY PROCEDURE

14. The latest edition of Roberts' Rules of Order shall govern the proceedings of the Society, except as otherwise provided for in the Constitution or Bylaws of the Society.

NEWSLETTER

15. The President, with the concurrence of the majority of the Executive Board, shall appoint a newsletter editor whose term shall be two years. The editor shall be eligible for reappointment.