

BYLAWS OF THE INDIANA UNIVERSITY STUDENT CHAPTER OF THE SAA  
Adopted March 9, 2004

ARTICLE I  
Name

The name of this organization shall be The Society of American Archivists, Indiana University Student Chapter, hereinafter referred to as "The Chapter."

ARTICLE II  
Object

In keeping with the Mission Statement of the Society of American Archivists (SAA) for graduate-level student chapters, the object of The Chapter shall be to endeavor to provide a venue for interested Indiana University graduate students which shall:

1. Introduce them to the archival profession;
2. Enhance the educational function by providing an additional focus for
3. the students to discuss archival issues, identify with the profession,
4. and engage in professional activities;
5. Promote communication among student members;
6. Develop the leaders of tomorrow's archival profession; and
7. Attract them as new members into the Society of American Archivists.

ARTICLE III  
Membership

- A. Any individual who is 1) are currently enrolled as a student of any Indiana University campus and 2) is an individual member in good standing of SAA shall be eligible for membership in The Chapter.
- B. In addition to the requirements of Section 1. of this Article III, should dues be assessed by The Chapter pursuant to Article VII of these bylaws, only students who are current with their dues shall be considered members of The Chapter.

ARTICLE IV  
Officers

- A. Any student who is in compliance with both Sections 1. and 2. of Article III of these Bylaws will be eligible for nomination to office.
- B. The officers of The Chapter shall be Chapter Coordinator-President; Vice-President, Secretary, Treasurer, and Web Master.
  1. The Chapter Coordinator-President shall perform the following duties:
    - a. Serve as The Chapter's official liaison with the SAA and Faculty Sponsor
    - b. Oversee the completion and filing of the Annual Report in accordance with the requirements of the SAA
    - c. Prepare the agenda for all meetings of The Chapter
    - d. Chair the regular meetings of The Chapter
    - e. Have password access to all The Chapter websites and e-mail accounts
  2. The Vice-President shall have the following duties:
    - a. Chair meetings in the absence of the Chapter Coordinator-President
    - b. Make the arrangements for The Chapter's social events.
  3. The Chapter Secretary shall have the following duties:
    - a. Record the minutes of all regular and Executive Committee Meetings
    - b. Forward an electronic copy of the typed minutes of a regular meeting to the President and Web Master within 48 hours of the conclusion of the meeting.
    - c. Forward an electronic copy of approved minutes of a regular meeting to the President and Web-Master within 48 hours of the conclusion of the meeting at which the minutes were approved.
    - d. Forward an electronic copy of the typed minutes of each Executive Committee meeting to the members of the Executive Committee within 24 hours of the conclusion of each meeting.

- e. Present the prior meeting's minutes at each subsequent regular and Executive Committee meeting for approval.
- f. Maintain in a permanent binder a printed format a copy of all approved regular meeting minutes.
- g. Maintain in a permanent binder a printed format a copy of all approved Executive minutes
- h. Prepare the ballots for the election of officers.

4. Chapter Treasurer shall have the following duties:

- a. Serve as the liaison with the administration of both Indiana University and the University's School of Library and Information Science for requests for funds for The Chapter's entertainment, events, and activities.
- b. At such time as The Chapter maintains a treasury:
  - 1) Maintain any and all financial records of the organization.
  - 2) Report at each meeting on the state of The Chapter's finances
  - 3) Oversee the collection of any dues and issue written receipts for same.

5. The Web Master shall have the following duties:

- a. To maintain and update The Chapter's website as directed by the Executive Committee.
- b. Once received from the Secretary, to forward an electronic copy of all pending minutes to the members of the Chapter.
- c. Post the approved minutes to the Chapter's website upon receipt.
- d. To maintain an electronic archive of all The Chapter's superseded web pages.

C. Elections:

1. Nomination of officers

- a. Nominations shall be opened at the regular March meeting.
- b. Nominations shall close 48 hours prior to the annual April meeting.
- c. Nominations may be made at the regular March meeting or by e-mail.

2. Election of officers shall be held at the annual meeting in April.

- a. Election shall be by secret, written ballot.
- b. A plurality shall elect.
- c. At any time the chapter voting membership is less than twenty, a member elected as Vice-President, Secretary, or Treasurer may also be elected concurrently as the Web Master.

2. Newly elected officers shall commence their duties upon the conclusion of the annual meeting in April.

ARTICLE V  
Meetings

A. Regular meetings of the chapter shall be held during the Indiana University spring and fall semesters except for the months of December and May.

- 1. The regular April meeting shall also be the Annual Meeting of the Chapter.
- 2. The time, date, and place of the regular meetings shall be at the call of the Chapter Coordinator-President.

B. Three members of The Chapter shall constitute a quorum.

C. Members must be present in person or via videoconferencing at a meeting in order to vote. No proxy, absentee, or e-mail voting shall be allowed.

C. The faculty advisor shall be invited to The Chapter meetings and shall have speaking but not voting privileges at same.

D. The following individuals may attend any regular meeting of The Chapter but shall have neither voting nor speaking privileges:

- 1. Indiana University students who are not individual members of SAA.
- 2. Indiana University students who are not current in their payment of any required Chapter dues.

3. Any Indiana University faculty members regardless of whether they hold an individual membership in the SAA.

ARTICLE VI  
Executive Board

- A. The officers of The Chapter shall constitute the Executive Board
- B. The Board shall have general supervision of the affairs of The Chapter between the Chapter's regular meetings.
- C. The Board shall be subject to the orders of The Chapter and none of its actions shall conflict with actions taken by The Chapter.
- D. The Board shall appoint a member to fill out the unexpired term of any officer.
- E. Meetings of the Board:
  1. The Board shall meet at least once each month during the Indiana University fall and spring semesters; except that no Executive Board meetings shall be required during December and May.
  2. The date, time, and place of the meetings shall be at the call of the Chapter Coordinator-President.
  3. Special meetings of the Executive Board shall be at the call of the Chapter Coordinator-President or at the written or e-mailed request of any two members of the Board.
  4. Three members of the Board constitute a quorum.
  5. The Faculty Advisor shall be invited to all Board meetings and shall have speaking but not voting privileges at same.

ARTICLE VII  
Finances

- A. Dues.
  1. Upon a two-thirds vote of its entire membership, The Chapter shall have the right to impose one-time membership dues
  2. If imposed, the dues shall be payable as follows:
    - a. For new members, one-time dues shall be payable on the date a member joins The Chapter.
    - b. For current members, one-time dues shall be paid no later than the next meeting following the meeting at which dues were imposed.
- B. Fundraising: Any fundraising by The Chapter must comply with the requirements of the applicable section of the "SAA Guidelines for Student Chapters."

Article VIII  
Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern The Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order or standing rules The Chapter may adopt.

Article IX  
Amendment of Bylaws

These bylaws may be amended at any regular meeting of The Chapter by a two-thirds vote of those present provided that the amendment has been submitted in writing by the sponsoring member at the previous regular meeting of The Chapter.