

# **PROPOSAL: College and University Archives Section Bylaws 2016**

## **ARTICLE 1. NAME**

This group shall be known as the College & University Archives Section of the Society of Florida Archivists (SFA).

## **ARTICLE 2. MISSION**

The mission of the College and University Archives Section is to serve as a forum for discussion of concerns related to the administration, organization, and care of records of institutions of higher education; for bringing our collective experience to bear on the problems faced by individual archivists; for advocating action which meets the needs of college and university archival programs in the state of Florida; and for stimulating the professional growth of academic archivists through the Society of Florida Archivists and other organizational and educational means.

## **ARTICLE 3. GOALS AND OBJECTIVES**

The Section's goals and objectives are:

1. To promote greater communication among academic archivists in Florida through annual meetings, the Section's electronic listserv, the Section's website, and other methods of publication as needed.
2. To promote and facilitate planning and execution of task-oriented projects
3. To promote research, publication, and exchange of ideas on problems and developments in archival practice.

## **ARTICLE 4. AREAS OF ACTIVITY**

The Section's activities include:

1. Suggesting program sessions for the SFA Annual Meeting as well as the Society of American Archivists annual meeting
2. Communicating Section activities to the Society at large by publishing information about their work on the Section website on SFA's main website, and via the listservs and other outlets as needed.

## **ARTICLE 5. MEMBERSHIP**

Membership is open to any member of SFA with an interest in the college & university archives and/or records management at any academic institution.

## **ARTICLE 6. OFFICERS**

### **A. List of the Officers**

The Section shall be governed by a Chair, Vice-Chair/Chair-elect, and Secretary

### **B. Terms of Office**

1. Chair and Vice-Chair/Chair-elect. The Chair shall take office at the close annual Section meeting following their year as Vice-Chair/Chair-elect. The Vice-Chair/Chair-elect shall take office at the close of the annual Section meeting following their election.

### **C. Method of Selection**

1. Chair. The Vice-Chair/Chair-elect becomes Chair after a year of service.
2. Vice-Chair/Chair-elect
  - a. The Vice-Chair/Chair-elect shall be elected through ballot according to SFA rules and guidelines before the annual Section meeting that occurs concurrently at the annual meeting. The SFA Nominating Committee shall call for nominations for Vice-Chair/Chair-elect through the newsletter and the Section's electronic listserv, and publish

their slate of candidates (together with brief biographies and/or campaign statements). The Vice-Chair/Chair-elect shall be elected by a majority vote of the Section members voting.

- b. In the case of a vacancy in the office of Chair, the Vice-Chair/Chair-elect shall assume that office for the remainder of the unexpired term. In case of a vacancy in the office of Vice-Chair/Chair-elect, the Secretary will hold an election to fill the remainder of the unexpired term.
- D. Duties of Officers
1. Chair. The Chair shall preside over Section meetings and over meetings of the officers, and, with the assistance of other Section officers, direct the Section's activities.
  2. Vice-Chair/Chair-elect. In the absence of the Chair, the Vice Chair/Chair-elect shall assume the Chair's duties.

#### **ARTICLE 7. MEETINGS**

- A. The Section shall meet once a year at the time of the annual meeting of SFA. The time of and agenda for the annual meeting shall be announced on the Section website, and the Section's electronic listserv immediately preceding the meeting. The section may meet additional times during the year as needed to accomplish goals and activities set forth by the section.
- B. Additional Section meetings during the annual meeting of SFA may be scheduled. Any such additional meeting shall be announced before the end of the regularly scheduled Section meeting.
- C. Meeting minutes will be posted on the College and University Archives webpage

#### **ARTICLE 8. COMMITTEES**

- A. Nominating Committee  
The Nominating Committee shall prepare a slate of candidates for election following SFA's bylaws.
- B. Section Website  
The Section's website is maintained by the SFA webmaster through the Chair.
- C. Other committees and working groups  
The Chair, with the advice of the Vice-Chair/Chair-elect and the Secretary, shall appoint other committees or working groups as needed. The formation of such committees or working groups shall be announced on the Section's website. Each committee or working group shall have a written charge, a specified period of service and a date by which a final report must be submitted to the membership.

#### **ARTICLE 9. PARLIAMENTARY AUTHORITY**

Sturgis' Rules of Order, latest edition, shall govern the proceedings of the Section, except as otherwise provided for in the bylaws of the Section, or the constitution, bylaws or special rules of SFA.

#### **ARTICLE 10. AMENDMENTS TO THE BYLAWS**

- A. Notice and form. Amendments to these bylaws may be proposed by any Section member and will not be in direct conflict with SFA's bylaws.
- B. Adoption of amendments. After the appropriate notice has been given, amendments shall be discussed and voted on at the annual Section meeting. A majority vote of those members present and voting at the annual Section meeting is required for the adoption of an amendment.