

SEATTLE AREA ARCHIVISTS BYLAWS

I. DUTIES OF STEERING COMMITTEE MEMBERS

The Steering Committee shall meet at least four (4) times per year. General duties of Steering Committee members include the planning of general meetings, responsibility for preparation and tabulation of the mail ballots, auditing the Seattle Area Archivists' accounts, and the general operations and representation of the Seattle Area Archivists (SAA).

The Chairperson shall perform the duties normal to the office, including presiding at general and Steering Committee meetings, conducting routine SAA business, and appointing committees as needed.

The Vice-Chair shall perform duties as required to carry out the work of the Steering Committee and will assume the duties of the Chairperson if the Chairperson is absent or incapacitated.

The Secretary shall record the minutes of all general and Steering Committee meetings. The minutes shall be kept as part of SAA's records and will be available to members upon request. The Secretary shall also maintain the membership list and keep SAA's correspondence and archives.

The Treasurer shall be authorized and responsible for collecting membership dues, maintaining the financial accounts, disbursing funds as necessary, and reporting on the financial status of SAA at the final general meeting of the year. A two-member committee, to be chosen from amongst themselves by the Steering Committee Chair, Vice-Chair, Secretary and Member-at-Large, shall conduct an annual year-end audit of the SAA account(s) maintained by the Treasurer.

The Member-at-Large shall participate in all Steering Committee planning and activities, performing such duties as are required.

II. TERMS OF OFFICE

The Steering Committee members shall be elected for two (2) year staggered terms. In case of a vacancy on the Steering Committee, the Steering Committee shall appoint a replacement for the unexpired term.

Steering Committee members may not serve more than two (2) full consecutive terms except those appointed by the Steering Committee to fill an unexpired term.

III. ELECTION OF STEERING COMMITTEE MEMBERS

A Nominating Committee consisting of the outgoing members of the Steering Committee shall consult the membership for recommendations and shall, if possible, nominate at least two (2) candidates for each vacant position on the Steering Committee. All nominees shall be members in good standing of the Seattle Area Archivists. The membership shall be notified of the nominees at least four (4) weeks prior to the election.

The election shall take place prior to the last general meeting of the year. The election shall be conducted by mail ballot and decided upon a simple majority vote. The election results will be announced at the last meeting of the year and immediately following that meeting, the terms of office shall begin.

IV. COMMITTEES

Special Committees shall be created by the Steering Committee when the need arises.

V. PARLIAMENTARY PROCEDURES

Roberts' Rules of Order shall govern the proceedings of SAA, except as otherwise provided for in the Constitution or Bylaws of the Seattle Area Archivists.

As amended March 27, 2003 and approved by membership mail-in ballot April 29, 2003.