

SEATTLE AREA ARCHIVISTS CONSTITUTION

I. NAME

The title of this association shall be Seattle Area Archivists (SAA).

II. PURPOSE

Seattle Area Archivists is established to promote cooperation and the exchange of information among individuals interested in the preservation and use of archival and manuscript materials; to disseminate information on research materials and archival methodology; to provide a forum for the discussion of matters of common concern and promote continuing education; and to cooperate with other similar cultural and educational organizations.

III. MEMBERSHIP

The membership of Seattle Area Archivists shall be open to individuals interested in the collection, preservation, and dissemination of archival and specialized research materials.

IV. DUES

Membership shall be effective upon payment of dues during each year. Annual renewal of membership shall be due and payable by October 15th. Any member failing to renew dues by November 15th may be dropped from membership in SAA, provided that notice of such action shall have been sent to the member at least thirty (30) days in advance.

Membership dues shall be determined by the Steering Committee and submitted for approval by a simple majority vote of members present at the last general meeting of the year.

V. OFFICERS AND GOVERNMENT

SAA shall be governed by a Steering Committee of five (5) members, who shall choose amongst themselves, after the election, which of them shall hold the positions of Chairperson, Vice-Chair, Secretary, Treasurer, and Member-at-Large.

VI. MEETINGS

Seattle Area Archivists shall ordinarily meet three (3) times per year. A year shall follow an academic calendar cycle and be from September 1st to August 31st.

VII. QUORUM

One-third (1/3) of the total membership of SAA shall constitute a quorum at general meetings and for mail ballots.

VIII. VOTING

The election of Steering Committee members and amendments to the Constitution and Bylaws shall be determined by a mail ballot. When a quorum is present at a general meeting, any other decisions can be made by a simple majority vote of members at the meeting.

The Steering Committee shall appoint two (2) of its members to be responsible for tabulating the mail ballot votes and reporting the results to the Steering Committee. The Chairperson shall then report voting results to the membership.

IX. DISSOLUTION

In the event of the dissolution of SAA, SAA funds should be used to pay any bills or debts before the funds are disbursed. Any remaining funds, assets or property of SAA shall pass to an archival or nonprofit agency designated by the Steering Committee.

X. BYLAWS

SAA is authorized and directed to prepare, adopt or amend such bylaws as may be desired to carry out the administrative practices of SAA. An up-to-date copy of these bylaws shall be available to any member upon request to the Secretary. Amendments to the Bylaws must be proposed in writing by at least five (5) members and filed with the Secretary sixty (60) days in advance of the final general meeting of the year.

Copies of the proposed amendments and ballots shall be mailed by the Secretary to all members at least forty-five (45) days in advance of the final general meeting. A two-thirds (2/3) majority vote of a mail ballot is required for passage of an amendment to the Bylaws. Ballots will be due no later than fifteen (15) days before the final general meeting of the year.

XI. AMENDMENTS

Amendments to this Constitution must be proposed in writing by at least five (5) members and filed with the Secretary sixty (60) days in advance of the final general meeting of the year. Copies of the proposed amendments shall be mailed by the Secretary to all members at least forty-five (45) days in advance of the final general meeting. Once a quorum of ballots has been received, amendments may be adopted by the affirmative vote of two-thirds (2/3) of the mail ballots.