

**BYLAWS
OF
SOCIETY OF ALABAMA ARCHIVISTS
An Alabama Non-Profit Corporation**

ARTICLE I: MEMBERSHIP

Membership shall be open to any person and/or institution interested in the field of Archives, Manuscripts, Special Libraries, or a related discipline.

The fiscal year of the Society shall be January 1 to December 31. Dues shall be determined by a majority vote of the membership on the recommendation of the Executive Board. Dues should be paid at the annual meeting but shall be accepted until the following January 1. These payments shall apply to the year beginning on January 1; late payments shall apply to the following year.

ARTICLE II: EXECUTIVE BOARD

The government of the Society shall be vested in an Executive Board composed of the four officers and three directors who will be elected by the membership at the annual meeting. The immediate past president and the archivist shall be nonvoting ex-officio members of the Board.

The Executive Board shall be responsible for the funds of the Society, establishing appropriate procedures for accounting and auditing of such funds.

Between annual and called meetings of the membership, the Executive Board is fully empowered to act on behalf of the Society in the administration of the Society's assets and as representatives of the Society to other professional organizations.

ARTICLE III: OFFICERS

The officers of the Society shall be president, vice president, secretary, and treasurer. The officers shall be elected at the annual meeting of the Society for terms of one year. In case of a vacancy in the presidency, the vice president shall assume that office and hold it for the remainder of the year. If a vacancy shall occur in any of the offices except president, it may be filled by a majority vote of the Executive Board and the person designated shall hold the position for the unexpired term.

The president shall direct and coordinate the affairs of the Society. He/she shall preside at all meetings of the Society and of the Executive Board and shall perform such duties as may be directed by the Executive Board.

The vice president shall perform the duties of the president in case the president is absent or incapacitated, and he/she shall serve as chair of the Arrangements Committee.

The secretary shall keep the minutes of the Society's regular meetings and of Executive Board meetings, and he/she shall transmit notices to members concerning meetings. He/she shall keep minutes of the annual meetings, which shall be made available to the membership for review.

The treasurer shall have custody of all monies belonging to the Society and shall pay them only upon the authority of the Executive Board. He/she shall keep an accurate list of all members and collect the dues. At the annual meeting the treasurer shall submit a report that details the organization's income, expenses, and total assets for the year.

ARTICLE IV: ARCHIVES OF THE SOCIETY

The Executive Board shall appoint an archivist who shall be custodian of all official records of the Society. Upon completion of their terms of office, officers and committee chairpersons shall transfer their records and reports to the archivist. The archivist shall maintain an inventory of the holdings of the Society and shall periodically, but at least every five years, transmit non-current records to the Alabama Department of Archives and History as an accretion to the Society records located there. In the case of dissolution of the Society, all records remaining in the hands of the archivist or current or former officers shall be transmitted to the Alabama Department of Archives and History.

ARTICLE V: FINANCIAL MANAGEMENT

Any checking, savings, or investment accounts held by the Society shall include the names of three Society representatives on the account's signature cards: the treasurer, secretary, and an at-large member of the Society selected by the Executive Board. Any two of the three authorized signatures must appear on checks written against a Society account or withdrawals from any Society account.

ARTICLE VI: ELECTION OF OFFICERS

The Executive Board shall appoint a nominating committee of three members of the Society. No more than one member of the nominating committee may be a member of the Executive Board. The committee's recommendations shall be transmitted with the notice of the annual meeting. All nominees shall be members of the Society. Additional nominations may be made from the floor by any member of the Society and a majority of votes cast by the membership present shall be necessary for election of officers and board members. Officers shall assume their duties at the conclusion of the meeting at which they were elected.

ARTICLE VII: MEETINGS

The Society shall hold at least one meeting per year. Adequate notice of such meetings shall be transmitted by the secretary. Members present at the meetings shall constitute a quorum for the transaction of business.

The Executive Board shall meet at convenient intervals and adequate notice shall be transmitted by the secretary before the meeting. A majority of current Executive Board members shall constitute a quorum for the transaction of business.

ARTICLE VII: STANDING COMMITTEES

The following standing committees shall be established:

Nominating Committee. The Executive Board shall appoint three members of the Society to serve on the Nominating Committee. No more than one member of the Nominating Committee may be a member of the Executive Board. The Nominating Committee shall submit a slate of candidates for officers and directors for consideration at the Society's annual meeting.

Arrangements Committee. The Vice President shall chair the Arrangements Committee and shall appoint two or more additional members. The Arrangements Committee shall select the location of the Society's next annual meeting and shall plan, coordinate, and implement necessary arrangements.

Awards Committee. The Executive Board shall appoint three members of the Society to serve on the Awards Committee. The Awards Committee shall solicit nominations or applications for the Society's awards, select recipients, and prepare awards for presentation at the annual meeting.

ARTICLE VIII: AD HOC COMMITTEES

The Executive Board may create and abolish additional ad hoc committees as required to support the mission of the Society.

ARTICLE IX: RULES OF ORDER


Roberts Rules of Order Revised shall govern the proceedings of the Society, except as otherwise provided for in the Articles of Incorporation or Bylaws of the Society.

ARTICLE X: AMENDMENTS

Amendments to these Bylaws shall be proposed in writing by a member and filed with the president at least sixty (60) days prior to the annual meeting. Such amendments shall be promptly referred to the Executive Board. All proposed amendments, with the recommendation of the Executive Board, shall be transmitted to members at least two weeks before the annual meeting. A two-thirds vote of the membership present and voting at the meeting shall be sufficient for adoption.

Adopted the 28th day of October, 2016.


Jason Kirby, President


Meredith McDonough, Secretary