

Constitution

Society of American Archivists Student Chapter at the University of Tennessee

Article I: Official Name

The official name of this organization shall be "Society of American Archivists Student Chapter at the University of Tennessee."

Article II: Purpose

The purposes and aims of this organization are:

1. To raise awareness of the archival profession both within and outside of the School of Information Sciences at the University of Tennessee.
2. To encourage collaboration with other local and national organizations dedicated to promoting archives and the archival profession.
3. To provide members of the Student Chapter with academic and professional development opportunities in the archival field.
4. To expand the range and improve the quality of information about archives and archivists available to students at the University of Tennessee.
5. To promote opportunities for the exchange of ideas and information about current trends and practices in the archival field.
6. To provide members of the Student Chapter with representation to the Society of American Archivists and other relevant organizations at the national level.
7. To encourage the development of personal and professional relationships that will enable students to make positive contributions to the archival field after graduation.

Article III: Membership Requirements

Membership in the Society of American Archivists Student Chapter shall be open to all students regardless of race, sex, handicap, religion, or national origin. All members shall be:

1. A full- or part-time graduate student formally admitted to and enrolled in the School of Information Sciences.
2. A member of the national Society of American Archivists.

Article IV: Officers, Elections, and Terms of Office

The officers of the Society of American Archivists student chapter shall consist of a President, a Vice-President, a Secretary, and a Treasurer. Any changes to the number of offices (including those provided for in this Constitution) or to the responsibilities of the officers must be approved by a formal vote held at a properly convened meeting of the organization. In order to be eligible to hold office, a candidate shall be:

1. A full- or half-time graduate student formally admitted to and enrolled in the School of Information Sciences at the University of Tennessee.

2. In good academic standing at the time of his or her election and throughout his or her subsequent term in office.
3. Not guilty of any violation of any Student Standards of Conduct and not on Disciplinary Probation.

Officers shall hold the following responsibilities:

1. The President shall have the ultimate responsibility for the organization's actions and functions. The President may form committees as needed to ensure that the organization runs smoothly and fulfills its stated goals. The office of the President may be combined with the office of the Vice President to form a Co-Presidency.
2. The Vice President shall fill the President's position should it become vacant during the sitting President's term in office. The office of the Vice President may be combined with the office of the President to form a Co-Presidency.
3. The Secretary shall be responsible for coordinating the organization's correspondence and publishing the organization's meeting minutes not more than one week after the meeting has taken place. The office of the Secretary may be combined with the office of the Treasurer.
4. The Treasurer shall be responsible for the organization's financial needs, including but not limited to collecting dues, disbursing money as needed, and compiling reports documenting the organization's financial history and current situation. The office of the Treasurer may be combined with the office of the Secretary.

All officers shall be formally elected by the organization's constituency. In these elections:

1. All of the organization's members are eligible to vote in all elections.
2. Elections shall be held by secret ballot at a properly convened meeting.
3. The results of all elections shall be posted not more than one week after the election takes place.
4. Special elections may be held to fill any office that becomes vacant before the next scheduled election. These elections must fulfill all of the criteria previously set forth governing regular elections.
5. A quorum of 2/3 of the organization's members shall be required for any vote to be official and binding.

Elected officials shall hold office for one academic year (September to May). Incumbents shall be eligible to run for re-election or to run for a different office after their terms have expired.

Article V: Faculty Advisor

The Society of American Archivists Student Chapter shall have one (1) faculty advisor responsible for acting as a liaison between the organization and the national Society of American Archivists and between the organization and the School of Information Sciences. This advisor shall be:

1. A full-time faculty member in the School of Information Sciences or in the University of Tennessee Libraries.
2. Elected by secret ballot at a properly convened meeting of the organization.

Article VI: Frequency of Meetings

The organization shall meet once a month during each academic semester, as needed. All meetings shall be advertised on the organization's website not less than two (2) weeks before the meeting is scheduled to occur.

Article VII: Financial Statement

All members of the organization shall pay membership dues of 5.00 USD upon joining the organization. In the event of the dissolution of the organization, all remaining funds shall be donated to the University of Tennessee Libraries to be used at their discretion.

Article VIII: Activities

Activities may be formally suggested by any member of the organization at any properly convened meeting. All activities shall be in accordance with the goals set forth in Article II. Officers may establish committees as necessary to organize and implement these activities.

Article IX: Amendments

Any member of the organization may propose an amendment to this constitution at any properly convened meeting. Ratification shall be determined by a secret ballot at the organization's next meeting.

Article X: Ratification

This constitution shall be ratified by secret ballot. The votes of 2/3 of the organization's membership shall be required for ratification to be binding.