

CONSTITUTION OF THE SOUTH CAROLINA ARCHIVAL ASSOCIATION

Name

The name of the organization is the South Carolina Archival Association.

Objectives

The purpose of the South Carolina Archival Association (SCAA) is to foster cooperation and exchange of information among individuals and institutions interested in archival and related activities; to promote the preservation and use of manuscript and archival resources of the state; to share information on archival theories and practices; to provide a forum for discussion of matters as they pertain to the archival profession; and to cooperate with organizations and professionals in related fields.

The purpose for which the Association is organized is exclusively educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Membership

A) Membership is open to any persons interested in the purposes of the Association upon payment of the annual dues.

B) Dues shall be recommended by the Executive Board of the Association and shall be established by a majority vote of the members attending the annual business meeting.

Officers and Executive Board

A) The officers of the Association shall be president, vice president/president elect, secretary, treasurer, two directors, and membership officer. The vice president shall be elected at the annual business meeting for a term of one year and shall serve as president elect of the Association, automatically succeeding to the presidency the following year. The secretary and treasurer in staggered terms shall serve for two years. The two directors in staggered terms shall serve for two years. The membership officer shall serve for two years.

In case of a vacancy in the presidency, the vice president shall assume that office and hold it for the remainder of that term and for his or her own complete term as president. A vacancy in any of the offices, except president, may be filled by a majority vote of the Executive Board. The person designated shall hold the position for the remainder of the unexpired term. However, a vice president elected by the Executive Board shall not succeed automatically to the presidency the following year, but rather a president as well as a vice president shall be elected at the next annual meeting.

B) The voting members of the Executive Board shall consist of seven officers. The immediate past president, webmaster, and blog editor of the Association shall serve as ex officio, non-voting, members of the Executive Board. The Executive Board has the authority to appoint other ex officio, non-voting, members as needed.

C) The government of the Association, the management of its affairs and the regulation of its procedures, except as otherwise provided in this Constitution, shall be vested in the Executive Board.

D) The Executive Board shall be responsible for the Association funds, establishing appropriate procedures for accounting, and auditing.

Meetings

The Association shall hold at least one meeting a year, which shall constitute the annual meeting. Dates and details of any other meetings, workshops, or similar activities shall be determined by the Executive Board. Notices shall be posted to the listserv, blog, and social media at least thirty days before the date of the meeting or event. Members present shall constitute a quorum for the transaction of business.

The Executive Board shall meet at least four times yearly and notice shall be given by the president at least ten business days before the meeting. The Executive Board may be convened at the call of the president or of two voting members of the Executive Board. Four voting members present constitute a quorum for the transaction of business.

By-laws

The Executive Board is authorized to adopt such by-laws as needed to regularize the administrative practices of the Association. An up-to-date copy of the by-laws shall be available to any member upon request to the president or secretary. All or part of the by-laws shall be subject to change by a majority vote of the members attending the annual meeting.

Amendments

Amendments to this constitution shall be proposed in writing by five members and filed with the president and secretary. Such amendments will be reviewed by the Executive Board and put before the membership via the listserv, blog, and social media at least seven business days before the annual meeting. A two-thirds vote of those members attending the meeting shall be required.

Dissolution

Upon dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future federal tax code, or shall be distributed to the federal, state, or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes.

*Promulgated by the South Carolina Archival Association Steering Committee
Columbia, South Carolina – January 5, 1999*

*Revised by the SCAA Executive Board and approved by membership
Newberry, South Carolina – October 25, 2019*

BY-LAWS OF THE SOUTH CAROLINA ARCHIVAL ASSOCIATION

Duties of the Officers and Executive Board Members

A) The president shall direct and coordinate the affairs of the Association; shall schedule regular meetings of the Executive Board; shall preside at all meetings of the Association and the Executive Board; shall submit the request for the annual Archives Month recognition to the governor; and shall perform such duties as may be directed by the Executive Board.

B) The vice president shall perform the duties of the president in case of the president's resignation or absence. The vice president shall serve as the president-elect and as the official liaison with other organizations or committees with which the Association cooperates, and shall perform other duties as assigned. The vice president shall chair the Awards Committee and shall plan the annual social event for the Association endowment fundraiser.

C) The secretary shall record and disseminate the minutes of the Executive Board and business meetings as directed by the Board. The secretary shall also maintain updated copies of the constitution and by-laws of the Association and provide copies upon request. The secretary shall conduct the correspondence necessary to transacting the Association's business. The secretary shall also serve as the archivist for the Association.

D) The treasurer shall have custody of all funds belonging to the Association and shall disburse them in accordance with the annual budget or upon the expressed authority of the Executive Board. The treasurer shall keep accurate records of all financial transactions, shall deposit and disburse funds in a timely manner, shall present current budget reports at each meeting of the Executive Board and at the business meeting, and shall present for Executive Board approval a final written budget report at the end of the fiscal year. The treasurer shall present for Executive Board approval a proposed budget for the following year at the first meeting of each fiscal year.

E) The membership officer shall oversee the maintenance of membership lists, send out dues notices, and contact those members who do not renew. The membership officer shall also serve as the chair of the membership committee. The membership committee will actively solicit new members, including staffing an information table at the Association's meetings. The membership committee will notify archival and manuscript institutions of the Association's meetings and encourage their participation and membership in the Association. The membership committee will issue an annual membership directory.

F) Directors (1st year): Directors in their first year shall serve on the Program Committee and perform other duties as requested by the Executive Board or president. Directors (2nd year): Directors in their second year shall chair the Program Committee; coordinate arrangements for the spring workshop and annual meeting; and perform other duties as requested by the Executive Board or president.

Budget and Fiscal Year

The fiscal year for the Association's budget and for payment of dues to the Association shall be January 1 to December 31 each year.

Election of Officers

A) The Nominating Committee shall consider candidates for the offices of vice-president, secretary, treasurer, director, and membership officer. One director shall be elected each year following the first year for which the Association officers are elected.

B) All candidates must be members of the Association.

C) The recommendations of the Nominating Committee shall be formally reported to the membership before the annual business meeting.

D) Nominations may be made from the floor in addition to the slate proposed by the Nominating Committee. Voting will be held by ballot and election by simple majority of votes cast. Candidates unopposed for office shall be elected by acclamation. The Nominating Committee shall count the ballots and announce the results at the annual business meeting. Any election difficulties or ties shall be resolved by a majority vote of the members present at the annual business meeting session.

Committees and Other Appointments

A) Standing committees shall be created or abolished as required by vote of the Executive Board. The president shall appoint the members of standing committees with the appointments to be confirmed by the majority of the Executive Board. Written yearly reports are required of any standing committee.

B) A Nominating Committee of not less than three members of the Association shall be appointed each year of the Executive Board. The chair of the committee shall be the immediate past president of the Association. No other member of the Nominating Committee shall be appointed from among the present members of the Executive Board.

C) The Executive Board shall appoint the editor of the blog. Such appointments are to last a minimum of two years. The editor shall serve as a non-voting, ex-officio member of the Executive Board. The editor shall appoint editorial staff as needed to assist with editorial and production responsibilities in order to ensure timely posting to the Association's blog and social media accounts

D) The Executive Board shall appoint the webmaster. Such appointments are to last a minimum of two years. The webmaster shall serve as a non-voting, ex-officio member of the Executive Board. The webmaster shall appoint staff as needed to assist with updating and maintaining the Association's website.

E) Other appointments as needed may be made by the Executive Board.

Parliamentary Procedure

Robert's Rules of Order, Revised, shall govern the proceedings of the Association, except as otherwise provided for in the Constitution or By-laws of the Association.

Access to Organizational Records

The records of the officers or committee chairs shall be transferred to the secretary for custody as their terms expire. The Executive Board shall designate an institution to preserve the Association's records of enduring value. All records of the Association shall be open for public inspection.

*Promulgated by the South Carolina Archival Association Steering Committee
Columbia, South Carolina – January 5, 1999*

*Revised by the SCAA Executive Board
Columbia, South Carolina – September 11, 2001*

*Revised by the SCAA Executive Board and approved by membership
Newberry, South Carolina – October 25, 2019*