

**CONSTITUTION
of the
SOCIETY OF INDIANA ARCHIVISTS, INC.**

Revised April 2, 2011

NAME

1. The name of this organization shall be the Society of Indiana Archivists, Inc., incorporated as a not-for-profit organization under the laws of Indiana.

PURPOSES OF THE SOCIETY

2. The Society of Indiana Archivists, Inc., is established to provide the means by which individuals engaged in archival and manuscript work in Indiana can cooperate to promote archival depositories and their use; develop an archival and manuscript methodology in Indiana through sharing concepts, techniques, and guidelines; foster standards of competence in archival and manuscript repositories within the state; abide by the Society of American Archivists' code of ethics; promote cooperation among archivists, historians, librarians, records managers, and others in related disciplines; support the exchange of ideas; and serve as a liaison among individuals and organizations who work with archival collections.

3. The purposes of the Society of Indiana Archivists, Inc., are exclusively charitable, educational, recreational, and scientific within the meaning of section 501(c)(3) of the United States Internal Revenue Code or the equivalent section of any future federal tax code.

MEMBERSHIP

4. Individual membership is open to any and all individuals working with archival collections, actively concerned with accessioning, preserving, promoting, and using archival collections, and to those using them for research.

5. Institutional membership shall be open to organizations supporting the work of the Society and entitles them to one (1) vote on Society business. Up to three representatives of an institutional member may attend Society events at member rates.

6. Dues shall be determined, on the recommendation of the Board of Directors, by a majority of those members present and voting at the annual meeting. Dues shall be assessed and paid on a calendar-year basis.

OFFICERS AND GOVERNMENT

7. The officers of the Society shall be President, Vice President, Secretary, and Treasurer. The officers shall be elected at the annual meeting of the members of the Society for terms of two years. No officer may serve more than two consecutive terms.

8. The government of the Society, the management of its affairs, and the regulation of its procedures, except as otherwise provided in this Constitution, shall be vested in a Board of Directors composed of the Society's four officers, the immediate past president, and four members elected by the Society, two at each annual business meeting for a term of two years. Appointees to the positions of Newsletter Editor and Web Editor will serve as ex-officio, non-voting members of the Board. No elected Board member may serve in the same capacity for more than two consecutive full terms.

9. In case of a vacancy in the presidency, the Vice President shall assume that office and hold it for the remainder of the term. If a vacancy occurs in other offices or on the Board, it may be filled by a majority vote of the Board, and the person designated shall hold the position for the unexpired term of the person vacating it.

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

MEETINGS

11. The Society shall hold an annual meeting at a time determined by the Board and additional meetings as necessary. Notice of the annual meeting shall be sent by the Secretary at least 30 days before the date of the meeting. One quarter of the membership shall constitute a quorum for the transaction of business.

12. The Board of Directors shall meet at least once per year, and any other time needed. Notice shall be sent by the Secretary 5 days before the meeting. Four members shall constitute a quorum for the transaction of business.

RECORDS

13. Records shall be maintained, reported, and made available for inspection in accordance with Indiana Code 23-17-27, governing the records of corporations in Indiana.

14. The records of officers and chairmen of committees shall be transferred to the Secretary for custody as their terms expire. The Secretary shall serve as archivist of the Society, selecting and preserving records of research value. A repository may be selected to take custody of such records.

DISSOLUTION

15. In the event of dissolution of the Society, its assets and records shall be turned over to the Secretary of the Society of American Archivists, a not-for-profit corporation.

BY-LAWS

16. The Board is authorized to adopt such By-Laws as needed to regulate the administrative practices of the Society. A current copy of the By-Laws shall be available to any member upon request to the Secretary. All or any part of the By-Laws shall be subject to change by a majority of those attending the annual business meeting.

AMENDMENTS

17. Amendments to this Constitution and/or its By-Laws shall be proposed in writing by five members and filed with the President. Copies of the proposed amendments shall be posted on the Society website and members notified thereof at least three weeks in advance of the annual meeting. If approved by the Board of Directors, a majority vote of the members attending the annual business meeting shall be sufficient for adoption.

BY-LAWS
of the
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ELECTION OF OFFICERS

1. The President shall appoint a Nominating Committee to prepare a slate of candidates to be presented in an election by the membership at the annual meeting. Additional nominations may be made from the floor by any member of the Society. A majority of votes cast by members present shall be necessary for election of officers. Officers shall assume their duties immediately after the meeting during which they are elected.

DUTIES OF ELECTED OFFICERS

2. The President shall direct and coordinate the affairs of the Society, set the agenda and preside at all business meetings of the Society and all meetings of the Board of Directors, perform such duties as may be directed by the Board, and represent the Society throughout the state and nationally.

3. The Vice President shall perform the duties of the President in case the President is absent or incapacitated. The Vice President will serve as Program Chair for the annual meeting, coordinating development of the program and preparation of the budget for the meeting. Specific duties will follow those outlined in the *Annual Meeting and Workshop Manual*.

4. The Treasurer shall maintain the funds of the Society and the records thereof as instructed by the Board of Directors, present written itemized financial reports to all membership and Board of Directors meetings, serve as chair of the Finance Committee, and keep a record of all Finance Committee discussions and actions.

5. The Secretary shall maintain records of the proceedings of all membership and Board of Directors meetings, assist the President as requested in creation of agendas for meetings of the Board of Directors and the annual business meeting and notification of members of same, and maintain in cooperation with the Membership Chair and Treasurer the official current membership list of the Society.

STANDING COMMITTEES

6. The Finance Committee shall consist of the Treasurer, acting as chair, and two other members of the Board of Directors. The Finance Committee is responsible for making recommendations to the Board regarding stewardship of Society funds and for formulation of a budget to be presented to the membership at the annual meeting

7. The Nominating Committee shall consist of three members appointed by the President, one of

whom must be from the membership-at-large. The Nominating Committee shall be responsible for developing a slate of candidates for elected positions to be presented to the membership at the annual meeting.

8. The Program Committee shall consist of the Vice-President, acting as chair, and at least two additional members, one of whom is on-site for the annual meeting. The Program Committee is responsible for planning, preparing a budget for, and implementing the annual meeting program.

9. The Education Committee shall be appointed by the President and consist of one Board member and at least two members-at-large. The Education Committee is responsible for planning and implementing the professional development efforts of the Society.

10. The Scholarship Committee shall be appointed by the President and consist of one Board member and at least two members-at-large. The Scholarship Committee is responsible for publicizing, soliciting applications for, and determining the recipients of awards offered by the Society.

11. The Membership Committee shall consist of the immediate Past President, acting as chair, and at least two members-at-large. The Membership Committee is responsible for maintaining a current membership list at all times, ensuring that all members who desire are included on the listserv discussion list, and recommending and implementing membership recruitment efforts.

AD HOC COMMITTEES

12. The President or the Board of Directors may establish such ad hoc committees as are necessary to accomplish limited-term goals of the Society.

PARLIAMENTARY PROCEDURES

13. Robert's Rules of Order shall govern the proceedings of the Society except as otherwise provided for in the Constitution or By-Laws of the Society.

RECORDS

14. The principal office of the Society shall be that of the Secretary of the Society. There shall be kept in that office the current records of the activities and transactions of the Society, including a minute book which shall contain a copy of the Certification of Incorporation, a copy of the Constitution and By-Laws and all amendments thereto, and all current minutes of the meetings of the Board of Directors and of the membership meetings.

15. Non-current records of the Society shall be archived by the Archives and Special Collections Department of the Ball State University Libraries and shall be available for review by any member upon request.