

## **Chicago Area Archivists (CAA) By-Laws**

In early 1982, a group of local archivists, historians, librarians, and others met informally in Chicago to discuss common concerns, to share information, and to get acquainted with persons and programs in the area. The Chicago Area Archivists (CAA) formed as a consequence of this initial meeting.

### **Article I. Name**

The name of the organization shall be the Chicago Area Archivists (CAA).

### **Article II. Purpose**

The purpose of the Chicago Area Archivists is as follows: to provide an opportunity for area archivists to meet together; to share information on issues of interest to the local archives community; to inform members about archival programs and resources in the Chicago area; to advocate preservation of, and access to, historically valuable information related to the Chicago area archival community; and to present programs or other such activities as may be of interest to its members and the general public.

### **Article III. Membership**

1. Membership shall be open to all individuals with an interest in the activities of archives and manuscript repositories in the Chicago area.
2. Members are defined as those individuals having paid the annual dues to CAA.
3. Members shall have the right to vote for the election of Steering Committee Members; on changes to By-Laws; on changes in dues; and on any other issues deemed appropriate by the Steering Committee. Voting shall take place around the time of the Annual Meeting. A special vote can be called by the Steering Committee at any time. Written notice of the vote shall be distributed to the membership at least thirty (30) days before the time of the voting. The method of voting will be determined by the Steering Committee. Results shall be based on a majority of members voting.
4. Members are eligible to serve on sub-committees of the Steering Committee.

### **Article IV. Meetings**

1. Annual Business Meeting. The annual business meeting of the CAA shall be held in the spring of each year for the purpose of installing Steering Committee members and conducting such other business as may be brought before the meeting. Written notice of the day and time of the annual business meeting shall be distributed to the membership at least thirty (30) days before the date of the meeting.
2. Steering Committee Meetings. The Steering Committee shall meet not less than twice per year.
3. Other meetings. The CAA shall hold a minimum of two events per year.

### **Article V. Governance: The Steering Committee**

1. Number and Tenure. The activities of the CAA shall be governed by a volunteer Steering Committee of 8 members, each serving a staggered term of two years. Steering

Committee members may serve multiple consecutive terms if re-elected by a majority of voting members.

2. Responsibilities. The Steering Committee shall be responsible for organizing meetings, circulating information to the membership, and formally representing the CAA when needed. The Steering Committee shall form, and call on the membership to lead and join sub-committees to undertake specific tasks. The Committee shall also be responsible for electing its officers.
3. Election. The Steering Committee shall solicit volunteers to fill regular vacancies of the Committee. Appointments shall be approved by a majority of voting members.
4. Vacancies. In case of a vacancy, the Steering Committee shall appoint a replacement to serve the remainder of the unexpired term.
5. Representatives. Related organizations may be represented by one liaison on the Steering Committee, nominated by the related organizations. Liaisons shall serve in an advisory capacity and shall not have voting rights on the Steering Committee.

#### **Article VI. Governance: Officers**

1. The Steering Committee members shall designate one of its number as Chair, one as Vice-Chair, one as Secretary, and one as Treasurer, whose duties shall be those described below in Sections 5-8 and include preparing an annual report. One more than half the appointed amount of Steering Committee members constitutes a quorum.
2. Election and Term of Office. The officers shall be elected annually by the Steering Committee. No member shall hold more than one office at a time. The Chair may not serve more than one (1) full consecutive 2-year term. Other officers may serve multiple consecutive terms as approved by the Steering Committee. Officers shall take office immediately after the annual business meeting. Chair and Secretary are elected in odd year; Vice-Chair and Treasurer are elected in even years.
3. Vacancies. In the case of a vacancy of the Chair, the Vice-Chair shall assume the office and hold it for the remainder of the unexpired term. In case of vacancy in the position of Vice-Chair, Secretary, or Treasurer, the Steering Committee shall appoint a replacement to serve the remainder of the unexpired term. Any officer filling a vacancy may run for that office when the term expires.
4. Removal. An officer may be removed by a two-thirds majority vote of the Steering Committee whenever in its judgment the best interest of the organization would be served thereby.
5. Chair. The Chair shall be the principal executive officer of CAA and shall see that the directions of the Committee are carried into effect. The Chair shall call and preside over the Annual meeting and all Steering Committee meetings, and prepare the meeting agendas. The incoming Chair shall have served on the Steering Committee for at least one year prior to election.
6. Vice-Chair. The Vice-Chair shall assist the Chair and, in the absence of the Chair, be the presiding officer at meetings; shall act as liaison and advisor to any sub-committees; and perform other duties assigned by the Chair.
7. Secretary. The Secretary shall record the minutes of the Annual Business Meeting and meetings of the Steering Committee; be custodian of the CAA's records; keep a record of all members; and perform other duties assigned by the Chair.

8. Treasurer. The Treasurer shall handle all CAA funds, including membership dues; prepare written financial reports for the Committee meetings; and prepare an annual written financial report which shall be made available to the membership. The Treasurer shall also complete and file any paperwork required by state and/or federal agencies.

#### **Article VII. Dues**

The Steering Committee shall establish annual dues to cover reasonable meeting, mailing, and associated costs; ask the membership for special assessments; and solicit donations and grant funding to promote the purposes set forth in Article II above. Dues shall be due and payable on January 1 of each year, and shall be based on a calendar-year membership schedule. Any change in dues must be ratified by a simple majority of voting members. The Steering Committee shall be responsible for the proper disbursement of CAA's funds.

#### **Article VIII. Amendment to By-Laws**

1. These by-laws may be amended, added to, repealed, or revised by the Steering Committee. Revisions must be approved by a simple majority of voting members.
2. A current copy of these by-laws shall be made available to any member upon request to the Steering Committee.
3. The by-laws may not contradict the organization's mission statement or any relevant laws or regulations.
4. The rules contained in the latest edition of Robert's Rules of Order shall govern the Chicago Area Archivists in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of the organization.

Revised, December 2004. Approved, March 2006.

Revised, March 2011. Approved, 31 March 2011.

Revised, January-March, 2013. Approved, 19 March 2013.

Revised, March 2014. Approved, June 2014.