

# **Constitution of the Archives and Preservation Club, a Student Chapter of the Society of American Archivists, at the University of Washington**

## **Article I - Name**

*Section 1* The name of this organization shall be the Archives and Preservation Club (APC), a Student Chapter of the Society of American Archivists (SAA) at the University of Washington.

## **Article II - Purpose**

*Section 1* It shall be the purpose of this organization to explore and promote archives and preservation.

## **Article III - Membership**

*Section 1* Membership of this organization shall consist of regularly enrolled undergraduate and graduate students of the University of Washington. Only those members who are currently registered University of Washington students have voting privileges.

*Section 2* University faculty and staff, and non-University persons may have associate membership status, but they may not have voting privileges.

## **Article IV - Officers**

*Section 1* The officers of this organization shall consist of a chair (or co-chairs), secretary/webmaster, publicity officer, distance liaison, and first year representative.

*Section 2* Officers shall be registered University of Washington students only. The chair shall be an individual member of Society of American Archivists.

*Section 3* The term of office shall be for one year.

*Section 4* Removal of officers is at the discretion of the organization.

*Section 5* Chair (or co-chair)

A. Act as the liaison between the student chapter and Society of



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American Archivists.

B. Notify the Society of American Archivists Executive Office within thirty days following the election.

C. Subscribe to Society of American Archivists' Student Listserv, and forward any important messages to the organization.

D. Compose an Annual Report to the Society of American Archivists Executive Office with the names of all members of the Student Chapter, names and email addresses of the

officer and faculty liaison and summary list of Chapter activities.

*Section 6* Secretary/webmaster

- A. Record the meeting and activities of the organization.
- B. Responsible for maintaining the website and listserv.

*Section 7* Publicity officer

- A. Design posters for activities of the organization
- B. Spread the word about the activities of the organization

*Section 8* Distance liaison

- A. Notify distance students of pertinent archives and preservation activities in their area.

*Section 9* First year representative

- A. Encourage first year students to participate in organization activities.

**Article V - Elections**

*Section 1* Selection of officers shall be held annually. Notification of elections will be sent to all MLIS students via listserv and by posted flyers within two weeks of elections.

*Section 2* Nominations for officers shall be invited annually.

*Section 3* Elections shall take place by ballot at a general election.

**Article VI - Meetings**

*Section 1* Regular meetings of this organization shall be held monthly.

**Article VII - Advisors**

*Section 1* The faculty advisor shall be an individual member of Society of American Archivists, with no voting privileges.

*Section 2* The advisor will assist the organization with its relations with the Society of American Archivists Council and Executive Office and assist in local programs for the Student Chapter.

*Section 3* Selection of an advisor is up to the discretion of the organization.

**Article VIII - Amendment**

*Section 1* Amendment