

Preamble

The students of the School of Information Science & Learning Technologies (SISLT) at the University of Missouri, in order to promote intra-student body communication, to pursue common professional, cultural, and social goals, and to provide a forum in which our ideas and opinions may be presented to the faculty and administration, do establish by this Constitution the Society of American Archivists at University of Missouri student chapter. The portions of this Constitution that are included verbatim **in red color font below** are Checklist policies.

A. Name

The official name of this organization shall be: Society of American Archivists at University of Missouri student chapter. Our abbreviation and acronym is SAAMUSC.

B. Purpose

Coherent with the Society of American Archivists's (SAA) Mission Statement for graduate student chapters ([Section XIII](#)), the purpose of SAAMUSC shall be to build a learning community and provide professional development and networking opportunities for students interested in the archival profession. We achieve our purpose by:

1. introducing new archivists into the profession,
2. promoting communication among students interested in any aspect of archival work,
3. acquainting members with the objectives, ethics, activities, and publications of the archival profession and the Society of American Archivists (SAA), and, ultimately,
4. developing leaders of tomorrow's archives profession.

C. Membership

Eligibility: Membership shall be open to any currently enrolled student or employee of the University. This organization shall not discriminate on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law. All individual SAA members in good standing shall also be eligible for membership in SAAMUSC. Alumni of any SISLT program are welcome to attend SAAMUSC events and meetings.

Requirements: To join SAAMUSC, students must be members of the Society of American Archivists and identify themselves to the SAAMUSC Secretary.

Viability: 1. There must be at least ten (10) students at the University of Missouri interested in joining SAAMUSC to apply for recognition by the Organization Resource Group (ORG), the central campus resource for student organizations in the MU Department of Student Life.
2. There must be at least five (5) members in good standing with the SAA to maintain the organization's status as a student chapter.

D. Relationship to Organizations

SAA: The SAA Council approves the establishment of new student chapters. Once approved by the SAA Council, the student chapter will seat elected leadership. Chapter chief officer(s) will notify the SAA office within 30 days following elections. The chief officer(s) and the Faculty Advisor must subscribe to SAA's student discussion list as a means to ensure that important messages from the SAA office reach student chapter members. The chief officer(s) are expected to forward messages from the SAA office as well as other messages of interest to all chapter members. Such messages might pertain to the Student Paper and Poster Sessions at the Annual Meeting, or opportunities for collaboration between student chapters. The use of SAA's name, logo, and auspices is available only through specific provision of the Council and will conform to [Uniform Guidelines for Use of the SAA Logo](#). At least once a year (May 31), the student chapter will submit an annual report to the SAA office.

SISLT: The SISLT faculty and administration support SAAMUSC by enabling communication between the Faculty Advisor and student chapter leadership and facilitating member meetings. SISLT administers [Conference Travel Support](#) for both master's and doctoral students to present at both local and national conferences.

MU: The Organization Resource Group (ORG) office enforces the University policies and procedures to ensure the organization remains recognized by the University of Missouri. Organizations that successfully complete the Recognition Process for Prospective Student Organizations will be presented to SOGA (Student Organizations, Governments and Activities Committee), a committee composed of faculty, students and staff appointed by the Chancellor. SOGA reviews the application and makes a recommendation to the Vice-Chancellor of Student Affairs. The ORG will contact the President and Advisor after a recommendation is made and inform the organization of its status. To maintain its status as a recognized student organization SAAMUSC will (1) remain accountable to the [Standard of Conduct \(CRR 200.010\)](#) and follow campus policies as found in the [Guidelines for Recognized Student Organizations](#), (2) complete the annual registration process, and (3) attend required trainings.

E. Meetings and Activities

Meetings shall be held at the beginning of each academic year and at least every other month throughout the year as deemed necessary. Meetings shall be conducted either in-person or virtually in accordance with the latest edition of Robert's Rules of Order. The time, date, and place of the regular meetings shall be at the call of the Student Chapter President, who will give students a minimum of five days' advance notice. Three members of SAAMUSC shall constitute a quorum for voting purposes.

One or more activities shall be scheduled each semester by the officers. Examples of such activities include career symposia, technology workshops, repository tours (on and off the Mizzou campus), lecture or webinar viewings, study breaks in the Reflector, and regional

community events related to archives and their use in society. We agree to abide by all regulations described in the Guidelines for Recognized Student Organizations, all University policies, in addition to all federal, state and local laws.

F. Officers

Officers of SAAMUSC will include a President, Vice-President, Secretary, Treasurer, and one or more Chairs (e.g. of Communication, Alumni Programs, Archivist / Historian, or LISGSA Liaison). All officers must hold a minimum 2.2 GPA, as verified by the [Coordinator of Student Organizations](#). Grounds for officer removal include the inadequate fulfillment of aforementioned duties or the violation of regulations described in the Guidelines for Recognized Student Organizations, University policies or any federal, state or local laws.

The President will act as the chief officer as stipulated by SAA Council. These duties include—but are not limited to—acting as a liaison between SAAMUSC and the SAA office, and submitting to SAA an annual report no later than May 31st of each calendar year. The President shall preside over all meetings of SAAMUSC and shall represent the student chapter at all official functions. The President shall work with the Faculty Advisor (who may appoint an Election Coordinator or Teller) to organize candidate ballots and voting.

The Vice-President will assume the duties of the President in the latter's absence. The Vice-President will coordinate the arrangements for SAAMUSC's academic and social events, direct public relations within the University community, and ensure communication within the organization.

The Secretary will be responsible for all correspondence and all permanent records of the organization. The Secretary will record the meeting minutes and maintain event information in order to prepare the annual report.

The Treasurer will be responsible for financial matters pertaining to the organization and make available to the chief officer(s) and membership a financial report at the beginning of each term. The Treasurer will be responsible for fundraising activities and the collection and accounting of dues.

A Communication Chair will be responsible for the overall communications of SAAMUSC. Such communications include but are not limited to maintaining and updating the website, [listserv](#), and Social Media such as [Twitter](#), in cooperation with the decisions of the chief officer(s).

A Program Chair will be responsible for the planning, promotion and coordination of the activities of the organization. The Program Chair may appoint ad hoc committees to organize special events.

The organization must select one faculty or staff member (at least 75% FTE) to serve as advisor. The faculty advisor is not an elected officer but shall be invited to SAAMUSC meetings

and shall have speaking but not voting privileges at same. **Grounds for removal of the advisor include the inadequate fulfillment of aforementioned duties or the violation of regulations described in the Guidelines for Recognized Student Organizations, University policies or any federal, state or local laws.** Should this become necessary, the process will begin with a meeting of all the officers, at which meeting the officers will draft a letter to the faculty advisor, outlining the relevant issues. If the advisor's response is satisfactory to the officers, no further action will be taken. If not, the officers will approach a different faculty member and offer them the position of advisor.

Faculty Advisor Role: The faculty advisor, who is also an SAA individual member, will assist the chapter in electing leaders, drafting an organizing document, in its relations with the SAA Council and office, and in planning local programs for the student chapter.

G. Annual Responsibilities

To SAA: A report on the current activities of the organization will be prepared and submitted to the SAA office for review on a yearly basis on May 31. This annual report will include the names of all members, the names of all elected officers and the faculty advisor, and a summary of SAAMUSC activities of the past year. Failure to submit the annual report will initiate an inquiry that could result in dissolution of the student chapter.

To MU: In order to maintain status as a recognized student organization SAAMUSC will:

1. complete the annual registration process (on or within six months of July 1st when profiles on OrgSync reset, and with current information) with the Office of Student Organizations, and
2. attend required trainings.

H. Elections and Dues

Candidate nominations will be received (by the Faculty Advisor or an appointed Teller) until five days before the date arranged for an election. The terms of office for each of the leadership positions are set at January 1 - December 31. Such calendar year terms are intended to provide continuity of responsibility across the summer break, and to provide contrast with the academic-year terms of LISGSA officers. Officers may be re-elected, and offices may be shared at the sole discretion and agreement of all involved parties. Elections for office will ordinarily be held yearly in the middle of Fall Semester. Special elections may be arranged so that, for example, a student beginning the program in Spring Semester need not wait a full calendar year to stand for office.

All members of SAAMUSC are entitled to vote for the officers. The vote will be by secret ballot according to the procedures organized by the Faculty Advisor or her appointed Teller. The Faculty Advisor will ensure that the elections are carried out fairly and will certify their validity.

The newly elected officers will meet for the first time within one week of the elections. As stated in above Section D, chief officer(s) will notify the SAA office within 30 days following elections.

Chapter dues for membership will be decided annually by the chief officer(s). The sole intent of any dues collection shall be to support SAAMUSC hosting a program or event that would not otherwise be possible. If modest dues (\$5-\$10 per year) are imposed, members of the student chapter shall cover their dues in order to maintain an active status. Members are responsible for maintaining individual SAA and SAAMUSC membership dues. No membership dues shall be taken from the chapter's treasury. The SAAMUSC will make financial records available to authorized University officials upon request.

I. Vacancies

In the event of an anticipated or unanticipated officer vacancy prior to the term of office end date, the remaining officers shall arrange a special election to fill out the unexpired term. If in an exceptional instance the President is unable to complete her term, it is suggested that the Vice-President or another existing officer accede to the Presidency.

J. Amendments

Amendments to this Constitution may be proposed by any member and shall be decided by a majority vote of the membership. Amendments should not be in conflict with SAA or University bylaws, policies, and procedures. **Amendments to the Constitution must be submitted to and approved by the Coordinator for Student Organizations before they become effective.**

*Drafted February 2017; Adopted by vote on February 18th, 2017 in Columbia, Missouri.
Updated per ORG stipulations on 10 August 2017, 22 October 2018.*