

1. NAME

The name of this organization shall be Society of American Archivists – Student Chapter.

2. OBJECTIVES

- a. To acquaint members with the objectives, ethics and publications of the Society of American Archivists.
- b. To provide activities for members to discuss archival issues, interact with professional archivists and engage in professional activities.
- c. To promote communication with other student groups within the University, such as the American Library Association and the American Society for Information Science, as well as student chapters at other universities, in order to develop mutual interests of the library and archive professions.
- d. To provide the membership with representation at Society of American Archivists meetings.
- e. To promote archival interests at the university and within academic departments through seminars, convocations and curriculum planning.

3. MEMBERSHIP

- a. Membership in this organization is open to all students currently enrolled at Indiana University with an interest in the custody, control, or use of records, archives, and/or private papers.
- b. To become a member and receive all mailings, students must identify themselves to the secretary of the organization.
- c. Membership in the Student Chapter requires membership in the Society of American Archivists. There shall be at least 5 members in good standing with the SAA to maintain status as a student chapter.

4. DUES

As students, members of the organization will be given a reduced rate for membership in the Society of American Archivists.

5. ANNUAL REPORT

- a. A report on the current activities of the organization will be prepared and submitted to Council of the SAA for review at the mid-winter meeting.
- b. Failure to submit the annual report to the SAA will initiate an inquiry by the SAA that could result in dissolution of the Student Chapter.

6. OFFICERS AND ADVISORS

- a. Officers of the organization shall include a President, Vice-President, Secretary, Treasurer and Program Committee Chair. The Officers together with the faculty advisor will comprise the Executive Board which shall be responsible for the administration of the organization.
- b. An elected officer shall be chosen to act as liaison with the Society of American Archivists. The chosen Coordinator must be a member of the SAA.
- c. The faculty advisor shall be an individual member of the SAA and act as liaison with the SAA in matters regarding the Student Chapter.
- d. Officers shall serve for one year. If a vacancy should occur in the office of Vice-President, Secretary, Treasurer, or Program Chair, an interim replacement shall be appointed by the Executive Board to serve until the next regularly scheduled election.

7. BYLAWS

The Executive Board is authorized to prepare, adopt, or amend bylaws as may be desirable for administration of the organization. A copy of the current bylaws shall be made available to all members. Changes to the bylaws shall be subject to review by the membership and approved by a majority vote.

8. AMENDMENTS

Amendments to this Constitution may be proposed by any member and shall be decided by a majority vote.

9. MEETINGS

Meetings shall be held at the beginning of each new academic year and periodically throughout the year as deemed necessary. Meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order.

10. DISSOLUTION

In the event of the dissolution of the organization, any funds or assets shall be allocated as designated by the Executive Board in office at the time of dissolution.

11. STATEMENT OF UNIVERSITY COMPLIANCE

This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

12. ANTI-HAZING POLICY

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

13. PERSONAL GAIN CLAUSE

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.