

Visual Materials Section Bylaws
Revised July 2016

The VM Steering Committee puts forward for membership review the following changes to the VM Bylaws, which are reviewed every four years.

Although the original text has been included whenever possible, you can view the original bylaws text on the VM website [here](#). Comments are welcome and encouraged. Please send them to any member of the Steering Committee. Contact information is on the VM website as well as on the masthead of the Section newsletter.

The adoption of the revisions will be voted on at the annual meeting in Atlanta, August 4, 2016.

Article 4. A

Changed the composition of the Steering Committee to include elected members and permanent committee chairs (which currently include the Communications, Professional Education, and Election Committee chairs, but will not include working groups, which have limited terms).

From:

The Section shall be guided by a Steering Committee composed of Chair, Chair-elect, Immediate Past Chair, Communications Coordinator, Newsletter Editor, Webmaster, and three elected members-at-large.

To: The Section shall be guided by a Steering Committee composed of Chair, Chair-Elect, Immediate Past Chair, *elected Members-at-Large, and Committee Chairs.*

Article 4.B.1, 4.B.3, and 4.C.1.a, and 4.C.3.d

Changed wording related to Members-at-Large positions.

From: elected Steering Committee members (which is only the Members-at-Large)

To: elected Members-at-Large

Article 4.C.1 Elections

Added bullet:

b. The Section's election timeframe will be determined each year by the Society of American Archivists administration.

Article 4.C.3.b Vacancies in Office, Chair-Elect

Changed "the office shall remain vacant until the next annual Section meeting" to "the office shall remain vacant until the next annual Section election cycle," as we actually vote in July rather than at the meeting.

Article 4.C.3.d

Since Member-at-Large is an elected position, the terms of a vacancy have been changed.

From:

In the case of vacancy, the Steering Committee shall appoint a replacement, who shall serve to the end of the unexpired term.

To: In the case of vacancy, the Steering Committee shall appoint a replacement, *who shall fill the position to the end of the next Section election cycle. The elected replacement shall serve for either the*

full term of three years if elected during the year of that member's end of term, or a portion of the term, if elected during a year when that Member-at-Large position would not come up for election.

Article 4.D.1 Duties of the Officers

Added bullet:

b. After the annual Section meeting, the Chair gathers reports from committees and working group chairs, and submits a final annual Section report to the SAA Liaison.

Article 4.D.2.b

The Steering Committee recommends that the Section's Three-Year Plan be drafted every three years instead of every year, with reviews of the plan every year carried out at the Midwinter meeting. To reflect the change in this process, the bylaws have been amended thus:

b. The Chair-elect *leads* the Three-Year Plan Committee and submits a draft plan *every three years* to the Chair for approval and submission to SAA Council.

Article 5.A. Business - meeting times

To clarify this section, made the following changes.

From:

- A. Meeting times. The Section shall meet once a year at the time of the annual meeting of the Society of American Archivists. The time of and agenda for this meeting shall be announced in the newsletter immediately preceding the meeting.

To:

- A. Meeting times. The Section shall meet once a year at the time of the annual meeting of the Society of American Archivists.
 - 1. The time of and agenda for the meeting shall be announced in the Section newsletter immediately preceding the meeting and *posted on Section listservs and the Section website.*
 - 2. *Minutes from the annual meeting shall be included in the annual report written by the Chair following the meeting and posted on Section web page.*

Article 5.B. Other meetings.

Made second sentence into bullet 1. Merged former bullet 1 and 2 and made new bullet 2 relating to minutes and their posting:

Additional Section meetings such as Midwinter may be scheduled at the call of the Chair.

- 1. Such meetings shall be announced via the Section newsletter, the listservs, and the Section website.
- 2. *Minutes of any official meeting called by the Chair shall be posted on the Section website and listservs within three weeks following the meeting.*

Article 5.C. Voting on Policy Decisions. (changed from Voting)

To clarify when the membership votes on policy decisions, the following changes have been made:

From:

All policy decisions shall be determined by a plurality of members voting at the annual meeting.

To:

All policy decisions *affecting Section bylaws* shall be determined by a plurality of members *in an online vote. Voting in these cases shall be coordinated by the Chair and Chair-elect with guidance from the Steering Committee, and will be communicated clearly and in a timely manner to the membership by means of the Section membership listserv and the website. For elections voting, see Article 4.C.2.*

Article 5. Business

For transparency, added a section regarding Section finances. The Section currently maintains an account managed by the SAA Administrative Office.

D. Budget.

The Section shall maintain an account administered by the Society of American Archivists (SAA). These funds may only be used in accordance with SAA Guidelines for Section and Roundtables.

- 1. Any funds created directly from Section activities shall be deposited by the Section Chair or Chair-Elect into the Section account within two weeks of receipt.*
- 2. Any decisions regarding the use, distribution, or deposit of funds shall be decided by Steering Committee consensus.*
- 3. The Section Chair shall prepare a budget summary as part of the Section's annual report which shall be reported at the annual Section meeting.*

Article 6. Committees and Working Groups

To standardize the use of the terms "committees" and "working groups," which have been used interchangeably, changes have been reflecting that Committees are ongoing, and Working Groups are ad hoc. Accordingly, the Elections and Communications Working Groups have been changed to Committees.

Changes (in italics) made to **Article 6.A:**

The Chair may appoint or dissolve Committees (*ongoing*) and Working Groups (*ad hoc*) as needed. Each Committee and Working Group shall have a written charge; *Working Groups shall also have* a specified period of service. Committees *and Working Groups* shall report on their activities at the annual Section meeting or on the Section website prior to the annual meeting.

Article 7. Revision of Section Bylaws (changed from Policy on Revision of Bylaws)

In order to reflect the change to online voting, and changes in the Steering Committee composition, the following changes (indicated by italics) were made:

From: Bylaws shall be reviewed every 4 years by the Steering Committee and Working Group Chairs. All proposed changes to the bylaws shall be published in the newsletter and posted on the Section web site prior to the annual meeting. Changes shall be determined by a plurality of members in the annual meeting.

To:

A. Bylaws shall be reviewed every four years *by the Steering Committee. Changes to the bylaws can also be requested at any time by consensus of the Steering Committee, provided they are critical for the functioning of the Section, according to SAA bylaws and procedures.*

B. Any proposed changes to the bylaws shall be *announced for review via the newsletter and Section listerv, and a draft with changes* posted on the Section web site *prior to the membership vote*. Changes shall be determined by a plurality of members *in an online vote*.

Submitted by the Steering Committee:

Paula Jeannet Mangiafico, Chair
Gerrienne Schaad, Chair-Elect
Kim Andersen, Communications Committee Chair
Irlanda Esteli Jacinto, Member-at-Large
Matthew Mason, Immediate Past Chair
Ricardo Punzalan, Professional Education Chair
Alan Renga, Web Administrator
Deborah Joan Rice, Newsletter Editor
Mary Samouelian, Member-at-Large
Laura Treat, Member-at-Large