

Michigan Archival Association Bylaws

I. Duties of Officers and Members-at-Large

1. President

- *a. The president of the Association shall direct and coordinate the affairs of the Association. **The president** presides at all meetings of the Association and of the executive board, and shall perform such duties as may be directed by the executive board.
- b. The president shall perform those duties customarily associated with the position and as enumerated in the parliamentary authority except when defined otherwise in the bylaws.
- *c. The president shall nominate the members and chairpersons of standing and special committees. **Nominations shall be** subject to the approval of the executive board.
- *d. The president shall nominate a member to the position of editor of the Association's newsletter. **Nomination** shall be subject to the approval of the executive board.
- *e. The president may appoint a parliamentarian to rule on any parliamentary issues that arise either at the Association's annual business meeting or meeting of the executive board.
- f. The president shall call at least two (2) meetings of the executive board yearly.
- *g. The president shall prepare and submit an annual report on **their** activities and the state of the Association during **their** term **in** office. The report shall be presented to the membership at the annual meeting of the Association.

2. Vice-President/President-Elect

- a. The vice-president/president-elect shall perform the duties of the president in case **there is a vacancy in the office**, is absent or incapacitated: **In case of vacancy, the vice-president/president-elect shall take office and hold it for the remainder of the term.**
- b. The vice-president/president-elect shall perform those duties customarily associated with the position and as enumerated in the parliamentary authority, except when defined otherwise in these bylaws.
- c. The vice-president/president-elect shall serve as the liaison between the board and all committees, as needed.

3. Secretary

- a. The secretary shall keep the minutes of the Association and executive board meetings and shall make available upon request copies of board minutes and the Association's constitution and bylaws.
- b. The secretary shall receive proposed amendments to the constitution and/or bylaws and distribute them to the membership as required by the constitution, section VII.
- c. The secretary shall serve as the Association archivist. The secretary may delegate this duty to another Association member in good standing, upon approval of the board.

4. Treasurer

- a. The treasurer shall have custody of all money belonging to the Association and shall expend Association funds only upon the authority of the executive board.
- b. The treasurer shall keep accurate, up-to-date accounting of Association revenues and expenditures, and report on the financial condition of the Association at the executive board meetings and the annual conference.
- c. The treasurer shall make the Association's financial records available for annual audit to be conducted by an audit committee. The treasurer shall make the records available at a time and place selected by the audit committee chair.
- d. The treasurer shall ensure that up-to-date membership information is being maintained. The treasurer may delegate this duty to another Association member in good standing, upon approval of the board.

5. Conference Coordinator

- *a. The conference coordinator shall be responsible for all aspects of organizing and producing the Association's annual conference. This duty shall include, but is not limited to, establishing / supervising the Annual Meeting Committee and its program and local arrangements sub-committees (members subject to the Board's approval). The conference coordinator shall be the liaison to the Board for all conference committees. The vice-president is responsible for providing assistance to the conference coordinator in fulfilling these duties. If the conference coordinator is unable to fulfill the duties of the office, the vice president shall assume the role of conference coordinator.

6. Members-at-Large

- a. Members-at-large shall serve the Association as representatives of the general membership and shall assume those duties usually associated with such positions and enumerated in the parliamentary authority except when defined otherwise by these bylaws.

b. Members-at-large shall be assigned duties as directed by the president.

***II. Nomination and Election of Officers and Members-at-Large**

- *1. The president shall nominate, and the executive board shall approve, a nominating committee of three members. No more than one member of the committee may be a member of the executive board.
2. The committee's recommended nominees for vice-president/president-elect, secretary, treasurer, and members-at-large shall be made available at least two weeks before the annual meeting.
3. Elections will take place at the annual meeting of the Association.
4. Additional nominations may be made by the membership through a petition signed by at least ten (10) members and received by the secretary at least two hours before the annual business meeting.
 - a. The nominating committee's candidates shall take precedence over nomination by petition if the election of petition nominees would cause more than two (2) board members to come from the same facility. (See constitution article IV, section 4f).
 - b. The secretary shall refer any nomination petitions received prior to the annual business meeting to the chairperson of the nominating committee.
5. Elections will be conducted by the chairperson of the nominating committee. If that person is not available, a member of the executive board who is not up for re-election shall conduct the election.
6. Executive board members shall be elected by a majority of votes cast from the membership present at the annual meeting.
7. The vice-president/president-elect shall be elected in even numbered years. The secretary, treasurer, and conference coordinator shall be elected in odd numbered years.
8. Members-at-large (six) shall be elected for staggered terms. Two shall be elected each year, each for three-year terms. Mid-term vacancies shall be filled according to constitutional procedure presented in article IV, section 5.

***III. Membership**

- *1. The Association membership year shall begin on **the date of membership registration and run through one calendar year.**

*2. **Association membership** will be entitled to receive any benefits or publications offered within the terms of the Association's membership year.

IV. Committees

- *1. Standing committees of the Association shall be comprised of at least (3) members, including the chairperson, and shall be nominated by the president and **shall be** approved by the executive board. Standing committees of the Association shall consist of:
- a. Annual Meeting Committee, which shall be responsible for planning and conducting the Association's meetings. The annual meeting committee reports directly to the conference coordinator.
 - b. Audit Committee, which shall be responsible for annually auditing the financial records of the Association. The audit committee shall be composed of two members of the executive board, chosen by the board, and one member of the Association, appointed by the president, who shall chair the committee.
 - c. Nominating Committee, which shall be responsible for developing a slate of candidates of members in good standing for elections as outlined in section II above.
2. Ad hoc committees of the Association shall be composed of at least three (3) members, including the chairperson, and shall be nominated by the president and approved by the executive board.

V. Parliamentary Procedure

1. Robert's Rules of Order shall govern the proceedings of the Association except as otherwise provided for in the bylaws or constitution of the Association.
2. The Association shall obtain and make available at the annual meeting a copy of Robert's Rules of Order.

VI. Abandonment of Board Position

1. The president is empowered with administrative duties if a board member abandons their board position.

Abandonment of a board member position is defined as:

- a. Board member does not communicate with other board members, committee chair and/or committee members for a period of 4 continuous weeks without explanation.

- b. Board member does not attend half of regularly scheduled board meetings without explanation.
- c. Board member does not fulfill assigned duties and/or responsibilities of their position without explanation.

2. When abandonment of a board position occurs:

- a. The committee chair, committee members and/or board member/s will contact the president about possible board member abandonment.
- b. The president will connect with the board member, in writing, and inform them that possible abandonment of their position may have occurred and inform the board member they have 7 calendar days to respond.
- c. On the 8th calendar day, the president will provide a report, either verbal or written, to the board.
- d. On the 8th calendar day, the president shall issue a call for a special board meeting to provide their recommendations for action/s.
- e. If needed, the president can assign another board member on an interim basis to the abandoned position until it is filled.
- f. At the special meeting, the board shall hold a vote on action/s with a simple majority vote. If a board member is removed, the president shall nominate another person for the position. The board shall hold a vote to approve nomination.
- g. The day after the board vote, the president will send notice to the removed board member of the action/s taken by the board.

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