

ARCHIVISTS WITHOUT BORDERS – U.S. CHAPTER PROPOSAL

For consideration by the AwB-U.S. Chapter membership

TABLE OF CONTENTS

ARCHIVISTS WITHOUT BORDERS – U.S. CHAPTER	1
PROPOSAL	1
ABOUT US	2
INTERNATIONAL	2
UNITED STATES	2
MISSION STATEMENT	2
GOALS	2
HUMAN RIGHTS	2
UNDERREPRESENTED POPULATIONS & ENDANGERED ARCHIVES	2
EDUCATION	3
OUTREACH AND ADVOCACY	3
ORGANIZATIONAL STRUCTURE	3
MEMBERSHIP	5
FINANCES	5
BYLAWS	6
ARTICLE 1. NAME	6
ARTICLE 2. OBJECTIVES	6
ARTICLE 3. MEMBERSHIP	6
ARTICLE 4. OFFICERS	7
ARTICLE 5. BUSINESS	11
ARTICLE 6. COMMITTEES	11
ARTICLE 7. PARLIAMENTARY AUTHORITY	12
ARTICLE 8. POLICY FOR REVISION OF BYLAWS	12

ABOUT US

INTERNATIONAL

Archivists without Borders (AwB) is an international network of associated chapters in Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Spain, France, Mexico, Peru and Uruguay. Founded in Barcelona, Spain in 1998, its main objective is to promote cooperative efforts among archivists to provide aid and resources to countries whose documentary heritage is in danger of disappearing and/or of suffering irreversible damage. A particular emphasis is placed on the protection of human rights and the promotion of accountability through the archives.

AwB International is governed by an [*International Charter*](#) (2008) and by the [*Regulations of the International Coordination Council*](#) of AwB International (2009).

UNITED STATES

In February 2012, a core working group met to formally discuss the necessity and logistics of starting a chapter of Archivists without Borders in the United States. This group recognized a growing number of archival professionals who are interested in the work AwB does in support of human rights, endangered archives, and underrepresented communities and wanted to act on this enthusiasm. Spurred by the desire to be part of an international, collaborative community, AwB can serve as a network for information and advocacy, a clearinghouse for relevant news and information, and a hub for volunteer activities within and outside United States borders. The Core Working Group believes that there are endangered archives, underrepresented communities, and other projects in the United States that merit professional attention.

MISSION STATEMENT

The United States Chapter of Archivists without Borders (AwB-United States) is a member of Archivists without Borders International. AwB-United States' mission is to unite archival professionals through education, outreach, and advocacy to support human rights efforts, underrepresented populations, and endangered archives both in the United States and in collaboration with international chapters.

GOALS

HUMAN RIGHTS

- Promote and defend human rights through the protection and conservation of archives produced by public and private bodies.
- Promote the development of relationships with human rights organizations.

UNDERREPRESENTED POPULATIONS & ENDANGERED ARCHIVES**

- Protect the identity and historical memory of culturally diverse communities.
- Collaborate to preserve and protect the fullest identity and historical memory of

communities by supporting efforts to ensure that the historical record reflects the diversity of their citizens.

- Support cultural and ethnic diversity among professionals during discussions and deliberations regarding archival materials in the U.S. and abroad.

EDUCATION

- Provide continuing archival education for caretakers of archival and documentary holdings to ensure their preservation, conservation, and dissemination.
- Facilitate mutual capacity- and skill-building through collaborative educational and resource sharing with caretakers of archival and documentary holdings.
- Raise social awareness of the usefulness of conserving and using archives to ensure respect for the rights of citizens, government accountability, support for researchers, and as a basis for the economic, social, scientific and technological development and fostering of culture, recovery of historical memory and community identities.

OUTREACH AND ADVOCACY

- Foster social, human and solidarity-based relationships between archivists in the United States and abroad and promote protection and respect for human rights within the archival community.
- Provide support and collaborative involvement with other archivists and cultural heritage professionals in cooperative archival administrative projects at local, national, and international levels.
- Lead outreach and advocacy movements to empower citizens to understand and access archives.
- Protect, conserve, organize and disseminate* documentary heritage in danger of disappearance or irreversible damage through the design, coordination, development and dissemination of plans, programs and projects, including actions for the safeguarding and recovery of documentary heritage related with guaranteeing the human, individual and group rights of citizens.

*We will always respect and acknowledge cultural traditions that prohibit dissemination of records.

**We define endangered archives as those which house archival material that is in jeopardy due to neglect or human or natural destruction.

ORGANIZATIONAL STRUCTURE

EXECUTIVE COUNCIL

Comprised of the President, Vice-President, Treasurer, Secretary, and Task-force Liaison, the Executive Council represents the membership and implements the decisions of the General Assembly. Its members are elected for a two-year period, with possibility of re-election. Its main functions include to direct, manage and represent the chapter at the local and international level; to establish task-force groups to accomplish the objectives of AwB; and to lobby public and

private organizations for project support. Sessions of the Executive Council are convened by the President and are held, as a general rule, once a month.

The Executive Council has the following duties:

- Represent and administer Archivists without Borders US, complying with the decisions made by the General Assembly according to the directives established by the Assembly.
- Adopt the agreements related to the appearance before public agencies in order to exercise any legal action and interpose pertinent resources.
- Subscribe agreements of collaboration with other organizations with objectives similar to AwB US.
- Propose membership fees.
- Convoke the meetings of the General Assembly.
- Oversight the finances and present its state before the General Assembly.
- Approve the establishment of working groups.

The duties of specific officers of the Executive Council:

- The President shall direct and coordinate the affairs of AwB US, and preside over the meetings of the Executive Council and the General Assembly.
- The Vice-President shall perform the duties of the President in case the President is absent. The Vice President will assume the presidency in case of a vacancy.
- The Treasurer shall be responsible for planning and formulating financial policy and recommend such policies to the Executive Council; reviewing the annual budget; record all AwB-US financial transactions; internal auditing of all AwB US financial operations; and providing an annual report on the organization's finances.
- The Secretary shall keep record of the meetings of the Executive Council and General Assembly, and be responsible for keeping the registry of AwB US members.
- The Liaison shall be the contact person for all task-force groups, provide organizational support for AwB-efforts, and coordinate AwB US's informational network.

GENERAL ASSEMBLY

The primary decision-making body of AwB U.S., the General Assembly is made up of all voting members of the chapter. It is entitled to decide over all matters regarding the chapter and its operation, as well as future projects and proposals made by the members. The Assembly convenes at least once a year. It can also be called upon to convene should the matters to be treated so require. Furthermore, every two years the General Assembly calls for elections to decide which members will form the Executive Council.

The General Assembly has the following duties:

- Approve the organization's by-laws.
- Modify the by-laws.
- Elect the members of the Executive Council.
- Approve and provide oversight for the annual budget.

- Agree upon the dissolution of AwB US.

The Executive Council will be responsible for summoning and organizing the meetings of the General Assembly.

MEMBERSHIP

- **Full Member:** Open to any person of full legal age who engages professionally in archivist work in any public or private archive, persons who work in professions linked with archives, and students currently enrolled in graduate programs in professions linked with archives. Can fully participate in any projects, national and international, in which AwB-US participates. Will have full voting rights within the organization; are eligible to hold elected offices; will receive copies of any publications created by AwB-US; will have access to AwB-US listserv.

Membership Fees*

- Unemployed/Under-employed: \$35 per year**
- Student: \$25 per year
- Regular : \$50 per year

Full membership is also complemented with a required service element. Members are asked to participate in or provide a service to the archival community, such as mentoring, administrative or technological support, advocacy, etc.

*The use of membership dues by AwB US is further explicated in the Finance portion of this proposal.

**The unemployed/under-employed rate is available to members for two consecutive years and is not a benefit that is only available once for members.

FINANCES

AwB-US will become a registered 501(c)3 which grants the organization tax-exempt status, allows the organization to make and receive donations, but not participate in political lobbying. Upon completion of 501(c)3 filing, we will apply to become an NGO and apply to Archivists without Borders – International to become an officially affiliated member.

Membership dues will be applied to operational costs for AwB-US. These costs include, but are not limited to:

- Printing of promotional materials
- Fees for a web domain and listserv
- Banking fees

We will seek additional funding sources for educational programming and specific projects.

BYLAWS

ARTICLE 1. NAME

The name of this organization will be Archivists without Borders – U.S. Chapter. The business of this organization may be conducted as Archivists without Borders – U.S. Chapter or AwB-US.

ARTICLE 2. OBJECTIVES

2.1 LEGAL CLASSIFICATION

Archivists without Borders – U. S. Chapter is a non-profit organization and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501(c)3 of the Internal Revenue Code.

2.2 GOALS

Archivists without Borders U.S. Chapter is a member of Archivists without Borders International and is aligned with their goals and principal actions, which encompass: the assurance and defense of human rights through the protection and conservation of archives produced by public and private bodies; ensuring access to public documents in democratic political systems; supporting and involvement in cooperative projects within the sphere of archives administration; preservation, conservation, and dissemination of the world's documentary heritage; training archivists, records managers, and affiliated professionals to assure preservation, conservation, and dissemination of archival materials; collaboration with other archivists and cultural heritage professionals; and promoting the development of relationships with human rights organizations.

2.3 AFFILIATION

To maximize its impact, Archivists without Borders – U.S. Chapter will work cooperatively with its parent organization, Archivists without Borders International. Additionally, Archivists without Borders – U.S. Chapter will seek relationships with other chapters of Archivists without Borders and other organizations to collaborate on projects.

ARTICLE 3. MEMBERSHIP

3.1 FULL MEMBERSHIP

Full Membership is open to any person of full legal age who engages professionally in archival work in any public or private archive, persons who work in professions linked with archives, and students currently enrolled in graduate programs in professions linked with archives.

3.2 STUDENT MEMBERSHIP

Student Membership is available to any individuals enrolled at an academic institution. Individuals will remain eligible for the student membership as long as they remain enrolled at an academic institution.

3.3 UNEMPLOYED/UNDEREMPLOYED MEMBERSHIP

Unemployed/Underemployed Membership is available to individuals that can indicate an unemployed or underemployed status. Individuals may apply multiple times for this membership status, but may not hold this status for more than two (2) consecutive years.

ARTICLE 4. OFFICERS

4.1 ELECTED AND APPOINTED POSITIONS

4.1.1 Executive Council

To guide the organization, members at large will elect officers to serve on the Executive Council.

4.1.1.a President 4.1.1.b Vice-President/President-Elect 4.1.1.c Secretary 4.1.1.d

Treasurer 4.1.1.e Liaison

4.1.2 General Assembly Representatives (Two) (2)

Additionally, the members at large will elect two (2) representatives per regional designation to serve in the General Assembly.

4.1.3 Appointed Officers

The Executive Council and the General Assembly may appoint officers to head committees and task forces as necessary.

4.2 TERMS OF OFFICE

4.2.1 Eligibility

Only members of Archivists without Borders – U.S. Chapter who are in good standing may be elected to serve as officers.

4.2.2 President and Vice President/President-Elect

The President and Vice President/President-Elect will serve a term of four (4) consecutive years: two (2) as Vice President/President-Elect and two (2) as President.

4.2.3 Secretary, Treasurer, and Liaison

The Secretary, Treasurer, and Liaison officers will serve a term of two (2) years.

4.2.4 General Assembly Representatives

The Representatives elected to the General Assembly will serve for a one (1) year term.

4.2.5 Appointed Officers

Individuals appointed as officers to serve on committees or task forces will serve terms as voted upon by its instituting body.

4.3 DUTIES OF THE OFFICERS

4.3.1 President

4.3.1.a The President organizes and presides over meetings of the Executive Council and ensures coordination and compliance with the goals and missions of Archivists without Borders International by directing operations.

4.3.5.b The President will attend the meetings of Archivists without Borders International as a

representative of Archivists without Borders – U.S. Chapter, as well as other conferences and meetings as deemed necessary.

4.3.1.c The President will report to the General Assembly and the membership at large on such matters deemed pertinent by the Executive Council and the Representatives elected to the General Assembly.

4.3.1.d The President will receive quarterly and annual reports from the Vice President/President-Elect, Secretary, Treasurer, and Liaison regarding the status of the organization's operations and finances.

4.3.1.e The President will nominate individuals to serve temporarily on the Executive Council in the event of vacancies on the Executive Council or any committees or task forces formed by that body until such time as a special election may be held to fill the vacant position.

4.3.2 Vice President/President-Elect

4.3.2.a The Vice President/President-Elect presides over the General Assembly and ensures coordination with the goals of the Executive Council and Archivists without Borders International.

4.3.2.b The Vice President/President-Elect will report to the Executive Council on such matters deemed pertinent by the Representatives elected to the General Assembly.

4.3.2.c The Vice President/President-Elect will nominate individuals to serve temporarily on the General Assembly in the event of vacancies in the General Assembly or any committees or task forces formed by that body until such time as a special election may be held to fill the vacant position.

4.3.2.d The Vice President/President-Elect will be eligible to serve on *ad-hoc* committees or task forces appointed by the Executive Council.

4.3.2.e In the event that the President is absent or vacates their position, the Vice President/President-Elect will assume their responsibilities.

4.3.3 Secretary

4.3.3.a The Secretary takes meeting minutes during the Executive Council and General Assembly meetings, completing the minutes and submitting them to the President within one (1) week of the meeting.

4.3.3.b The Secretary will oversee Executive Council and General Assembly elections, with duties including, but not limited to: publishing the ballot, collecting mailed-in ballots, tallying ballots, and reporting the results of the elections to the Executive Council, General Assembly, and the members at large.

4.3.3.c The Secretary will be eligible to serve on *ad-hoc* committees or task forces appointed by the Executive Council or General Assembly.

4.3.3.d The Secretary will oversee the organization, preservation, and retention of records generated by Archivists without Borders – U.S. Chapter.

4.3.3.e The Secretary may form committees and task forces to assist them in their duties.

4.3.4 Treasurer

4.3.4.a The Treasurer oversees the finances of Archivists without Borders – U.S. Chapter and is authorized to accept and disburse approved funds pursuant to the organization's missions and goals and within the regulations for non-profit organizations as described in Section 501(c)3 of the internal revenue code.

4.3.4.b The Treasurer will accept membership dues, grants, gifts, and any other monies acquired by the organization and will report to the Executive Council and the General Assembly regarding the financial condition of the organization and of audit or financial review results.

4.3.4.c The Treasurer will oversee budget preparation and will ensure that appropriate financial reports, including an account of major transactions and the financial condition of the organization, is made available to the Executive Council, the General Assembly, and the members at large.

4.3.4.d The Treasurer will collaborate with a qualified fiscal agent or other individual as approved by the Executive Council to assist in the performance of the duties of the Treasurer. Also, the treasurer may form committees and task forces to assist them in their duties.

4.3.4.e The Treasurer will be eligible to serve on *ad-hoc* committees or task forces appointed by the Executive Council or General Assembly.

4.3.5 Liaison

4.3.5.a The Liaison oversees outreach efforts of the organization and represents Archivists without Borders – U.S. Chapter at the conferences and meetings of groups outside the Archivists without Borders International, as deemed necessary.

4.3.5.b The Liaison will report to the Executive Council and the General Assembly regarding any conferences or meetings that they attend.

4.3.5.c The Liaison provides oversight to the digital and traditional outreach efforts, including, but not limited to: websites, newsletters, social media, publications, and any other campaigns organized towards raising awareness of Archivists without Borders – U.S. Chapter or its projects and goals.

4.3.5.d The Liaison will be eligible to serve on *ad-hoc* committees or task forces appointed by the Executive Council or General Assembly.

4.3.5.e The Liaison may form committees and task forces to assist them in their duties.

4.3.6 General Assembly Representatives

4.3.6.a Two (2) Representatives will represent their regional designation in the General Assembly. The General Assembly is responsible for informing, advising, and guiding the Executive Committee and for creating committees and task forces to address challenges and campaigns within their regional spheres.

4.3.6.b Representatives will report to the General Assembly and the members at large regarding their regions and constituencies. Representatives will also report to the Liaison regarding important information to be used in the organization's publications.

4.3.6.c Representatives will be responsible for nominating candidates to serve on the Executive Council.

4.3.6.d Representatives are eligible to serve on any committees or task forces created by the organization.

4.3.6.e Representatives may form any committees or task forces within their region to assist them in their duties and to pursue the organization's goals.

4.3.6.f There will be seven (7) regional divisions for the purposes of electing representatives to the General Assembly. No more than two (2) representatives may be elected from any state. A representative will be considered to represent a specific state if they work full-time at a repository located within that state's borders.

4.3.6.g The seven (7) regional divisions represented at the General Assembly will be roughly

defined based on location within the United States and will be divided as such:
4.3.6.g.i New England 4.3.6.g.ii Mid-Atlantic 4.3.6.g.iii Southeastern 4.3.6.g.iv
Midwestern 4.3.6.g.v Mountain Western 4.3.6.g.vi Southwestern 4.3.6.g.vii Pacific Western

4.4 NOMINATION AND ELECTION

4.4.1 Nomination

4.4.1.a The General Assembly will call for nominations three (3) months before the annual meeting.

4.4.1.b Only members of Archivists without Borders – U.S. Chapter that are in good standing may serve as officers.

4.4.1.c Only individuals who have consented to nomination may be listed on the ballot.

4.4.1.d Nominees will submit a statement of interest and a short biography to the Secretary at no later than six (6) weeks before the annual meeting.

4.4.2 Election

4.4.2.a Only members of Archivists without Borders – U.S. Chapter that are in good standing are eligible to vote in elections.

4.4.2.b The Secretary will publish the ballots electronically at least four (4) weeks before the annual meeting. The ballot will also include a provision for write-in candidates.

4.4.2.c Ballots may be mailed or e-mailed to the Secretary, but all ballots must be received no later than one (1) week prior to the annual meeting. Mailed ballots must follow the following procedure:

4.4.2.c.i Voter prints out ballot, marks it, and places it into a small envelope.

4.4.2.c.ii Voter seals the small envelope, signs their name across the seal and prints their name legibly below for validation.

4.4.2.c.iii Voter places small envelope in larger mailing envelope and addresses and mails ballot to the Secretary to be received at a date prior to the annual meeting.

4.4.2.d At the annual meeting, the Secretary, with assistance from the Liaison and any other individuals appointed prior to the meeting at the Secretary's behest, will distribute, collect, validate, and count all ballots and report the results of any election at that meeting.

4.4.2.e The candidate with the highest number of votes received will be elected.

4.4.2.f In the event that there is no majority vote, particularly in the case where more than two (2) members are up for election for a given office, selection will be made through a second ballot between the candidates who received the most votes on the first ballot.

4.4.3 Vacancies in Office

4.4.3.a President. In the case of a vacancy in the office of President, the Vice President/President-Elect will assume the office and duties of the Presidency.

4.4.3.b Vice President/President-Elect. In the case of a vacancy in the office of Vice President/President-Elect, the remaining officers of the Executive Council will appoint an interim replacement who will serve until the following annual meeting, at which time the General Assembly may elect a new Vice President/President-Elect.

4.4.3.c Secretary, Treasurer, or Liaison. In the event of a vacancy in any of these offices, the President will appoint an interim replacement to assume their duties until the next annual meeting, at which time the General Assembly may elect a new officer.

4.4.3.d Representatives. In the event of a vacancy in any representative office, the position will

remain unfilled until the following annual meeting. If both representative offices for a region become vacant, however, a special election will be held in that region to replace the offices until the following annual meeting.

ARTICLE 5. BUSINESS

5.1 DECISION MAKING

5.1.1 General Assembly

Most decisions of the General Assembly will be determined by a majority of members at large. Motions creating committees or task forces to work on behalf of the General Assembly rather than within the regions, however, will be voted on by the Representatives and must secure a two-thirds majority to pass. The Vice President/President-Elect only votes to break a tie.

5.1.2 Executive Council

Decisions of the Executive Council will be determined by a majority vote. All motions to hire individuals or companies must be ratified by a majority of the General Assembly Representatives if the cost will exceed \$500.00 USD.

5.2 MEETING TIMES

5.2.1 Annual Meeting

Archivists without Borders – U.S. Chapter will meet at least once a year at a time and location to be determined by a majority vote of the General Assembly Representatives and ratified by the Executive Council. The Secretary will publish the meeting time and place as soon as it is finalized.

5.2.1.a The Secretary may form a committee to assist the process of selecting a time and location for the annual meeting.

5.2.2 Regional Meetings

Representatives and members are encouraged to meet at their respective regional archival conferences. Representatives will notify the Secretary of meeting times and locations as soon as it is finalized, and the Secretary will publish the information.

5.2.3 Executive Council Meetings

The Executive Council will meet no less than once per quarter, with one meeting to coincide with the Annual Meeting. Members of the Executive Council may choose to meet telephonically or via video conference at their discretion.

5.2.4 Other Meetings

Additional meetings may be scheduled as deemed necessary by the General Assembly or the regions.

ARTICLE 6. COMMITTEES

The Executive Council, select members of the Executive Council (pursuant to duties enumerated

in Article 4, Section 3) the General Assembly, and regional Representatives may propose, appoint, or disband committees or working groups as needed for specific purposes. The size, duration, terms of office, and functions of these groups will be determined by the bodies that create them. Committees and task forces will report to their parent body at the Annual Meeting and the appropriate reports will be filed with the General Assembly and the Executive Committee. Unless the proposed committee will gain powers outside those enumerated in the current bylaws, voting on committee proposals may be done electronically; committees that require powers not included herein will need to pass a majority vote by the membership at large.

6.1 STANDING COMMITTEES

The formation of Standing Committees may be proposed by officers of either the Executive Council or the General Assembly. Standing Committees that will impact organization-wide operations or processes must pass both the Executive Council and the General Assembly Representatives with a majority vote.

6.2 TASK FORCES AND *AD HOC* COMMITTEES

Committees or working groups with specific goals or time-limits may be proposed by any officer within Archivists without Borders – U.S. Chapter. Task forces and ad hoc Committees require a majority vote within the body where the proposal originates.

ARTICLE 7. PARLIAMENTARY AUTHORITY

Roberts Rules of Order, latest edition, will govern the proceedings of the meetings, except as otherwise provided for in the constitution or other bylaws or special rules of Archivists without Borders International.

ARTICLE 8. POLICY FOR REVISION OF BYLAWS

8.1 ELIGIBILITY TO PROPOSE AMENDMENTS

Any member of Archivists without Borders – U.S. Chapter in good standing may propose amendments to these bylaws by submitting them in writing to their General Assembly Representative at least three (3) months prior to the annual meeting.

8.2 PROCEDURE FOR SUBMISSION OF AMENDMENTS

8.2.1 Submission

Submit amendments to the General Assembly Representative at least three (3) months prior to the annual meeting.

8.2.2 Notification

At least one (1) month prior to the annual meeting, the Representative notifies the President, General Assembly, and the members at large of the proposed amendments.

8.2.3 Ratification

Voting on all amendments will occur at the following annual meeting.

8.2.3.a All members in good standing may vote.

8.2.3.b Voting at the annual meeting will be by secret vote.

8.2.3.c A majority vote, tallied by the Secretary, will be necessary to approve an amendment.

8.2.4 Effective Date

Amendment(s) to bylaws become effective immediately following approval at the annual meeting.

8.2.5 Authority

These bylaws, with any amendments, to be approved by special vote after being disseminated at the 2012 Archivists without Borders – U.S. Chapter Annual Meeting in San Diego, California, August 9, 2012.