

ASSOCIATION OF HAWAI'I ARCHIVISTS
BY-LAWS
[Amended and Restated February 16, 2013]

I. NAME

The name of this organization shall be the Association of Hawai'i Archivists.

II. OBJECTIVES

The Association of Hawai'i Archivists is established to promote cooperation and exchange of information among individuals interested in the preservation and use of archival and manuscript materials in the State of Hawai'i and adjoining areas; to disseminate information on research materials and archival methodology; to provide a forum for the discussion of matters of common concern; and to cooperate with the Society of American Archivists in its objectives and with other similar cultural and educational organizations.

III. MEMBERSHIP

A. Membership in the Association shall be open to individuals and organizations that are interested in the purposes of the Association and the endeavors of the Association to accomplish those purposes.

B. There shall be two classes of membership: individual and institutional.

C. Annual dues shall be determined by the Board of Directors, subject to review by the membership at the Annual Meeting. Student memberships at a reduced fee shall be available to individuals who are taking a minimum of six credits.

D. Each institutional member shall notify the Association in writing of its delegate, who shall continue as the member for that institution until the next Annual Meeting unless prior notification of a substitute is received from the institution and accepted by the Board of Directors.

E. All individual members and all institutional delegates shall have the right to one voice and vote. Only individual members may hold office. Any institutional delegate who is also an individual member shall be eligible to hold office.

IV. BOARD OF DIRECTORS

A. The Board of Directors shall consist of the President, President-Elect and six Directors. Three Directors shall be elected for two-year terms each Annual Meeting from among the

membership in good standing.

B. A Director may serve two consecutive two-year terms. If a Director resigns for any reason before the completion of the term, another may be elected either in a special election or at the following Annual Meeting for the duration of the unexpired term.

C. The Board of Directors may call upon the immediate Past-President to participate in any Board meetings and vote therein, particularly to resolve a tie.

V. OFFICERS AND GOVERNMENT

A. The Officers shall consist of a President, a President-Elect, a Secretary, and a Treasurer. The Secretary and the Treasurer shall be chosen from among the Board of Directors by the Board at their first meeting after each Annual Meeting of the Association.

1. President

The President shall serve a one-year term; preside at all meetings of the Association and of the Board of Directors except as provided in Article V.B. Standing Committees; appoint Committees as directed by the Association or the Board of Directors; call special meetings as provided in Article VI. C. Special Meetings; look to the general welfare of the Association; perform the other duties pertaining to the office; and have voice and vote in all Board of Directors deliberations. The immediate Past-President may not run for President-Elect during the next election.

2. President-Elect

The President-Elect shall serve a one-year term and be elected from among the membership in good standing at the Annual Meeting of the Association and shall, after serving one year as President-Elect, become President; at all times render assistance to the President and shall, in the absence of the President, preside and perform all duties of the office of President; and have voice and vote in all Board of Directors deliberations.

3. Secretary

The Secretary shall keep minutes of the Board Meetings and other meetings of the Association; maintain the By-laws and other governing records of the Association; and be responsible for transferring records of the Association to the official archives of the Association at appropriate times.

4. Treasurer

The Treasurer shall maintain the funds of the Association, maintain the membership list and provide updates thereof to the Members and Board of Directors, and accept and expend funds as directed by the Board of Directors. The Treasurer shall keep records of all receipts and

disbursements of funds, maintaining a file of bills paid and make a report at each meeting of the Board and Association. Checks of \$500 or more shall require the signatures of the Treasurer and either the President or President-Elect. For checks less than \$500, the signature of the President, President-Elect or the Treasurer shall be sufficient. The Treasurer shall not serve more than two consecutive years in that position.

B. Standing Committees, with one exception, shall be created by the Board of Directors.

1. One Standing Committee, the Nominations and Elections Committee, shall be chaired by the immediate Past-President plus one or more Directors whose terms expire at the next Annual Meeting, or such other persons as are asked by the chair. This Committee shall prepare a slate of candidates to be circulated to all members at least thirty days prior to the Annual Meeting.

2. The Board of Directors shall establish such other Standing Committees as needed and may discontinue a Committee when, in the opinion of the Board, the usefulness of the Committee has ceased.

VI. MEETINGS

A. Annual Meeting

1. Unless otherwise ordered by the Association or by the Board of Directors, the regular meeting, called Annual Meeting, shall be held once a year.

2. Ten members shall constitute a quorum for the transaction of business.

B. Board Meetings

1. Board Meetings shall be held at least quarterly during the year before the next Annual Meeting.

2. A majority of Board members shall constitute a quorum for the transaction of business.

C. Special meetings may be called by the President, the Board of Directors, or by nine members of the Association.

VII. RULES OF PROCEDURES

Robert's Rules of Order shall govern the proceedings of the Association, except in cases as are covered by the By-laws and special rules adopted by the Association.

VIII. AMENDMENTS

These By-laws may be amended by a two-thirds vote of the voting members at any regular or regular-adjourned meeting of the Association, provided the proposed amendment has been circulated to the members at least thirty days prior to the date of the meeting.