



Constitution

Name and Purpose

- The name of this organization shall be the Association of St. Louis Area Archivists (ASLAA)
- ASLAA is established:
 - To promote professional education for archivists in the St. Louis metropolitan area by sponsoring speakers, workshops, and other educational programs.
 - To serve as a network for the exchange of information concerning St. Louis area repositories, collections, procedures, standards, and ethics.
 - To promote cooperation with allied professionals at the local, regional, and national levels.

Membership and Dues

- Individual membership in ASLAA shall be open to archivists, records managers, manuscript curators, and others involved in archival work.
- Changes in member dues shall be approved by a majority of the ASLAA membership.
- Member dues shall be \$7.50 per year.

Officers and Government

- The officers of ASLAA shall be an Executive Committee comprised of two co-chairs, a secretary, and a treasurer.
- The co-chairs will be elected in alternating years, each serving a two-year term.
- The secretary and treasurer will be elected in alternating years, each serving a two-year term.
- Nominations for officers shall come from within the current membership of ASLAA
- Vacancies in the Executive Committee shall be filled by majority vote of the Executive Committee. The person appointed to fill the vacancy shall hold the position for the unexpired term and be eligible for re-election.
- The Executive Committee shall be responsible for the funds of the Association, including the management of the ASLAA bank account.

Duties of Officers

- The two co-chairs will alternate in chairing the fall and spring meetings. One co-chair will assist the secretary as needed in carrying out his/her duties. The other co-chair will assist the treasurer as needed in carrying out his/her duties.
- The co-chairs will produce an annual report of each membership year, to be presented to the membership at the Fall business meeting.
- The secretary shall keep the official minutes of Executive Committee meetings and of the fall and spring membership meetings. The secretary shall notify the membership about upcoming meetings, either through the ASLAA newsletter, by paper mail, by electronic mail, or other suitable means, in coordination with the newsletter editor (if such position is filled).
- The treasurer shall maintain the current ASLAA membership list, and make that list available to the Executive Committee.

- The treasurer shall have custody of all monies belonging to ASLAA, and collect dues.
- The Executive Committee shall be in charge of programs for all membership meetings.
- The Executive Committee shall be in charge of marketing, promotion, and other membership services, including website(s) and e-mail account(s).

Election of Officers

- Election of officers will take place at the fall meeting.
- The Executive Committee shall serve as a nominating committee. Additional nominations may be made from the floor by any member.
- All nominees shall be current members of ASLAA
- A majority vote of the membership shall be necessary for the election of officers.
- If a member wishes to vote on a proposed slate but cannot attend the meeting at which the vote will take place, the member may vote by absentee ballot. Absentee ballots must be submitted to one of the co-chairs no later than the day before the meeting. Absentee ballots may be submitted by paper mail, by fax, or by electronic mail.
- Terms of officers commence at the close of business at the fall meeting.

Committees

- The Executive Committee shall have the authority to appoint ad hoc committees and fill other positions as required, including (but not limited to): newsletter editor, web site editor, directory editor.

Meetings

- ASLAA shall hold two meetings annually, in the fall and spring of each year. Additional meetings may be called if desired. The fall meeting shall serve as the annual business meeting. Members present shall constitute a quorum for the transaction of business.
- Meetings shall follow Robert's Rules of Order
- Minutes of meetings shall be published in the ASLAA newsletter and/or on the ASLAA website.

Records

- The permanent records of ASLAA shall reside at the Western Historical Manuscript Collection-St. Louis (WHMC-St. Louis). The co-chairs shall be responsible for the transfer of permanent records from their term of office to WHMC-St. Louis.
- A website for ASLAA shall be hosted by a provider selected by the Executive Committee. The website will be maintained by a member of the Executive Committee or by a web site editor selected by the Executive Committee.
- The latest edition of the Directory of Archives and Manuscript Repositories in the St. Louis Area shall be published in electronic format on the ASLAA website.

Amendments To This Constitution

- Amendments to this constitution shall be proposed in writing to the Executive Committee.
- If approved by the Executive Committee, a copy of the proposed amendment will be by paper mail, by electronic mail, or other suitable means to all members at least 30 days prior to the next scheduled meeting. A majority vote of the membership shall be sufficient for adoption.
- Members who wish to vote on an amendment but cannot attend the meeting at which the vote will take place may submit an absentee ballot. Absentee ballots must be submitted to one of the co-chairs no later than the day before the meeting at which the vote will take place. Absentee ballots may be submitted by paper mail, fax, or electronic mail

Approved by the ASLAA Membership, March 2010