



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.

Duties of Officers and Executive Committee

- The two co-chairs will alternate in chairing the fall and spring meetings.
- The co-chairs will assist the secretary and 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 annual report shall include, but is not limited to, the following: ASLAA-sponsored activities, such as professional development, social, and volunteer; and a summary of the treasury and membership statistics.
- 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 by email, or other suitable means.
- 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 responsible for the funds of the ASLAA, including the management of the ASLAA bank account.
- 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 the website and email.
- The Executive Committee shall have the authority to appoint ad hoc committees and fill other positions as required.
- The Executive Committee shall have the authority to waive dues for members facing financial difficulties, provided a request is made in writing and sufficient operating funds are verified by the treasurer.

Election of Officers

- The Executive Committee shall serve as a nominating committee. Nominees will be announced at the Fall Meeting. During the meeting, additional nominations may be made from the floor by any member.
- All nominees shall be current members of ASLAA.
- All nominees must be elected, even if they are running unopposed. Officers running for reelection must be elected to a new term, even if unopposed.
- Election of officers will take place after the fall meeting. The Executive Committee will create an electronic ballot containing all candidates. The electronic ballot shall be distributed to all ASLAA members. Members will have 7 days to submit a vote via the electronic ballot. The majority vote of all received ballots will determine the election of officers. The Executive Committee shall tally the votes and notify the membership of the elected officers immediately.
- Terms of officers commence when the election results are shared with the membership.

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.
- The Executive Committee will meet in advance of the fall and spring business meetings to plan these events, or more often as needed.
- Meetings shall follow Robert's Rules of Order.
- Minutes of meetings shall be distributed to the membership via email and published on the ASLAA website.

Records

- The permanent records of ASLAA shall reside at the State Historical Society of Missouri-St. Louis. The co-chairs shall be responsible for the transfer of permanent records from their term of office to the State Historical Society of Missouri-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 webmaster selected by the Executive Committee.
- The latest updates of the Directory of Archives and Manuscript Repositories in the St. Louis Area shall be published 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 distributed by email or other suitable means to all members at least 30 days prior to the next scheduled meeting.
- The Executive Committee shall present the constitutional amendments at the meeting and allow for discussion or proposed changes from the floor.
- Voting on the adoption of constitutional amendments shall take place after the meeting. The Executive Committee will create an electronic ballot and distribute it to all ASLAA members. Members will have 7 days to submit a vote via the electronic ballot. The majority vote of all received ballots will determine the adoption of constitutional amendments. The Executive Committee shall tally the votes and notify the membership of the results.

Approved by the ASLAA Membership, October 18, 2022