

Chicago Area Archivists (CAA)
By-Laws

In early 1982, a group of local archivists, historians, librarians, and others met informally in Chicago to discuss common concerns, to share information, and to get acquainted with persons and programs in the area. From this initial meeting, the Chicago Area Archivists (CAA) was formed. The organization now desires to establish itself formally in order to continue its activities.

Article I

The name of the organization shall be the Chicago Area Archivists (CAA).

Article II

The purpose of the Chicago Area Archivists is as follows: to provide an opportunity for area archivists to meet together; to share information on issues of interest to the local archives community; to inform members about archival programs and resources in the Chicago area; to advocate preservation of, and access to, historically valuable information related to the Chicago area archival community; and to present programs or other such activities as may be of interest to its members and the general public.

Article III

Membership shall be open to all individuals with an interest in the activities of archives and manuscript repositories in the Chicago area.

Article IV

The CAA will hold a minimum of two meetings per year.

Article V

The activities of the CAA will be governed by a Steering Committee of 5-7 members each serving a term of two years. The Steering Committee will be responsible for organizing meetings, circulating information to the membership, and formally representing the CAA when needed. Related organizations may be represented on the Steering Committee by no more than two persons. The Steering Committee will serve on a volunteer basis. The Steering Committee shall solicit individuals or volunteers to fill regular vacancies of the Committee. Appointments shall be ratified by a majority vote of dues-paying members of CAA.

Article VI

A majority of the Steering Committee will serve a term of office beginning in odd-numbered years. Newly-elected Steering Committee members will assume duties beginning on January 1st of the year.

Article VII

The Steering Committee shall designate one of their number as Chair, one as Secretary, and one as Treasurer. Their duties shall be those normally associated with these positions as outlined in *Sturgis' Standard Code of Parliamentary Rules of Order*.

Article VIII

If a Steering Committee member is unable to serve a full term, the Steering Committee will appoint another volunteer to take his or her place and serve the remainder of the term.

Article IX

The Steering Committee will establish annual dues to cover reasonable meeting, mailing, and associated costs; ask the membership for special assessments; and solicit donations and grant funding to promote the purposes set forth in Article II above. Any change in dues must be ratified by a simple majority of dues-paying CAA members. The Steering Committee will be responsible for the proper disbursement of CAA's funds.

Article X

These by-laws may be amended or revised by submitting a written copy of the proposed amendment or revision to the Steering Committee. The amendment or revision shall be adopted if a simple majority of dues-paying members vote in favor of the proposal. A current copy of these by-laws shall be made available to any member upon request to the Steering Committee.

Revised, December 2004; Approved, March 2006