Drexel University Society of American Archivists (DUSAA)

Student Chapter Constitution

ARTICLE I (NAME)

The Official name of this organization shall be the Drexel University Society of American Archivists (DUSAA).

ARTICLE II (PURPOSE)

The Society of American Archivists serves the information and service needs of archivists across the country. The purpose of DUSAA is as follows:

A. To serve as a means of introducing new archivists into the profession;
B. To enhance the educational function by providing an additional focus for students to discuss archival issues, identify with the profession, and engage in professional activities; and
C. To promote communication among the Student Chapter Members.

ARTICLE III (VOTING)

A. Voting Membership is restricted to matriculated, currently-enrolled students of Drexel University who also are SAA Members; and
B. Other members of the Drexel University community, members of the Faculty, and any others with an interest in archives, archival education, or archival collections are welcome to participate in the Student Chapter—but will not be considered DUSAA Members unless/until they meet the aforementioned criteria. General participants may not receive privileges of Membership, may not vote, and may not benefit from funding opportunities through DUSAA.

ARTICLE IV (CHIEF OFFICERS AND ELECTIONS)

A. Chief Officers of DUSAA shall include the following:

President (a Drexel University student and SAA Member)
The President will act as a Chief Officer as expressed in the requirements of SAA. These duties include—but are not limited to—acting as a Liaison between DUSAA and SAA, and presenting SAA with an annual report no later than December 31st of each calendar year. The President will also coordinate group events and meetings;

Treasurer (a Drexel University student and SAA Member)
The Treasurer is responsible for (1) establishing and maintaining ties to Drexel University to ensure that available funding is procured; (2) working with individual Members of the Student Chapter who seek special funding to attend conferences or...
other events in the name of the group; and (3) maintaining the funds of the group and records of any expenditures that occur; and

Secretary (a Drexel University student and SAA Member)
The Secretary is responsible for (1) the documentation of all DUSAA meetings through detailed minutes; (2) the timely distribution of those minutes to the Membership; (3) the dissemination of general information about DUSAA activities; and (4) offering assistance to the Chief Officers, as needed;

B. Other Officer positions can be created by a majority vote, and need not be reflected in this Constitution; and
C. Elections are to be held at the first meeting of every Winter Term, and as needed when a vacancy occurs.

ARTICLE V (FACULTY ADVISOR)

A. DUSAA will have one Faculty Advisor who is (1) a full-time Faculty or Staff member of Drexel University; (2) a member of SAA; and (3) an archivist or archival educator; and
B. In the case of a Faculty Advisor vacancy, Members of the group will vote to fill the position.

ARTICLE VI (STANDING COMMITTEES)

A. Standing Committees can be proposed by any Member, and must be established by a majority vote of Members at any meeting.

ARTICLE VII (MEETINGS)

A. There will be a minimum of four meetings per calendar year;
B. Meetings will be conducted in-person or virtually via computer-based conferencing, telephone conferencing, or video conferencing;
C. With the exception of special circumstances, Officers will give Members a minimum of five days’ notice of meetings in advance;
D. Regular annual meetings will be within the first two weeks of the Fall Term to elect new Officers, and to welcome new student Members and Participants. Reports-in-progress will be submitted at this meeting in preparation for submission to SAA no later than December 31st of each calendar year; and
E. In order to vote on issues, a quorum of two Officers and two Members must actively be involved in a meeting. A 50%-plus-one vote is required for any issue to pass.

ARTICLE VIII (ANNUAL FEES)

A. There are no annual fees for DUSAA Members or Participants.
ARTICLE IX (RATIFICATION)

A. All Members are eligible to vote on ratification of this Constitution. Majority vote is required for ratification.

ARTICLE X (AMENDMENTS)

A. Any Member can submit Amendments to this Constitution at any meeting; and
B. The vote required for an adoption of Amendments to this Constitution will be the majority of the votes received.

ARTICLE XI (BY-LAWS)

A. The drafting of By-Laws will be conducted as a matter of votes by Members, during a regular meeting with two weeks’ notice.

ARTICLE XII (VOLUNTARY DISSOLUTION)

A. A proposal of voluntary dissolution of DUSAA can be submitted by any Officer of the group. A two-week notice must be provided, and a 2/3 majority vote is required to voluntarily dissolve the group.

Revised June 2010