

## CONSTITUTION OF THE KENTUCKY COUNCIL ON ARCHIVES

Adopted March 28, 1977

Amended April 19, 1985

Amended April 20, 1990

Amended April 12, 2002

### NAME

1. The name of this organization shall be the Kentucky Council on Archives.

### PURPOSES

2. The Kentucky Council on Archives is established to promote within Kentucky and in surrounding areas the cooperation and exchange of information among individuals interested in the collection, description, preservation, administration, and greatest possible accessibility of all archival materials. A basic concern of this organization is the continuous encouragement of all governmental agencies and other institutions to ensure modern collection, preservation, and administration of all archival materials.

### MEMBERSHIP

3. Membership shall be open to any interested person or institution (nonvoting) in Kentucky or elsewhere who has paid all current dues assessed by the organization.
4. Dues may be levied by a majority of those members present and voting at a business meeting of the organization.

### GOVERNMENT

5. The policy making body shall be a majority of the members present and voting at a business meeting of the organization.
6. There shall be an Administrative Board of five elected from the membership of the organization. The Administrative Board shall conduct the affairs of the organization between business meetings, and shall meet at least quarterly to carry out this responsibility. Two of these meetings shall be conducted at the spring and fall meetings of the general membership, with the remaining two to be scheduled as is appropriate. Three Administrative Board members constitute a quorum.
7. No person shall be a member of the Administrative Board for two successive full terms.
8. Absence from Administrative Board meetings for more than two consecutive sessions may be cause for dismissal from the Board. The Administrative Board shall fill vacancies of its membership pending the regular election of Board members.
9. The Administrative Board shall select from among its members a chairperson and chairperson-elect. The chairperson shall conduct the meetings of the Administrative Board and generally coordinate the activities of the organization. The chairperson shall conduct the business meetings of the organization and shall serve as an ex-officio member of the Administrative Board in the year following his or her term. The chairperson-elect shall assume the duties of the chairperson the next year after the

incumbent's term ends, and whenever the chairperson is unable to perform the duties of the office.

10. The Administrative Board shall record minutes of the organization's business meetings and of its own meetings which shall be made available to the general membership. The Administrative Board shall appoint a secretary from among its membership who shall be responsible for the preparation of minutes and for transferring archival copies of appropriate records to a repository designed by the Administrative Board as the archives of the Kentucky Council on Archives. Copies of minutes and records maintained by the chairperson and by other Administrative Board members shall be transferred to each new chairperson as terms of office of Administrative Board members end, in order to provide continuity to the organization.

11. The Administrative Board shall appoint a Treasurer for a three year term, with the possibility of succession. The Treasurer shall be an ex-officio member of the Board. The Treasurer shall be responsible for the collection and recording of dues levied by the organization, and for the management of the organization's funds. The Treasurer shall report quarterly to the Board.

12. The Administrative Board shall appoint a newsletter editor to edit *The Kentucky Archivist*. The editor will serve for a three year term, with the possibility of succession. The editor shall be an ex-officio member of the Board.

13. The Administrative Board shall appoint a representative to the Society of American Archivists' Committee on Regional Archival Activity. This representative shall serve for a three year period, with the possibility of succession. This representative will report regularly to the membership through articles in the newsletter and to the Board if requested.

14. The Administrative Board shall appoint ad hoc committees as deemed necessary. Each committee shall be composed of three members and a chairperson appointed by the Administrative Board. The committees will receive their charge from the Board, and committee chairs will report quarterly to the Board. Major actions of committees shall need prior approval of a majority of Board members.

### **ELECTIONS**

15. The members of the Administrative Board shall be elected for a period of two years with staggered terms, with the exception that for the first election two members shall be designated by lot to hold office for a term of one year.

16. Each year the Administrative Board shall serve as a nominating committee. It shall prepare a list of individuals interested in standing for election to the Administrative Board. No interested individual shall be excluded from this list. The Administrative Board shall present this list to the spring business meeting. Those members present at the spring business meeting shall then hold an election to fill the vacancies on the Administrative Board.

### **MEETINGS**

17. There shall be two regular meetings per year. One of these shall be a Spring business meeting. Additional meetings may be called by a majority of the Administrative Board, or at the written request of one-third of the dues-paying

members of the organization. A written notice of a meeting shall be mailed to the membership thirty days prior to each meeting.

#### **AMENDMENTS**

18. This Constitution may be amended by a majority of those members present and voting at a regular or special meeting of the organization.

#### **DISSOLUTION**

19. Upon dissolution of this organization its assets and all property and interest which it shall then possess shall be disposed of in a manner determined by a majority of the Administrative Board. It is specifically understood that the assets cannot be distributed to its members and must be transferred for a tax-exempt purpose.