

# Society of Tennessee Archivists

## Executive Committee Monthly Meeting Agenda and Minutes 2025 September 2

### Agenda

- Articles of Organization Ad Hoc Committee Report
- Arrangements Committee Report
- [Expense and Income Report, 2025](#)
- Tennessee Archives Month Poster
- WildApricot Website

### Minutes

#### Officers Present

- Runyon, Carolyn, President
- Ryland, Christopher, Vice President
- Boshers, Bradley, Secretary
- Lockhart, Lori, Webmaster
- Billeaudeaux, Brigitte, Newsletter Editor
- Sowell, David R., Archivist

#### Officers Absent

- Roberts, Carol, Treasurer

#### Guests Present

- Penza, Joe, Articles of Organization Ad Hoc Committee Chair

#### Notes

- Joe Penza, Articles of Organization Ad Hoc Committee Chair presented a report on the activities of the Articles of Organization Ad Hoc Committee. The report was followed by a discussion of officers present. Carolyn Runyon, President, will make a draft Articles of Organization with proposed amendments open for comment from September 3, 2025 to September 15, 2025. The President will incorporate comments as appropriate and disseminate proposals to extensively amend the Bylaws and to minimally amend the Bylaws to allow online voting on amendments by September 16, 2025.

- Vice President Christopher Ryland delivered the Arrangements Committee Report, noting that registration is open and that a preliminary schedule has been distributed.
- The Officers president agreed not to print and mail this year’s Tennessee Archives Month Poster to members to save money to fund a new cloud-based website and membership management system.
- The President offered an update on WildApricot Website testing. In order to prepare for a smooth transition, the Treasurer must record precise dates for membership renewals. This action will avoid the Society overcharging members.

## Addenda

### Expense and Income Report, 2025

Description	Date	Expense/Income
Tennessee History Day Junior Division Award	2025-04-05	-\$150.00
Tennessee History Day Senior Division Award	2025-04-05	-\$150.00
Domain Registration	Pending	-\$19.99
Secretary of State Tax Exemption Filing Fee	Pending	-\$20.00

## Articles of Organization Proposed Amendments

### ARTICLES OF ORGANIZATION

### SOCIETY OF TENNESSEE ARCHIVISTS BYLAWS

#### ARTICLE I: TITLE

The title of this organization shall be The Society of Tennessee Archivists.

#### ARTICLE II: ORGANIZATIONAL STATUS

The Society of Tennessee Archivists (Society) shall be a not-for-profit organization under the laws of the State of Tennessee.

#### ARTICLE III: OBJECTIVES

- 1) To Promote the preservation, description, use, administration and accessibility of archives and manuscripts according to accepted archival principles.

- 2) To Promote, according to professional standards, the education and training of archivists, manuscript curators and other interested persons.
- 3) To Encourage government agencies, other institutions of all types, and individuals to assume and assure modern collection, preservation and administration of archives and manuscripts.
- 4) To Promote the exchange of information among archival institutions both within and outside Tennessee.
- 5) To Maintain and strengthen relations with others in allied disciplines.
- 6) To Cooperate with the Society of American Archivists, the Southeastern Archivists Association, and other professional archival organizations in promoting the archival profession.

#### ARTICLE IV: MEMBERSHIP

There shall be ~~two~~ categories of membership: regular, ~~and~~ associate, ~~and institutional~~.

- 1) Regular membership is open to those who are or have been engaged in the custody, study, teaching, or control of records, archives, or private papers ~~are those persons who are full-time or part-time employees in the field of archives, manuscripts, or records management~~ or who wish to support the objectives of the Society. Regular members are eligible to hold office in the Society; to hold any appointed position in the Society; to vote for officers; to vote on all matters requiring a vote which come before the Society as a whole; to be members of constituent units of the Society; and to receive the benefits of the Society's programs and services.
- 2) Associate membership is open to those who support the objectives of the Society but who are either not engaged in the custody, study, teaching, or control of records, archives, or private papers or who are students in degree-conferring programs ~~are those interested persons in allied disciplines, students, and others who do not qualify for regular membership~~. Associate members ~~enjoy all the privileges and benefits of membership except they shall not hold office~~ are eligible to hold any appointed position in the Society; to be members of constituent units of the Society; and to receive the benefits of the Society's programs and services.
- ~~3) Institutional members may include includes archives, libraries, businesses, government agencies, and other institutions and organizations. Institutional members do not hold offices. They may designate someone to cast their vote on matters brought before the society's membership.~~

#### ARTICLE V: DUES

Dues for each membership category shall be proposed by the ~~Executive Ce~~committee and approved by a majority of members ~~present and voting at the annual business meeting of the Society~~ online via web form. Notice of any proposal dues change shall be given the membership

at least four weeks prior to the business meeting voting. Dues for each calendar year shall be paid by April 30th. Members with unpaid dues will be considered not in good standing and thus be unable to vote in elections until dues are paid. The current dues (adopted October 2014) are:

- 1) For Regular Membership: \$30.00
- ~~2) For Institutional Membership: \$30.00~~
- 2) For Associate Membership: \$10.00

## ARTICLE VI: PUBLICATIONS

The Society shall issue an occasional newsletter, which shall contain reports of the Society's status, reports of meetings, informational notes, and any other information of interest to the membership. A newsletter editor, appointed by the executive committee, shall produce the newsletter and have responsibility for its distribution. A copy of the newsletter will be provided to all dues-paying members and to other persons and institutions or organizations as deemed necessary. The Society may produce other publications as found desirable.

## ARTICLE VII : OFFICERS AND GOVERNANCE

The Officers of the Society shall be a President, Vice President, Secretary, Treasurer, Archivist, Newsletter Editor, Webmaster, and Past President. The Vice President shall automatically become President at the conclusion of the following year's annual business meeting or in case of a vacancy in the presidency. The President shall automatically become Past President at the conclusion of the following year's annual business meeting. All other officers shall be elected for a term of three (3) years beginning at the conclusion of the annual business meeting following the election and shall be ineligible for immediate reelection to the position vacated. The Nominating Committee shall stagger terms so that members of the Executive Committee serve overlapping, non-simultaneous terms, preventing complete turnover of the Executive Committee.

~~Officers shall consist of a President, Vice President (President-Elect), Secretary, Treasurer, Archivist, Newsletter Editor, Webmaster and Southeastern Archivists Association (SEAA) Representative. The term of office for President and Vice President/President-elect shall be for one year only.~~

~~The Secretary, Treasurer, Archivist, Newsletter Editor, Webmaster, and Southeastern Archivists Association Representative may serve unlimited three successive one-year terms.~~ All officers must be regular members in good standing of this organization.

Election of officers (from a slate presented by the Nominating Committee) shall be held at the annual business meeting and shall be conducted by written ballot online via web form. The nominating committee shall provide the slate of nominees one month before the annual meeting. The web form shall open one month before the annual meeting and close at 12 a.m. on the day of the annual meeting. Election decisions will be determined by a simple majority of

those members present and voting members. Only members in good standing will be eligible to vote in elections.

- The President shall preside at meetings, conduct the routine business of the Society between meetings, appoint committees as needed, and represent the Society.
- The Vice-President/President-Elect shall conduct the Society's business in the absence of the President, succeed the President if necessary, during that term, and assist the President in the operation of the Society.
- The Secretary shall record the minutes of each Society business meeting and the Society's annual business meeting and Executive Committee meetings have custody of the minutes. The Secretary will coordinate with the Webmaster to publish Executive Committee minutes online once they are approved by the Executive Committee. At the completion of the term of office, said minutes will be deposited by the Society's archivist.
- The Treasurer shall collect dues, maintain the financial records, disburse funds as necessary, and prepare an annual report to be published in the newsletter prior to the annual business meeting.
- The Newsletter Editor, appointed by the Executive Committee, will be responsible for the publication and distribution of the Society's newsletter at least twice a year. The Newsletter Editor will coordinate with the Webmaster to publish the newsletter online.
- The Archivist, appointed by the Executive Committee, shall have custody of and responsibility for the maintenance of the permanent records of the Society and will make such records available to officers and members as necessary. All officers at the end of their tenure in office shall deposit Society records in their possession with the Archivist unless such records are necessary to their successor in office.
- The Webmaster, appointed by the Executive Committee, shall be responsible for the design and maintenance of the Society of Tennessee Archivists's website.
- The Past President shall represent the Society in the SEAA by corresponding with other SEAA members and communicating SEAA news to the Society. Southeastern Archivists Association SEAA Representative, appointed by the Executive Committee, shall correspond with other members of the Southeastern Archivists Association and communicate information on biennial meetings to members of the Society of Tennessee Archivists. The Southeastern Archivists Association (SEAA) is a regional group for archivists in the southeastern United States. Its mission is to provide an avenue of conversation and collaboration, to serve as an additional outlet for regional communication, and to support the archival community of North Carolina, South Carolina, Tennessee, Georgia, Alabama, Florida, and Mississippi.

In the event an officer is unable to complete her/his their term of office, the Executive Committee shall appoint an interim officer to fill out the remainder of said position for that term. If an officer cannot complete her/his their term within sixty (60) days or less prior to the annual meeting, the Executive Committee will accept responsibility for the duties of that office.

The Society shall have an Executive Committee consisting of the officers and immediate past President of the Society. The Executive Committee will appoint the Archivist, Newsletter Editor, Webmaster, and Southeastern Archivists Association Representative. Upon appointment, the

Archivist, Newsletter Editor, Webmaster, and Southeastern Archivists Association Representative become members of the Executive Committee.

- A Nominating Committee of at least three members appointed by the President shall propose a slate of officers (Vice President/President Elect, Secretary, and Treasurer). The President must solicit appointees for the Nominating Committee from the Society's eligible membership online via web form. The web form shall be open one month. The Committee shall consist of a chairperson and at least three members, each representing one of the state's three grand divisions: East Tennessee, Middle Tennessee, and West Tennessee. Nominating Committee members should represent each of the state's three grand divisions whenever possible. Nominees for officers should be selected from each of the state's three grand divisions whenever possible. The membership shall be notified of the nominees for office at least four weeks prior to the election. Members of the committee will be responsible for the election process and vote tabulation.
- A Membership Committee shall be appointed by the President to promote and coordinate the Society's membership recruitment activities. The President must solicit appointees for the Membership Committee from the Society's eligible membership online via web form. The web form shall be open one month. The committee shall consist of a chairperson and at least three members, each representing one of the state's three grand divisions of the state: East Tennessee, Middle Tennessee, and West Tennessee.
- An Awards Committee, consisting of the Society's three immediate past Presidents, shall, when deemed appropriate by the eCommittee, select an archives, manuscript or records repository in Tennessee (either an institutional member or a repository with employees who are Society members) deserving of honor and recognition by the Society for its efforts to support and advance the objectives of The Society of Tennessee Archivists.
- Two members shall be chosen by the President to represent the Southeastern Archivists Association coordinating committee. For continuity, the representatives will be appointed to staggered two-year terms. To accomplish this, the first appointments made after the adoption of these articles of organization will be for a four-year term and a two-year term, respectively. Thereafter all appointments would be for two-year terms.
- An Education Committee consisting of two or more members may be appointed by the President to organize an online professional development event in the Spring. The President must solicit appointees for the Education Committee from the Society's eligible membership online via web form. The web form shall be open one month. The committee shall consist of a chairperson and at least three members, each representing one of the state's three grand divisions of the state: East Tennessee, Middle Tennessee, and West Tennessee. , to create a calendar projecting themes for future STA meetings two years in advance. When possible, the Education Committee shall coordinate annual meetings themes and program topics with Tennessee State Library and Archives, Archives Development Program's Archives Institute. The Education Committee shall also administer the Society's Student Scholarship Program.
- An Arrangements Committee shall be appointed by the President to organize the Society's Annual Meeting. The President must solicit appointees for the Arrangements Committee from the Society's eligible membership online via web form. The web form shall be open one month. The Committee shall consist of the Vice President serving as

chairperson and at least three members, each representing on the the state's three grand divisions: East Tennessee, Middle Tennessee, and West Tennessee., consisting of the Vice President of the Society serving as chairperson; the immediate Past President of the Society, the Treasurer, the Newsletter Editor, the Webmaster, and at least one representative of the Society from each Grand Division of the State of Tennessee, and any additional individuals as the chairperson deems necessary to conduct the business of the committee. The Arrangements Committee is responsible for the organization of the Society's of Tennessee Archivists a Annual m Meeting, including meeting site transactions, itineraries, speaker contacts, member notification, workshop arrangements, fee schedules, travel award, and any other business involved with the Annual Meeting of the Society. The Arrangements Committee shall conform to the stipulations of Article VIII of these By-Laws and Laws of Governance of the Society of Tennessee Archivists.

## ARTICLE VIII: ANNUAL MEETINGS

There shall be an annual meeting held in the autumn, at which officers will be elected and other necessary business shall be transacted. Meeting sites shall rotate among locations in the three grand divisions of the State (East Tennessee, Middle Tennessee, and West Tennessee) whenever possible.

All members shall be notified of upcoming meetings at least four weeks prior to the meetings.

Twenty-five percent (25%) of the membership, exclusive of institutional members, shall constitute a quorum at the business meeting.

Decisions at meetings shall be made by a simple majority of those members present and voting.

The latest edition of Robert's Rules of Order shall govern the order of business at meetings.

In the event of unforeseen circumstances that make in-person Annual Meetings-meetings of the Membership, including the Executive Committee or special appointed committees unsafe or substantially difficult, meetings may be conducted virtually. The Executive Committee will determine when this should occur. During such times, changes to the bylaws and procedures may be voted on virtually by simple majority of the Society's membership.

## ARTICLE IX: DISSOLUTION

In the event of dissolution of this Society, the assets and all other property of the Society shall be disposed of according to the decision and simple majority of those present and voting at the last meeting and according to proper procedures for a not-for-profit organization. The "archives" or permanent records of the Society shall be given by the last Society Archivist to the Tennessee State Library and Archives, Nashville, Tennessee.

## ARTICLE X: AMENDMENTS

These articles of organization may be amended by a ~~two-thirds (2/3)~~ simple majority of those members in ~~good standing voting online or present and voting at an annual business meeting.~~ Proposed amendments shall be submitted to the ~~full membership either in writing or published in the Society's newsletter at least four weeks prior to the meeting at which the amendments will be considered~~ Executive Committee for dispersal to the Society membership via email. Society members will then have four weeks to submit their online vote on the amendment.

These Bylaws approved by the Membership of the Society of Tennessee Archivists ~~at its annual meeting~~ on the following dates:

- November 14, 1997
- Amended, November 5, 1999
- Amended, November 10, 2005
- Amended, October 27, 2006
- Amended, November 9, 2007
- Amended, October 16, 2014
- Amended, November 17, 2022