

CONSTITUTION OF THE KENTUCKY COUNCIL ON ARCHIVES

Adopted March 28, 1977

Amended April 19, 1985

Amended April 20, 1990

Amended April 12, 2002

Amended May 20, 2011

Amended May 19, 2012

Amended June 6, 2014

NAME

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

PURPOSES

2. The Kentucky Council on Archives [KCA] 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 in Kentucky or elsewhere who has paid all current dues assessed by the organization. Membership dues are based on the calendar year (January 1 – December 31).

4. Dues may be changed by a majority of those members present and voting at a business meeting of the organization. Dues must be paid in full in order for a member to vote at a business meeting.

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 nine elected from the membership of the organization [a chair, chair-elect, chair ex-officio, three members-at-large-, a treasurer, a newsletter editor, and a webmaster]. The Administrative Board shall conduct the affairs of the organization between business meetings and shall meet at least quarterly to carry out this responsibility. One or two of these meetings shall be conducted at the meetings of the general membership, with the remaining two or three to be scheduled as is appropriate. Five Administrative Board members constitute a quorum.

7. No person shall be a member-at-large or chair/chair-elect 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. Annually, the membership shall elect from among its members a chair-elect. This is a three year position: year one as chair-elect, year two as chair, and year three as chair ex-officio. The chair shall conduct the meetings of the Administrative Board and generally coordinate the activities of the

organization. The chair shall conduct the business meetings of the organization and shall serve as an ex-officio [non-voting] member of the Administrative Board in the year following his or her term; in the case of a tie amongst board members, the ex-officio former chair's vote will count as the deciding vote. The chair-elect shall assume the duties of the chair the next year after the incumbent's term ends, and whenever the chair 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 designated by the Administrative Board as the archives of the Kentucky Council on Archives. Copies of minutes and records maintained by the chair and by other Administrative Board members shall be transferred to each new chair as terms of office of Administrative Board members end, in order to provide continuity to the organization.

11. The membership shall elect a Treasurer for a three year term, with the possibility of succession. The Treasurer shall be a voting 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, and at least annually to the membership. An audit will be conducted at the completion of each three year term.

12. The membership shall elect 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 a voting member of the Board.

13. The membership shall elect a webmaster to edit the council's website. The webmaster will serve for a three year term, with the possibility of succession. The webmaster shall be a voting member of the Board.

14. The membership shall elect three members-at-large. The members-at-large will serve for a three year term. The members-at-large shall be voting members of the Board. Terms shall be staggered to allow for continuity on the Administrative Board.

15. The Administrative Board shall appoint ad hoc committees as deemed necessary. Each committee shall be chaired or co-chaired by a member of the Administrative Board, and shall be composed of at least three KCA members. 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.

BOARD GOVERNANCE

16. The members of the Administrative Board shall be elected for a period of three years. Terms shall be staggered to allow for continuity on the Administrative Board.

17. Each year the Administrative Board shall serve as a nominating committee. It shall issue an open call for nominations every year, and 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 membership at the annual business meeting and will accept additional

nominations from the floor. Those members present and in good standing at the Spring business meeting shall then hold an election to fill the vacancies on the Administrative Board.

MEETINGS

18. There shall be one regular meeting per calendar year which will include a 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. Notice of a meeting shall be distributed to the membership thirty days prior to each meeting and posted on the KCA website.

AMENDMENTS

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

DISSOLUTION

20. Upon dissolution of this organization its assets and all property and interest which it shall then possess shall be transferred to the Special Collections Department at Western Kentucky University, the holder of the KCA archival records. It is specifically understood that the assets cannot be distributed to its members and must be transferred for a tax-exempt purpose.