

AERI

Archival Education and Research Initiative

Bylaws of the Archival Education and Research Initiative (AERI)

Article I: Name

The name of this organization shall be the Archival Education and Research Initiative (AERI).

Article II: Purpose

Its object shall be supporting strong, inclusive, diverse, and vibrant archival and recordkeeping scholarship that enables individuals, communities, organizations and societies to remember and deal with their pasts, hold those in positions of power to account, uplift historically marginalized communities, and address societal grand challenges.

Article III: Membership

Section 1. The members of AERI shall be:

(a) Archival scholars - broadly defined to encompass a diversity of institutional and community settings (not just in academia) and with various responsibilities, beyond education and research.

Section 2. A member of AERI will fulfill the following responsibilities:

(a) Identify as a member of the AERI community, subscribe to its principles, and be prepared to have the leadership speak on their behalf.

(b) Contribute to the AERI community, define and advance its goals, develop and join in AERI activities, reflect its values and ethics in scholarly practices, and participate in its governance processes.

Section 3. The associate members of AERI shall be:

(a) Any individuals interested in knowing about and participating in AERI activities but that do not define themselves as an AERI member, and so does not participate in the processes to elect/appoint members to the AERI's governing body.

Article IV: Governance

Section 1. There shall be a Steering Committee, consisting of seven elected members, constituted as follows:

(a) One Chair, responsible for the appointment of committees, preparation of the agenda for the Steering Committee meeting, and conducting the Steering Committee meeting and the Annual Working Plenary of AERI. The Chair, with the Steering Committee serving in an advisory capacity, acts as official spokesperson of AERI.

(b) Two General Deputies, responsible for planning the business meetings in cooperation with the Chair and serving on the program and any other committees appointed by the Steering Committee. One of the General Deputies will also serve as Acting Chair if the Chair is unable to perform their duties.

(c) One AERI Host member, nominated by and responsible for, representing the AERI Institute Program Committee;

(d) One Secretary & Communications Officer, responsible for maintaining membership files, correspondence files, taking and distributing the minutes of Steering Committee meetings, and maintaining AERI communication channels (i.e. website and AERI list).

(e) One Finance Officer, responsible for maintaining and submitting an annual report on AERI finances.

(f) One Doctoral Student Group Lead, responsible for representing, and communicating, the needs of the AERI doctoral student membership.

Section 2. The Steering Committee will be representative of the AERI membership:

(a) At least one member will represent a non-academy context;

(b) Membership will reflect appropriate regional coverage;

Section 3. Steering Committee members will:

(a) Attend monthly meetings and meet annually at the AERI Institute. Monthly meetings will be held at a time convenient to all members. Members will also meet at other times and means (e.g. email) as required. A majority of the Steering Committee must be in attendance to constitute a quorum.

(b) Fulfill expected minimum service requirements, as defined and agreed upon by the Steering Committee membership.

(c) Serve terms of up to three years.

Section 4. Steering Committee members will be elected in accordance with the following procedures:

- (a) Steering Committee nominations will open thirty days before the annual AERI Institute and will close at the opening of the AERI Institute.
- (b) Steering Committee elections will be conducted through an online ballot at the AERI Working Plenary.
- (c) Runoff elections will be held in the event of a tie.
- (d) Steering Committee election will be facilitated by the AERI Elections Officer. This individual will be selected by the Steering Committee and may not be a member of, or candidate for, the AERI Steering Committee.
- (e) Steering Committee members will be elected to staggered terms.
- (f) In the event of a Member of the Board stepping down outside of the Annual Institute, the Steering Committee is empowered to appoint a replacement until the next Institute.

Section 5. The Steering Committee is assisted by an Advisory Board, responsible for representing the needs of the broader AERI Membership to the Steering Committee and responding to advisory requests.

Section 6. Advisory Board members will:

- (a) Attend quarterly meetings and respond to advisory requests.
- (b) Fulfill expected minimum service requirements, as defined and agreed upon by the Steering Committee and Advisory Board membership.
- (c) Serve three year terms.

Article V: Working Groups

Section 1. Any AERI member may propose, for approval by the Steering Committee, a standing working-group or regional network.

Section 2: AERI working groups and regional networks report to the Board and will share the following features:

- (a) Will be led by a chair or co-chairs.
- (b) Will maintain a current statement of purpose and active goals and objectives statement.
- (c) Will submit quarterly reports to the Steering Committee.

Section 3. Participation in the working-groups' or networks' activities ordinarily will require AERI membership. Specific practices will be developed in consultation with the Board.

Section 4. Any funds raised by the working-groups or networks (outside of AERI membership) will be accounted for, dispensed, and held by the groups or networks.

Article VI: Annual AERI Institute Convening

Section 1. AERI convenes annual Institutes at locations chosen by the Steering Committee in accordance with an approved and open selection criteria and process.

Section 2. Hosts of AERI Institutes appoint a Program Committee, which should include the past and future Institute Hosts for continuity purposes.

Section 3. The Annual AERI Working Plenary will be held on the first day of the Institute. Any member may propose, to the Steering Committee, items to appear on the Working Plenary Agenda.

Article VII: Amendments to the Bylaws

Amendments to this document must be approved by the Membership. They may be initiated by a simple majority of the Steering Committee or a petition from one-half of the Membership. Approval requires support of two-thirds of the Membership, in assembly or by correspondence, who cast votes. Bylaws must be reviewed and recommitted to every 3 years

Article VIII: Bylaws Adoption

This document becomes effective if approved by the Steering Committee, and by the membership at the annual Institute, or by some other procedure to be determined by the Steering Committee. Implementation of provisions herein will commence immediately upon ratification.

Version #

Ratified [Date/Location]:

Amended [Date/Location]:

Renewed [Date/Location]:

Certifying Officer [Board Chair]: