

# By-laws

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## Article I: Name

This organization's name shall be the Archivists of the Houston Area (AHA!).

## Article II: Mission

The mission of the Archivists of the Houston Area (AHA!) is to bring archivists and all who work with records together, providing opportunities for professional development and promoting archival repositories and activities throughout the Greater Houston and Southeast Texas area.

## Article III: Membership

1. Membership is open to all who are working or training in the archival professions or are interested in archives, especially those in Houston and surrounding areas.
2. The organization should charge \$10.00 annual dues. A dues adjustment can be passed by a 2/3rd majority of members present at the End-of-Year member meeting. Dues must be received with membership application. Renewal of membership must be received annually by the first members meeting of the year for the member to be in good standing.
3. The organization's fiscal year shall be the calendar year, January-December.

## Article IV: Member Meetings

1. The organization shall meet a minimum of three times a year, with at least a three-week advance notice of date and place.
2. Meetings will be held virtually and/or in-person at various archival repositories on a rotating basis.
3. New business may be introduced at any meeting. Elections are held every year at the End-of-Year member meeting.
4. The meetings are open to the general public.

## **Article V: Organization**

### **1. Officers**

a. Elected officers of the organization shall be the President, Vice-President (President-elect), Secretary, and Treasurer.

### **b. Term of Office**

- i. Each officer serves a one-year term of office starting after the elections at the End-of-Year member meeting.
- ii. Should an officer other than the President be unable to complete their one-year term, a special election will be held at the next member meeting to replace the officer for the duration of the term. Should the President have to leave office, the Vice-President will act as President until the end of the President's term of office and the following year.

### **c. Duties**

- i. President coordinates the organization's meetings; notifies the board of monthly board meetings; notifies members (with three-weeks notice) of the member meetings; presides at all meetings; and seeks members to serve on committees.
- ii. Vice-President assumes the presidential duties in the absence of the President and offers assistance for presidential duties as needed; and coordinates Archives Month activities.
- iii. Secretary takes minutes of all meetings of the organization; maintains a copy of the current by-laws; and is responsible for depositing materials to The Woodson Research Center at The Fondren Library, Rice University.
- iv. Treasurer is custodian of all funds; receives all membership dues; maintains the membership rolls; and reports to the organization at meetings on the financial

standing of the organization. Treasurer is also Chair of the Membership Committee.

## 2. Committees

- a. The President is authorized to establish special committees to work on Projects, including but not limited to initiating ad-hoc meetings and special event focused committees.
- b. The Programming Committee is a recurring committee position. Committee members may be confirmed by the President. The Programming Committee is made up of volunteer members who initiate plans for meetings and events.
- c. The Communications Committee (formerly known as the Social Media Committee) is a recurring committee position. Committee members may be confirmed by the President. The Communications Committee is made up of volunteer members who coordinate content across online platforms for the organization.
- d. The Membership Committee is a recurring committee position. Committee members may be confirmed by the President. The Membership Committee is made up of volunteer members who manage the membership processes for the organization.
- e. Committees shall report to the membership on their progress at monthly board meetings.
- f. The Executive Committee is made up of the elected Board members and the Chairs of the various committees.

## **Article VI: Elections**

1. Elections for Secretary, Treasurer, and Vice-President will be held every year at the End-of-Year meeting.
2. Nominations
  - Self-nomination is preferred. Only members in good standing are eligible for nomination.
  - Nominations can be made and seconded from the floor prior to the election of each officer.

3. No person shall be elected to any office or named to any position of responsibility who is not present at the said election and who has not freely offered their name for the purpose.
4. Voting shall be by secret ballot when there is more than one candidate for a particular office.
5. Election shall be by a simple majority.

## **Article VII: Amendment of By-laws**

These laws may be amended only at the End-of-Year member meeting by a 2/3rd vote of those members present, provided that the membership is notified of the proposed amendment(s) at least three weeks prior to the End-of-year member meeting.

## **Article VIII: Dissolution**

In the event of the dissolution of this organization, any funds or assets shall be donated to the Society of Southwest Archivists at the time of dissolution. Dissolution will be by a 2/3rd vote of those present at a special general meeting. The notification shall be at least three weeks in advance of the special general meeting.

## **Article IX: Archives of the organization**

Records of the organization will be maintained at the Woodson Research Center, Rice University.

Adopted August 7, 2002; Amended December 12, 2002; Amended December 15, 2016; Amended December 7, 2023; Amended September 20, 2025 & adopted December 15, 2025