



THIS DOCUMENT IS A REVIEW COPY TO BE SHARED WITH AHA MEMBERSHIP AHEAD OF THE 2026 END-OF-YEAR MEETING. THIS DOCUMENT IS NOT RATIFIED OR IN FORCE.

AHA! Rules and Regulations:

Operational Policies, Leadership Continuity, and Administrative Procedures

1. Purpose and Scope

The purpose of this "Rules and Regulations" document is to establish the operational policies, procedures, and professional standards that guide the day-to-day administration of the Archivists of the Houston Area (AHA!). As authorized by the AHA By-laws, this document serves as the Board's primary reference for organizational operations and may be updated as needed to reflect the evolving needs of the organization.

This document also serves as AHA's official Continuity and Succession Plan as mandated by Article X of the By-laws by establishing procedures for leadership transitions, preserving institutional knowledge, and ensuring the continued operation of the organization during planned and unplanned changes in leadership. Additional sections may be developed over time to address committee operations, administrative procedures, financial practices, communications, and other organizational policies as approved by the Board.

2. Definitions

(a) Elected Officer Positions: President, Vice President, Secretary, and Treasurer.

(b) Appointed Positions: Board members who are appointed by the President, including, but not limited to, Committee Chairs.

(c) Board Members: This term includes both elected officers and appointed positions.

(d) Planned Departure: If a Board member is unable to complete their term and provides written notice of their departure to the Board [30] or more days before their departure date, their departure will be considered planned.

(e) Unplanned Departure: If a Board member is unable to complete their term and provides written notice of their departure to their Board less than [30] days before their departure date, their departure will be considered unplanned.



3. Emergency Succession Protocol

In the event of a Board member's planned or unplanned departure, the following administrative procedure shall be triggered:

- (a) Acting Authority: The President shall immediately appoint a member in good standing to assume the role of "Acting [Title]" for a period not to exceed [90] days with an option for a one-time [30] day extension.
- (b) Should the President and Vice President be unavailable, the authority to appoint an Acting [Title] shall pass according to the order of succession, with each officer thereby authorized to make the appointment in the following order: President, Vice President, Secretary, and Treasurer.
- (c) Board Notification: The President, or next available officer, must convene an emergency Board meeting within 5 business days to formalize the interim appointment by a majority vote. *(See Section 3b for succession protocol)*
- (d) Communication Plan: Within 5 business days, a formal statement shall be issued to members and key stakeholders to maintain organizational confidence.
- (e) The Board has the authority to remove the acting title and appoint a member in good standing for the vacant position by a majority vote of the AHA Board. In the case of a deadlock vote, the President is empowered to veto the motion.
- (f) The Board has an option to hold a special election within the 90 days acting authority period to remove the acting title from an acting elected officer position.

4. Planned Succession & Talent Pipeline

To ensure a "ready" pool of leadership, the Board shall:

- (a) The Membership Committee is responsible for periodically notifying the Board of members' interest in Board participation, in writing via our Discord #annual-talent-review channel or email.
- (b) Annual Talent Review: Conduct a yearly audit of members in good standing to identify potential successors [90] days before the next general election.
- (c) Elected officers are expected to identify potential successors and communicate leadership opportunities to them on an ongoing basis.



5. The "Key Knowledge" Repository

To prevent loss of organizational knowledge, the Secretary shall maintain a secure, digital repository (e.g., Google Drive) containing:

- (a) Financial Access: Updated list of bank signatories and any other important financial information
- (b) Legal/Compliance: Copies of the By-laws and rules and regulations, EIN and other related documents.
- (c) Vendor Links: List of critical administrative vendors (e.g., web hosting platform, email listserv, printing services) and contract renewal dates.
- (d) Credential Management: A master list of administrative passwords for the website, social media, and databases.