

The Association of Catholic Diocesan Archivists

Constitution and Bylaws

CONSTITUTION

ARTICLE 1. NAME

The name of this organization shall be THE ASSOCIATION OF CATHOLIC DIOCESAN ARCHIVISTS hereinafter referred to as "The Association".

ARTICLE II. MEMBERSHIP

All persons responsible for Catholic diocesan archives and persons interested in the advancement and/or support of Catholic diocesan archival programs shall be eligible for membership.

ARTICLE III. PURPOSE AND GOALS

The Association is committed to the active promotion of professionalism in the management of diocesan archives in North America as reflected in the following goals:

- 1) to work to establish an archival program in every diocese and to assist bishops and chancellors in the development of such programs (as outlined in the Bicentennial Statement on Ecclesiastical Archives issued by the National Conference of Catholic Bishops of the United States and in the February 2, 1997, Circular Letter, issued by The Pontifical Commission for the Cultural Heritage of the Church, entitled The Pastoral Function of Ecclesiastical Archives.*
- 2) to promote a regular system of education and training programs, including both basic archival training for newly appointed archivists, and continuing education for those who are further advanced in the field;*
- 3) to promote a channel for personal contact, communication, and information for all Catholic diocesan archivists;*
- 4) to develop guidelines and other aids to enhance the operation of Catholic diocesan archives according to canonical and professional standards;*
- 5) to provide a forum for discussion and action in technical matters that are unique to the administration of Catholic diocesan archives;*
- 6) to promote contact and cooperation between Catholic diocesan archivists and others in the archival profession, on the international, national, and regional levels;*
- 7) to represent Catholic diocesan archivists before organizations such as the Canadian and United States national bishops' conferences, these countries' Canon Law Societies, ecclesiastical archivists in other countries, as well as researchers and the general public; and to raise the consciousness of others as to the necessity and value of Catholic diocesan archives.*

ARTICLE IV. NONPROFIT STATUS

Any other provisions herein notwithstanding, The Association will at all times be organized and operated for exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954, or a corresponding section of any future federal tax code of the United States of America. Upon dissolution or termination of The Association, its assets will be distributed to another organization for exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954, or a corresponding section of any future federal tax code of the United States of America.

The secretary of The Association shall ensure that The Association shall be listed in The Official Catholic Directory (United States) to ensure tax exempt status.

ARTICLE V. MEETINGS

The Association shall meet at least once in each calendar year, either in conjunction with the annual meeting of the Society of American Archivists, or at another time and place determined by the executive board. Additional meetings or workshops may also be held under the direction of the executive board.

ARTICLE VI. OFFICERS

The officers of The Association shall be the president, the vice-president/president-elect, the treasurer, and the secretary.

ARTICLE VII. EXECUTIVE BOARD

The executive board shall consist of the officers, four members-at-large, the immediate past president and the education officer. The executive board shall formulate plans and policies for The Association. All decisions on the purpose, procedures, and meetings of the organization, including the holding and investment of funds, are the prerogative of the executive board.

ARTICLE VIII. BYLAWS

Articles and sections of the Constitution or Bylaws may be added, dropped, or revised by the following process. 1) Areas of concern should be brought to any board member and the issues will be raised at the annual meeting. 2) The motion to amend the bylaws having passed, the president appoints at least the chair of the three member revision committee before the annual meeting concludes. 3) The constitution bylaws revision committee gathers input and presents changes at the following year's executive board and annual meeting. 4) The feedback from the annual meeting (mentioned in step 3) is incorporated into a proposal of final changes which is presented for a vote at the succeeding annual meeting. Changes are adopted by a two-thirds (2/3) majority of those voting members present at any annual meeting of The Association, or by a two-thirds (2/3) majority of members responding to a vote by mail.

BYLAWS

ARTICLE I. MEMBERSHIP

Membership in THE ASSOCIATION OF CATHOLIC DIOCESAN ARCHIVISTS (hereinafter called "The Association") shall be on an annual basis, upon payment of dues each January. Memberships received at other times of the year will be valid only until the following January.

ARTICLE II. OFFICERS

Section 1. The officers shall consist of a president, vice-president/president-elect, the secretary, and the treasurer. These officers shall serve two-year terms. Four members at large, having four year terms, assist the previously mentioned officers on the executive board.

Section 2. All terms of office shall begin at the close of the annual meeting held in odd numbered years.

Section 3. Should the office of vice president /president-elect become vacant, a special election according to existing procedures will be followed.

Section 4. The vice-president/president-elect automatically succeeds the president when the term of the latter expires.

Section 5. The president is responsible: 1) for presiding at the annual meeting of The Association and at any special meetings deemed expedient by the executive board, 2) for appointing the education officer, 3) for naming committee members and/or chairpersons, and appointing other officials as required for the business of The Association, and 4) for being an ex officio member of all committees.

Section 6. The vice-president/president elect is responsible: 1) for chairing the planning committee and 2) for serving on the finance committee.

Section 7. The secretary is responsible: 1) for recording the minutes of board and general meetings, 2) for preparing and responding to general correspondence, 3) for providing following each general meeting a summary of the minutes for publication in The Association newsletter, 4) for keeping current The Association's listing in the Official Catholic Directory of the United States, and 5) for ensuring the notification to the membership of the time and the place of the annual meeting.

Section 8. The treasurer is responsible 1) for receiving annual dues and maintaining the membership list, 2) for managing The Association funds, 3) for maintaining The Association budget in electronic format and reporting semi-annually via mail, email, or fax to the finance committee, 4) for preparing a proposed annual budget for review and approval of the executive board at their annual meeting, 5) for preparing the annual financial report which is to be published in the first issue of The Association newsletter in the subsequent year, and 6) for chairing the finance committee.

Section 9. The members-at-large, representing different regions of the country as well as diocesan archives of different sizes, will be four in number. Two members-at-large are elected every two years (unless a resignation necessitates the election of more). Members-at-large serve four year terms.

Section 10. Members-at-large are responsible for promotion of The Association's goals and assisting the officers in carrying out the course of action developed by the planning committee.

Section 11. The education officer is: 1) someone who has attended at least two of the society's own conferences, and 2) is appointed by the president with consent of the executive board for a term of two years. The appointment can be renewed for an additional two-year term, after which the individual is ineligible for reappointment for the next two year after which reappointment is allowed.

Section 12. The education officer is responsible: 1) for chairing the program committee, and 2) for advising the executive board of educational issues which need to be brought to the membership at large.

ARTICLE III. EXECUTIVE BOARD

Section 1. The executive board of The Association shall consist of the immediate president, vice-president/president-elect, secretary, treasurer, and the four members-at-large. The immediate past president shall also be an ex officio voting member of the executive board. The education officer appointed by the president is an ex officio, non-voting member of the executive board.

Section 2. A simple majority of the executive board members is necessary to constitute a quorum.

Section 3. A majority vote of executive board members present or responding by mail, email, or fax shall be required for action upon proposals and approvals of the proposed annual budget and report of the planning committee.

Section 4. Activities conducted in the name of The Association shall be under direction of the executive board, which has the power to approve or reject measures to be taken by subordinate groups. No individual or group of individuals may commit The Association to a course of action without the prior consent of the executive board.

Section 5. Vacancies in office pro tem will be filled by an appointment by the president with the approval of the executive board; such persons serve only until the next regular election held by The Association, except in the case of automatic accession of the vice-president to the office of president.

Section 6. The president shall convene the executive board at least once a year prior to the annual business meeting of The Association.

Section 7. The secretary shall ensure membership is notified by mail, email, or fax of time and place of the executive board meeting. Any member of The Association is welcome to attend a meeting of the executive board as an observer. If a member wants to present a matter before the board, such member should contact the president two weeks before the meeting to place the matter upon the agenda.

Section 8. Executive board decisions made by mail, fax, email, or telephone between regular board meetings must be reviewed at the next board meeting, when modifications or revisions will be discussed and decisions finally ratified or rejected. All members of The Association shall be informed of these matters at the annual meeting and through publication in the official newsletter of The Association.

ARTICLE IV. DUES, PUBLICATIONS

Section 1. Annual dues shall be determined by the executive board.

Section 2. Association news shall be published regularly under the supervision of an editor appointed by the president according to the needs and interests of the membership. The editor is responsible for preparing and editing The Association's news in a format approved by the executive board.

ARTICLE V. ELECTIONS

Section 1. A nominating committee of three members of The Association, including a past president as chair, shall be appointed by the president with the approval of the executive board. This committee is to be in place not later than the end of the annual business meeting prior to the next year's election. Members of the nominating committee may not run for office in that year's election.

Section 2. The general membership will be invited by mail, email, or fax to nominate members for vacant positions. The two candidates receiving the most nominations for each position will be placed on the ballot subject to their consent to run for office. If an insufficient number of nominees is received, the nominating committee will solicit additional candidates. A member may stand for only one office per election.

Section 3. The two candidates named for each eligible office must be active members of The Association. Active is defined as having dues paid to date and as having attended one of the last two annual meetings. Ballots shall be mailed, emailed or faxed to members and returned to the chair of the nominating committee who will tally the ballots.

Section 4. In the event of a tie, the chair will wait one week after the published deadline to allow for ballots postmarked by the deadline to arrive. If a tie still exists, the nominating committee chair will prepare to decide the election by lot. The nominating committee chair will inform the other nominating committee members of the tie and its resolution.

Section 5. The chair of the nominating committee will inform the nominating committee, the candidates, the newsletter editor, and The Association president of the results of the ballot within one month of the conclusion of the election.

ARTICLE VI. COMMITTEES

Section 1. There shall be four standing committees in The Association: the finance committee, the planning committee, the nominating committee (every other year), and the program committee (every other year).

Section 2. The three member finance committee shall be chaired by the treasurer and shall include the vice president/president elect and one of the at large board members appointed by the president. The finance committee shall approve the proposed budget thirty days prior to the annual meeting of the executive board. The committee shall also review the annual financial report within thirty days after the closing of the fiscal year, before its subsequent publication in The Association newsletter.

Section 3. The planning committee shall be chaired by the vice-president/president elect and shall include two at-large executive board members who are appointed by the president. The committee shall submit a written two-year plan (recommending projects, goals, and objectives to meet them) for The Association at the annual meeting of the executive board held in even numbered years. A progress/evaluation report is to be presented at the executive board's annual meeting in odd numbered years.

Section 4. The nominating committee shall be chaired by a past president and consists of three members. The nominating committee shall poll the membership at large for nominees, contact and receive consent from two nominees for each position, prepare the ballot and the curricula vitae which will be mailed, emailed or faxed with the ballot, tabulate the election results, thank those who ran, and report the results.

Section 5. The program committee for even-numbered year conferences shall be chaired by the education officer. Additional committee members shall be appointed by the president after consultation with the education officer, with the approval of the executive board.

Section 6. Ad hoc committees may be appointed at the discretion of the president with the approval of the executive board.

ARTICLE VII. ANNUAL MEETINGS

Section 1. In even-numbered years, the annual meeting shall be held during a workshop or conference arranged for The Association by the executive board in conjunction with host site members.

Section 2. In odd-numbered years, the annual meeting shall be held in conjunction with the annual meeting of the Society of American Archivists at a time and place fixed by the executive board of The Association in consultation with the Society of American Archivists. The executive board shall have the authority to make other arrangements as a one-time exception to this established pattern.

ARTICLE VIII. AWARDS AND SCHOLARSHIPS

Section 1. The Joseph Cardinal Bernardin Award for an outstanding archive program may be awarded at the discretion of the president of The Association during the even-numbered year annual conference.

Section 2. The James O'Toole Scholarship(s) will be awarded by the program committee for attendance at the even numbered year annual conference. Not more than two full scholarships may be awarded. Only members who are first-time participants in the even-numbered year annual conference are eligible to apply for the scholarships.

ARTICLE IX. ARCHIVES

Section 1. The official records of The Association will be deposited in an archives designated by the executive board.

Section 2. All outgoing officers and committee chairs shall deposit their records in the officially designated archives.