

# CONSTITUTION

## of The Association of Catholic Diocesan Archivists

### **Article I. 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, or interested in the advancement or support of Catholic diocesan archival and records management programs, shall be eligible for membership. Determination of any ethical violation by a member is the prerogative of the executive board in a manner that ensures the member's due process.

### **Article III. Purpose and Goals**

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

- 1) to work to establish an archival and records management program in every diocese, and to assist bishops and chancellors in the development of such programs in compliance with the norms, teachings, and traditions of the Roman Catholic Church;
- 2) to promote a regular system of education and training programs, including both basic archival and records management training for newly appointed archivists and records managers, 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 and records managers;
- 4) to promote contact and cooperation among Catholic diocesan archivists and records managers, and others in the archival and records management professions, on the international, national, and regional levels;

5) to develop guidelines and other aids to enhance the operation of Catholic diocesan archival and records management programs according to canonical and professional standards;

6) to provide a forum for discussion and action in technical matters that are unique to the administration of Catholic diocesan archives and records;

7) to represent Catholic diocesan archivists and records managers before national and international organizations such as bishops' conferences, canon law societies, and ecclesiastical archivists associations; and

8) to raise the consciousness of diocesan administrators, researchers, and the general public 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.

#### **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, place, or manner 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 president, the vice-president/president elect, the treasurer, the secretary, four (4) members-at-large, the immediate past president, and the program director. The program director is a non-voting member. If the number of voting executive board members drops below seven (7), a special election is to be held. The executive board shall formulate plans and policies for The Association. All decisions on the procedures and meetings of the organization, including the holding and investment of funds, are the prerogative of the executive board.

## **Article VIII. Amendments**

Articles and sections of the constitution or bylaws may be amended or removed by the following process:

- 1). Areas of concern should be brought to any executive board member in writing and the issue(s) will be raised at a subsequent executive meeting.
  
- 2) When a motion to amend the constitution and/or bylaws is passed by a simple majority of the executive board, the president appoints at least the chair of a three-or-more member revision committee. The appointed chairperson shall choose the remaining committee members from current members of The Association in good standing.
  
- 3) The constitution and bylaws revision committee gathers input and incorporates feedback into a proposal of changes. The proposed changes are presented for a vote. A quorum of at least 25% of the voting members of The Association is required for the process to move forward and the votes counted. With a two thirds ( $\frac{2}{3}$ ) concurrence in the vote, the changes in the constitution are adopted. With a simple majority concurrence in the vote, the changes in the bylaws are adopted. Voting shall be published in a medium of The Association.

# BYLAWS

## of The Association of Catholic Diocesan Archivists

### **Article I. Membership**

Section 1. 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.

Section 2. Membership shall be open to anyone who supports the purpose and goals of The Association. Members in good standing are eligible to hold office in The Association, hold any appointed position in The Association, vote for officers, vote on all matters requiring a vote that comes before The Association as a whole, participate as constituent units of The Association, and receive the benefits of The Association's programs and services, provided that none of the above results in personal gain or profit.

### **Article II. Officers**

Section 1. The president, vice-president/president-elect, and secretary shall serve two-year terms. The treasurer and four members-at-large shall serve four-year terms. Members shall be elected into one of two classes, with elections of the second class being held two years after elections of the first class.

Section 2. All terms of office shall begin at the close of the annual meeting held in odd-numbered years, or no later than September 1<sup>st</sup>.

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 or the office otherwise becomes vacant.

Section 5. Should the office of a member-at-large become vacant, the vacancy shall be filled at the next regular election for the original term of that office unless there is a need for a special election as per the Constitution.

Section 6. The president is responsible for:

1) presiding at the annual meeting of The Association and at any special meetings deemed expedient by the executive board,

2) appointing the program director,

3) naming standing committee members and/or chairpersons, and appointing other officials or ad hoc committees as required for the business of The Association,

4) participating as *ex officio* member of all committees, and

5) ensuring the executive board and constituent units are procedurally and administratively compliant with the governing documents of The Association.

**Section 7. The vice-president/president-elect is responsible for:**

1) chairing the planning committee, and

2) serving on the finance committee.

**Section 8. The secretary is responsible for:**

1) recording the minutes of board and general meetings,

2) preparing and responding to general correspondence,

3) providing a summary of the minutes after each annual meeting for publication in a medium of The Association,

4) keeping current The Association's listing in the Official Catholic Directory of the United States to ensure tax-exemption status,

5) publishing all membership referenda and election results in a medium of The Association, and

6) ensuring notification to the membership of any upcoming referenda and of the time and the place of the annual meeting.

**Section 9. The treasurer is responsible for:**

1) receiving annual dues and maintaining the membership list,

2) managing The Association funds,

- 3) maintaining The Association budget in electronic format and reporting semi-annually to the finance committee,
- 4) preparing a proposed annual budget for review and approval of the executive board at their annual meeting,
- 5) preparing the annual financial report which is to be published in the first issue of The Association publication in the subsequent year, and
- 6) chairing the finance committee.

Section 10. Members-at-large ideally represent different regions of the country as well as diocesan archives and records centers of different sizes. They are responsible for promoting The Association's goals and assisting the officers in carrying out the course of action developed by the planning committee.

Section 11. The program director is a current member who has attended at least two of The Association's own conferences, and is appointed by the president with the 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 years, after which reappointment is allowed.

The program director is responsible for:

- 1) chairing the program committee, and
- 2) advising the executive board of educational issues that need to be brought to the membership at large.

### **Article III. Executive Board**

Section 1. The executive board of The Association is defined by the constitution of The Association.

Section 2. A simple majority of the executive board members is necessary to constitute a quorum. An executive board member is present for the purpose of forming a quorum if the member is physically present at the meeting or responding by executive board-approved media.

Section 3. A majority vote of executive board members present 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 the 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 may be filled by an appointment of 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 the membership is notified by an executive board-approved medium 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 a member should contact the president at least two weeks before the meeting to place the matter upon the agenda.

Section 8. Executive board decisions made between regular executive board meetings must be reviewed at the next regular 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 a medium 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 in a format approved by the executive board.

#### **Article V. Regular and Special Elections**

Section 1. A nominating committee and its chair shall be appointed by the president with the approval of the executive board as provided in Art. VI, Sec. 4. For a regular election, this committee is to be established no 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. The nominating committee has oversight of the election process.

Section 2. The general membership will be invited 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 elective office must be active members of The Association. Active membership is defined as having dues paid to date and as having attended one of the last two annual meetings. Ballots shall be distributed in an executive board-approved manner 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 sent by the deadline to arrive. If a tie still exists, the nominating committee chair will decide the election by lot in the physical or virtual presence of at least one other member of the nominating committee. 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, and The Association president of the results of the ballot within one month of the conclusion of the election. The results will be published by the Secretary to the membership as provided in Art. II., Sec. 8.5 and Art. IV, Sec. 2.

## **Article VI. Committees**

Section 1. There shall be five (5) standing committees in The Association: the finance committee, the planning committee, the nominating committee, the program committee, and the Audrey Newcomer Scholarship Committee. Appointments by the president shall remain for the term of the appointing president, serving at the discretion of the president.

Section 2. The 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 president may appoint additional members in good standing, with the approval of the executive board. 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 as provided in Art. IV, Sec. 2.



Section 3. The planning committee shall be chaired by the vice-president/president-elect and shall include two at-large executive board members appointed by the president. The president may appoint additional members in good standing, with the approval of the executive board. 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 at least three additional members in good standing appointed by the president. The nominating committee shall conduct a survey of 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 included 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 program director. Additional committee members shall be appointed by the president after consultation with the program director, 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.

Section 3. The executive board shall have the authority to make other arrangements to this established pattern if necessary or beneficial, provided that notice is given to the membership prior to the meeting.

## **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. No 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 archive designated by the executive board.

Section 2. All outgoing officers and committee chairs shall deposit their records in the officially designated archive in a format approved by the incoming executive board.