Society of American Archivists
Council Meeting
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Chicago, Illinois

Student Chapter Relationships with SAA and Council Liaisons
(Prepared by: Scott Cline)

BACKGROUND

In June 1993, the Council approved the creation of SAA Student Chapters for the purpose of building relationships between the SAA and students studying in college and university archival education programs. The threshold for establishing student chapters requires a minimum of five members to form a chapter with the requirement that all members of the chapter must be individual members of SAA. Today, there are 34 Student Chapters and more than 2,000 student members of SAA.

At the January 2002 Council meeting, a motion was made and passed appointing SAA Treasurer Elizabeth Adkins to serve as liaison to the student chapters for the remainder of her term. Nowhere in the motion is there a stipulation that the assignment was to be a permanent function of the Treasurer. In addition, there is no mention in any of SAA's governing documents of the Student Chapter Liaison responsibility being one of the Treasurer's duties. The fact that the Treasurer has continued in that role appears to be a legacy of the January 2002 Council action.

The SAA Governance Manual, "Section XII: Student Chapters," makes several references to the Council liaison to the Student Chapters. A passage under Governance headed "SAA Liaison" includes the following in paragraph "a":

> **The SAA Council will designate one or more of its members to serve as liaison to Student Chapters.**

In addition, paragraph "b" notes:

> **The Council liaison(s) will be responsible for addressing the Student Chapter matters, making recommendations about these matters to the Council, and communicating Council actions concerning Student Chapters to the Chapter chief officer(s).**

In January 2006, the Council approved the creation of the Student Program Subcommittee (SPS) of the Program Committee for the purpose of reviewing and

selecting student papers and posters for the SAA Annual Meeting. Included in this action was designation of the SAA Council Student Chapter Liaison as a member of the subcommittee. Because the Treasurer had been serving as liaison since 2002, it fell to the incumbent to be a member of the SPS.

At the May 2011 Council meeting, staff was tasked with reviewing the Governance Manual for explicit assignment of the Treasurer as Student Chapter liaison and the Treasurer was assigned to develop written procedures that SPS could use to review and select student papers and posters. At the January 2012 Council meeting, these assignments were reiterated and an additional item was added—evaluation of the assignment of the Treasurer as liaison to the Student Chapters.

DISCUSSION

The following discussion focuses on two issues raised by the brief history noted above: 1) the nature of the relationship between the Student Chapters and SAA, and 2) how the liaison relationship between the Student Chapters and Council should be structured.

(This discussion sets aside the question of the SPS procedures for selecting student papers and posters; that issue should be taken up in the near future.)

The first issue suggested above raises a larger philosophical concern. Beyond adopting the section in the Governance Manual related to Student Chapters, it appears that the Council has never engaged in a discussion of the broad question of the kind of relationship/communication that it wants to have with the Student Chapters. It is possible that an assumption was made in 1993 that the Student Chapters would be a significant factor in the increase in SAA membership into the future and serve as a source of young professionals who will be stewards of the association in years to come.

The Governance Manual section on Student Chapters is included as an **Attachment** to this report. It is a fairly comprehensive section and can be seen, on the one hand, as a statement of the Council's intent regarding the Chapters. What seems clear is that there has not been any higher-level discussion of what the Council or SAA wants the Student Chapters to be or to become, nor how communication with the Chapters should be constructed and effected. This may have been purposeful; it may have been unclear in 1993 whether student chapters would proliferate. Or this may have been a missed opportunity to establish a creative/innovative relationship.

Questions for Discussion (Issue 1):

1. Does the Council feel the need to engage in a discussion of a vision for the Student Chapters and their relationship to SAA?

2. Is there a larger role to be played by the Student Chapters beyond being a source of new members and ultimately new leadership?

The second issue regarding the liaison relationship is more logistical and addresses the question of who should serve as liaison and what should be the nature of the liaison / Student Chapter relationship. An interpretation of the language of the Governance Manual suggests that the Council's intent was to establish and maintain a liaison relationship with the Student Chapters and that it should be an active relationship on par with the liaison work that Council members undertake with committees, sections, and roundtables. In fact, there is far more written about the liaison function vis a vis the Student Chapters than with any other component groups. However, in practice, there has been very little liaison work with the Student Chapters except as relates to the SPS.

If the Council wishes to establish an active liaison relationship with the Student Chapters, it must consider who will serve as liaison. If the Student Chapters are seen as individual components, then we would be adding 34 groups to the liaison list. This would equal approximately 50 percent of the existing liaison assignments.

Questions for Discussion (Issue 2):

1. Does the Council support an active liaison relationship—similar to its other liaison work—with the 34 Student Chapters?

2. If yes, then who should serve as liaison(s) to the Student Chapters?

3. How should the liaison assignments be structured? Should the 34 chapters be divided among some subset of Council members (any number from 1 to 9)?

4. Would this create a reasonable / unreasonable work load expectation?

5. If the answer to the first question is "no" (and because there has been very little liaison work with the Student Chapters), should the Council eliminate the whole notion of liaison to the Chapters?

Underlying the discussion and questions above is a third issue: Is there a role to be played by the Students and New Archives Professionals Roundtable (SNAP) in relation to the liaison question? Since its creation, SNAP has taken a very active role in reaching out to students and new archivists. Monitoring SNAP's impact on the Student Chapters and its programming and activities at the 2012 Annual Meeting might inform the sort of role we could imagine SNAP playing in communication among and between the chapters and SAA.

Questions for Discussion (Issue 3):

1. Is it reasonable to ask SNAP to serve as a conduit of communication between the Chapters and the Council with the SNAP Liaison serving as de facto Student Chapter liaison?

2. Or is SNAP's role outside this scope?

Section XIII: Student Chapters[1]

I. Mission Statement
Graduate student-level student chapter of the Society of American Archivists:
1. Serve as a means of introducing new archivists into the profession;
2. Enhance the educational function by providing an additional focus for the students to discuss archival issues, identify with the profession, and engage in professional activities;
3. Promote communication among student members;
4. Develop the leaders of tomorrow's archival profession; and
5. Attract new members into the Society of American Archivists.

II. Areas of Activity
Student Chapters are encouraged to broaden their understanding of archival issues, archival education, and the archival profession by:
1. Inviting guest archival educators and others with relevant knowledge, expertise, and experience from both inside and outside the institution to discuss theoretical perspectives, practical experiences, or research initiatives;
2. Organizing visits to area repositories;
3. Eliciting reports from fellow students who have attended regional and national archival conferences or research initiatives;
4. Encouraging professional activities among members;
5. Developing and encouraging interaction with other student groups, such as the student chapters of the American Library Association and the American Society for Information Science and Technology, to promote mutual interests of allied professions;
6. Acquainting members with the objectives, policies, programs, ethics, and publications of the Society of American Archivists; and
7. Promoting archival interests within their universities and academic departments, for example by planning colloquia or serving on curriculum committees.

III. Establishing a Student Chapter
1. The SAA Council approves the establishment of new Student Chapters.
2. Membership:
   a. All members of an SAA Student Chapter must also be individual members of SAA.
   b. The minimum number of members required to form a Student Chapter is five (5).
3. A Student Chapter seeking recognition from SAA must submit the following information to the SAA Executive Office at least thirty days before the Council meeting at which the request will be considered:
   a. The organizing document

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[1] The SAA Governance Manual currently is undergoing editorial review. Section VIII: Student Chapters contains outdated information, particularly as related to announcements of employment opportunities (Section 8).

b. The name(s) and address(es) of the chief officers(s)
c. A copy of the letter of recognition from the academic institution in which the chapter is located, granting the Student Chapter official recognition as a student organization;
d. A letter from the faculty advisor, who must be an individual member of SAA and either an archival educator or an archivist within the parent institution and who as indicated his or her willingness to work with the Student Chapter.
e. A list of all SAA members enrolled as students at the institution who wish to form a Student Chapter.

IV. Governance
1. Organizing Document: The purpose of Student Chapters is to encourage discussion of archival issues and the archival profession. Student Chapters may design an organizing document as best suits their own needs, but which in all cases meets the requirements of their own academic institutions and the SAA guidelines for Student Chapters. Examples of organizing documents from existing Student Chapters will be available to student groups contemplating the establishment of an SAA Student Chapter.
2. Internal Leadership
   a. Student Chapters must have an elected leadership to consist, at a minimum, of a Chapter chief officer who acts as the liaison between the Chapter and SAA.
   b. Each Student Chapter will elect its own chief officer(s) and notify the SAA Executive Office within thirty days following the election.
   c. As a member of the Student Chapter, the chief officer must be an Individual member of SAA.
   d. Chapter chief officer(s) will take office as outlined in the organizing document of that Student Chapter.
   e. Each Student Chapter will have a faculty advisor who is also an SAA individual member. The advisor will assist the Chapter in its relations with the SAA Council and Executive Office and assist in planning local programs for the Student Chapter.
3. SAA Liaison
   a. The SAA Council will designate one or more of its members to serve as liaison to Student Chapters.
   b. Student Chapters should submit written requests to Council through the SAA Executive Office. The Council liaison(s) will be responsible for addressing the Student Chapter matters, making recommendations about these matters to Council, and communicating Council actions concerning Student Chapters to the Chapter chief officer(s).

V. Meetings
1. Student Chapters may meet as often as they wish in their individual institutions.
2. At the SAA Annual Meeting
   a. Space and time will be made available at the SAA Annual Meeting for a meeting of Student Chapter members and faculty advisors with their Council liaison(s).

b. As a group, neither the Student Chapters nor SAA student members will form a Roundtable. Rather, they are encouraged to participate in existing sessions and in Section and Roundtable activities during the Annual Meeting. Student members and Student Chapter members, as do other meeting attendees, may plan informal gatherings or social events.

VI. Annual Report

1. Each Student Chapter shall submit an Annual Report to the SAA Executive Office. This Annual Report will include:
   a. The names of all members of the Student Chapter;
   b. The names and email addresses of the chief officer(s) and the faculty liaison; and
   c. A summary list of Chapter activities.
2. Annual Reports are due to the SAA Executive Office one of two due dates to be chosen by each Chapter: December 31 or May 31. Each chapter must submit a report at least once every twelve months.
3. Failure to produce an Annual Report will initiate an inquiry, through the faculty advisor and the Chapter chief officer(s), into dissolution of the Student Chapter.

VII. Communications

1. At minimum, the chief officer(s) and the Student Chapter faculty advisor of each Chapter must subscribe to SAA's Student Listserv and a means to ensure that important messages from the SAA Executive Office reach Student Chapter members. The chief officer of each Chapter is expected to forward any messages from the SAA Executive Office (including the Education Office) and from the SAA Council Liaison to Student Chapters to all members of the Chapter. He or she is also encouraged to forward other messages of interest to Chapter members.
2. Student Chapter chief officer(s) or other designated Chapter officers are responsible for maintaining mailing lists; for the content accuracy and legibility of mailings; and for distribution of all Chapter communications.

VIII. Announcements of Employment Opportunities

1. SAA will provide one free copy of the bi-monthly *SAA Employment Bulletin* (also available on the SAA Web site: http://www.archives.org) to each recognized Student Chapter, to be sent to the faculty advisor. As Individual members, each SAA Student Chapter member will receive the bi-monthly SAA newsletter, *Archival Outlook*, which also contains employment information.
2. Announcements of employment opportunities shall appear only in *Archival Outlook* and the *SAA Employment Bulletin* and not in any publication of an SAA Student Chapter. In this way the Society is able to fulfill its legal responsibilities (1) to review and, if necessary, edit or refuse announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments; and (2) to provide the services contracted for by the institutions and organizations which place advertisements and announcements in Society publications.

IX. Money for Student Chapter Activities

1. Student Chapters may solicit resources (in cash or in kind) from sources *within* their academic institutions. SAA Student Chapters must follow all regulations of their own institutions regarding fundraising by student organizations.
2. Monies and other resources derived from fundraising efforts within its own institution will be the property of the Chapter that raised the resources. This will be monitored by the Chapter and accounted for in accordance with the specific institutional guidelines for student organizations in each institution.
3. The SAA Council may include in its annual budget an appropriation to assist Student Chapters to facilitate communication and/or coordination among separate Chapters. Funds allocated to a Student Chapter by SAA during one SAA fiscal year are not automatically carried over to the next fiscal year. If an allocation must be deferred to the next fiscal year, the Student Chapter must formally request the carry over before the end of that fiscal year.
4. Student Chapter chief officers will be informed of SAA appropriations and will submit requests for reimbursement, together with receipts for all expenditures, to the SAA Executive Office.
5. SAA's fiscal year extends from July 1 to June 30. Budget requests from Student Chapters will be submitted by January 1 of each year to be provisionally reviewed at the winter Council meeting before the budget meeting in June. The deadline will be strictly adhered to; budget requests received after the deadline will not be considered.
6. Student Chapters are not authorized to seek resources other than as described above. If a Student Chapter develops ideas for projects that require support from other sources, the Chapter chief officer(s) and faculty advisor(s) will submit a proposal for consideration by the SAA Council.

The use of SAA's name, logo, and auspices for publications, mailings, meetings, and other activities is available only through specific provision of Council. Student Chapters, although they are in the SAA structure, are not empowered to take action in the name of SAA or request resources except as described in IX above, without specific prior authorization of Council. This firm rule is required to protect SAA and its members from potential legal complications.

X. Term of the Student Chapter
The status of Student Chapters can be measured in many ways: by the number of members, by the vitality of their work, and by the content of their annual reports. A Student Chapter whose membership falls below five individual members of SAA (whether at the student membership level or otherwise) or that fails to submit an annual report will be contacted by the Council Liaison. The Liaison will then make a recommendation to Council regarding the continuation of the Student Chapter.

Approved by the Council: June 1993
Revised: February 2004, October 2010