

BY-LAWS OF THE TWIN CITIES ARCHIVES ROUND TABLE

The corporation is governed by the provisions of Minnesota Statutes, Chapter 317A, known as the Minnesota Non Profit Corporation Act, unless modified in the articles of incorporation or the following bylaws.

ARTICLE I – NAME

The name of this organization shall be the Twin Cities Archives Round Table (hereinafter known as TCART).

ARTICLE II – MISSION

To promote and advance the growth and development of the archival profession in the Twin Cities metropolitan area and greater Minnesota by providing educational and resource-sharing opportunities for archivists and other professionals interested in the preservation of, and access to, historically valuable information.

ARTICLE III – MEMBERSHIP

SECTION A: Eligibility for Membership

Membership in TCART is open to any person or institution wishing to endorse and support the purposes of TCART.

SECTION B: Categories of Membership

Individual members: Individuals members shall be entitled to one (1) vote.

Organizational representative members: Any nonprofit corporation, charitable organization, or other society or association that desires representation in TCART may designate two (2) representatives as members of the Association who shall be entitled to one (1) vote each. Additional staff members of the same organization may be entitled to one (1) vote each upon paying an additional eight (\$8.00) dollars annual dues.

Sustaining members: A sustaining member shall be a member who contributes fifty (\$50.00) dollars annually to the Association. Sustaining members shall be entitled to one (1) vote.

Patron members: A patron member shall be a member who contributes one hundred (\$100.00) dollars annually to the Association. Patron members shall be entitled to one (1) vote.

Life members: A life member shall be a member who contributes one thousand (\$1,000.00) dollars to the Association. Life members shall be entitled to one (1) vote.

SECTION C: Dues

Membership dues shall be determined by a majority vote of the membership on the

recommendation of the TCART's Executive Committee. Dues shall be as follows for each category of membership:

Individual \$10
Organizational \$20
Sustaining \$50
Patron \$100
Life \$1000

The fiscal and membership year of TCART shall be defined as being from the Fall meeting to the next Fall meeting. Dues are payable prior to the Fall meeting or during the Fall meeting each year.

SECTION D: Resignation and termination

Any member may resign by filing a written resignation with the secretary. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued. An individual's membership may be terminated for cause by a majority vote of the membership.

ARTICLE IV - MEETINGS

SECTION A: Regular meetings

TCART shall hold two meetings each year: one in the spring and the second in the fall. The spring meeting shall include the annual business meeting with elections of officers.

SECTION B: Special meetings

Special meetings of TCART may be called by the President, upon the approval of the Executive Committee, or at the written request of fifteen dues-paying members. These meetings may be called for the purpose of conducting special business or may consist of special workshops focusing upon a specific subject or subjects.

SECTION C: Notice of meetings

Written notice shall be sent to the membership at least thirty days in advance of all meetings. Official notice may be sent via e-mail or the U.S. Postal Service.

SECTION D: Quorum

A quorum shall consist of the members present at a meeting.

SECTION E: Voting

All acts shall be decided by majority vote of the members present and voting.

ARTICLE V - OFFICERS

SECTION A: Officers and Executive Committee

The officers of TCART shall be a President, Secretary, Treasurer, and Communications Officer. The officers shall form an Executive Committee with power to act in conducting the affairs of TCART between meetings of the membership. The President shall serve as chair of the Executive Committee and shall call the Committee into session.

SECTION B: Officers' Election and Duties

All officers shall be elected to two-year terms. No individual may serve more than two consecutive full terms of office. The President and Treasurer shall be elected at the annual meeting in even numbered years and the Secretary and Communications Officer shall be elected in odd numbered years. Duties shall be assumed immediately following an election.

The President shall be the principal executive officer of TCART and shall in general supervise and control all of the affairs of TCART. He or she shall preside at all business meetings of TCART and of the Executive Committee. He or she must sign with one other member of the Executive Committee any contracts or other instruments which Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Committee or by these by-laws or by statute to some other officer or agent of the organization, and in general shall perform all duties incident to the office of president.

The Secretary shall keep the minutes of the meetings of the TCART and the Executive Committee; shall see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; shall be responsible for the corporate records and archives; shall maintain membership records; and, in general shall perform all duties incident to the office of the secretary and such other duties as from time to time may be assigned to him or her by the President or by the Committee. In the absence of the President, the Secretary shall preside at business meetings of TCART and at meetings of the Executive Committee.

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the TCART; shall receive and give receipts for moneys due and payable to TCART from any source whatsoever, and shall deposit all such moneys in the name of TCART in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these by-laws; and shall in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or by the Executive Committee. The Treasurer shall present a budget statement at each regular meeting. In the absence of the President and Secretary, the Treasurer shall preside at business meetings of TCART and at meetings of the Executive Committee.

The Communications Officer will be responsible for monitoring, updating, and sending out news and announcements to TCART communication forums, including email, website, and social media accounts. The Communications Officer will serve as the TCART Executive Committee representative on the Minnesota Archives Symposium planning committee and will preside at business meetings of TCART in the absence of the other members of the Executive Committee.

SECTION C: Nominations and Election procedures

Nominations may be made from the floor in addition to the slate proposed by the Nominating Committee. Voting shall be by ballot and election by simple majority of votes cast. Candidates

unopposed for office shall be elected by acclamation. The Nominating Committee shall count the ballots and announce the results at the annual business meeting. Any election difficulties or ties shall be resolved by a majority vote of the members present at the annual business meeting session.

SECTION D: Vacancies

Any vacancy in the Executive Committee shall be filled by election at the next regular meeting. A member of the Executive Committee elected to fill a vacancy shall complete the unexpired term of his or her predecessor in office.

SECTION E: Resignation, termination, and absences

Any officer may resign at any time by giving written notice to the President, or if such officer is the President, to the Secretary. The resignation is effective on the date agreed upon by the resigning officer and the President or Secretary. Acceptance of the resignation shall not be necessary to make it effective.

An officer shall be terminated due to excessive absences (more than two unexcused absences from either Executive Committee or membership meetings in a year). An officer may be removed for other reasons by a three-fourths vote of the membership.

ARTICLE VI – COMMITTEES

SECTION A: Committee formation

The Executive Committee shall appoint such additional committees as are necessary for the performance of the purposes and activities of TCART. One officer shall be designated to serve on each committee.

SECTION B: Standing committees

Nominating Committee: The nominating committee shall present to the annual meeting nominations for officers established by these bylaws. The committee shall be composed of the two officers whose positions are not open for election, one of whom will serve as the chair, and at least one other member in good standing. The committee is authorized to conduct its business by any mutually acceptable means of communications. All members of the committee must approve the slate of nominees to be presented to the annual meeting. The recommendations of the Nominating Committee shall be formally reported to the membership at least thirty-five (35) days prior to the opening of the annual meeting held each spring.

ARTICLE VII – AMENDMENTS

These by-laws may be altered, amended, or repealed and new by-laws may be adopted by a majority of the membership present at any regular meeting or at any special meeting of TCART, provided that at least fifteen days written notice is given of intention to alter, amend, or repeal and to adopt new by-laws at such meeting.

CERTIFICATION

These bylaws were approved at a meeting of the members of TCART by a unanimous vote on May 20, 2015.