



**COUNTY**

**Archivists and**

**Records**

**Managers**

**Association**

**BY-LAWS**  
of the  
**COUNTY ARCHIVISTS AND**  
**RECORDS MANAGERS ASSOCIATION**

Adopted \_\_\_\_\_  
Revised \_\_\_\_\_

**ARTICLE I – NAME**

The name of the organization shall be the “County Archivists and Records Managers Association” (hereafter “CARMA”).

**ARTICLE II – OBJECTIVES OF THE ORGANIZATION**

CARMA is to provide a forum for professional discussion and information sharing among records professionals, while advocating for records management and archival best practices for Ohio County government.

**ARTICLE III – MEMBERSHIP**

1. CARMA is a coalition of County records managers, archivists, and IT personnel.
2. CARMA shall not charge any dues and/or membership fees.
3. Any individual representing an Ohio County office, department or agency may be a Voting member.
4. Classification of members shall be as follows:
  - a. Voting Member: Any person employed with a County office.
  - b. Non-Voting Member: Any person not employed with a County office, but has been accepted by CARMA Voting members as an asset to CARMA.
5. CARMA shall not limit the number of members in CARMA.
6. For contact and record keeping purposes, all members are asked to complete a membership application.

## **ARTICLE IV – EXECUTIVE BOARD**

1. The Board shall consist of at least six (6) members;
2. A quorum of at least four (4) members is required for a vote, should a tie vote occur with a quorum present, said issue shall be tabled until the full Board is able to convene.
3. The offices of Chair, Vice Chair, Secretary, At-large member, Information Technology member and the Ohio State Archivist shall constitute the Executive Board.
4. The Ohio State Archivist shall be a permanent member of the CARMA Board.

## **ARTICLE V – OFFICERS**

1. CHAIR:
  - a. Shall preside over all meetings of the association;
  - b. Act as Chair of the Executive Board;
  - c. Be responsible for the conduct of the business of the organization;
  - d. Represent the Association at meetings, functions, etc.; and
  - e. Oversee all Association communications.
2. VICE CHAIR
  - a. Shall serve on the Executive Board;
  - b. Preside over all official meetings of the Association and Executive Board in the absence of the Chair;
  - c. Assist the Chair as may be requested;
  - d. In the absence of the Secretary, assume the duties outlined in Article V, Section 3; and
  - e. If requested, arrange speakers on educational/training topics.
3. SECRETARY
  - a. Shall serve on the Executive Board;
  - b. Record the minutes of all meetings of the Association and Executive Board;
  - c. Keep a transcript of these minutes as part of the official record of the Association;
  - d. Distribute notices/agendas of Association meetings;
  - e. Keep attendance of all meetings as part of the official records of the Association; and
  - f. Store the official records of the association with the Ohio History Connection.
4. AT-LARGE
  - a. Shall serve on the Executive Board;
  - b. Shall be the member liaison; and
  - c. Perform any other duties that may be assigned by the Board.

## 5. INFORMATION TECHNOLOGY (IT)

- a. Shall serve on the Executive Board;
- b. Be responsible for maintaining the Association's list serve;
- c. Be responsible for the Association's membership directory; and
- d. Advise the Executive Board of any updates that become available that would enhance the Association.

## **ARTICLE VI – ELECTION OF OFFICERS**

### 1. Election Procedure:

- a. Elections shall be held every two (2) years at the Spring meeting;
- b. At least two (2) persons shall be appointed at least two (2) months prior to the elections by the Chair to serve on the Nominating Committee;
- c. At least one (1) month prior to the elections, members shall indicate their interest in serving as an officer by notifying the Nominating Committee;
- d. The Nominating Committee may accept a current officer as a candidate;
- e. The Nominating Committee shall report to the membership the nominated candidates for officers at least three (3) weeks prior to the elections date;
- f. At the Spring elections meeting, the Nominating Committee shall conduct the elections by secret ballot; and
- g. The results will be announced by the Nominating Committee before the meeting ends.

### 2. Terms of Office

- a. Officers shall serve a term of two (2) years and may be renewable for consecutive terms;
- b. Officers shall take office at the Fall meeting in the year elected; and
- c. No member shall hold more than one Executive Board position at a time;

### 3. Voting

- a. Only Association Voting members may vote;
- b. The presence of one third (1/3) of the voting members at the time of the vote shall constitute a quorum;
- c. Votes will be received in-person at the Spring meeting; and
- d. The members may take action by affirmative vote of a majority of all voting members present;

## **ARTICLE VII – VACANCIES**

1. A vacancy in the office of Chair shall be automatically filled by the Vice Chair.

2. Vacancies in the offices of Vice Chair, Secretary, At-large, and IT shall be filled by recommendation of the remaining Executive Board to the membership at the next meeting of the Association.

### **ARTICLE VIII - MEETINGS**

Meetings of the Association shall be held at least twice a year, the exact dates and locations determined by the Executive Board. Additional meetings may be called by the Chair as needed with at least one (1) month notice to the membership.

### **ARTICLE IX – COMMITTEES**

1. Committees shall be created by a vote of the Board.
2. The Executive Board shall determine the need for standing or temporary committees and shall designate such status as needed.
3. Committee Chairs shall be nominated by the Chair and approved by the Board.
4. Committee Chairs shall serve for two (2) years with ongoing renewals approved by the Board.
5. Committees shall be made up of either three (3) or five (5) members, one (1) of which shall be a Board member, as determined by the Board at the committee inception. The size may be altered as needed by a vote of the Board.
6. Committees shall submit their reports to the Board for review and approval.

### **ARTICLE X – AMENDMENT OF BY-LAWS**

1. Said By-Laws may be reviewed and, if necessary, amended on a yearly basis.
2. Any proposed amendments to these by-laws must be submitted in writing to the By-Law Committee and shall be read at a meeting prior to being voted on. This shall constitute notice of the proposed change.
3. Said By-laws shall be amended by a majority vote of the Association Voting members present and voting at the Spring Association meetings.