

1. Article I - Name and Purpose

1.1. Name

The name of the organization shall be the **Archivists of Central Texas ("ACT")**.

1.2. Purpose

The Archivists of Central Texas is a nonprofit organization ("**the organization**"), organized exclusively for educational purposes in the State of Texas in compliance with Section 501(c)(3) of the Internal Revenue Code of 1986, or as amended. The organization's primary purpose is to foster and support the archival community in Central Texas by:

- 1.2.1. Advocating for archival professionals, collections, and repositories.
- 1.2.2. Promoting inclusive, non-discriminatory, and accessible practices within the archival field.
- 1.2.3. Offering education, professional development, and networking opportunities to enhance the skills and knowledge of archival professionals.
- 1.2.4. Advancing transparency and ethical standards within the archival profession and among Central Texas archival institutions.
- 1.2.5. Ensuring compliance with applicable federal and state laws governing nonprofit organizations, particularly those related to board structure and governance as required by Texas state law and the Internal Revenue Service (IRS).

1.3. Principles

- 1.3.1. **Collaboration and Community:** Archivists of Central Texas fosters collaboration within the archival community and between repositories, ensuring a cooperative approach to addressing shared challenges and opportunities.
- 1.3.2. **Advocacy:** We champion the interests of archival professionals, collections, and repositories in Central Texas, ensuring that the value of archives is recognized and supported by the community and beyond through ACT member-based taskforces
- 1.3.3. **Diversity and Inclusion:** We are committed to fostering an archival community that embraces diverse voices, perspectives, and collections, promoting equitable access to archival materials and professional opportunities for all individuals.
- 1.3.4. **Non-Discrimination:** We stand against all forms of discrimination and actively work to create inclusive environments in the archival field, ensuring that all archivists and users are treated with fairness and respect.
- 1.3.5. **Accessibility:** We advocate for open and accessible archival practices, ensuring that collections and records are available to the widest possible audience, regardless of socioeconomic, physical, or technological barriers.
- 1.3.6. **Education and Professional Development:** We are dedicated to the continuous education and growth of archival professionals through workshops, networking, and other development opportunities, ensuring that they are equipped to meet the challenges of an evolving profession.
- 1.3.7. **Transparency:** We promote transparency in archival practices, governance, and decision-making, both within the Archivists of Central Texas and among Central Texas archival institutions, building trust with our members and the public.
- 1.3.8. **Preservation of Heritage:** We believe in the ethical preservation and stewardship of records and collections that document the cultural and historical heritage of Central Texas, ensuring their survival for future generations.




1.4. Mission Statement

The Archivists of Central Texas supports the regional archival community by advocating for professionals, collections, and repositories. The Archivists of Central Texas is committed to fostering diversity, accessibility, and non-discriminatory practices, while promoting education, professional development, and transparency for our members and the public.

1.5. Administrative History

Founded in 2007 as a professional Archivists of Central Texas composed of archivists in the greater Austin metro area, the Archivists of Central Texas have had several incarnations through the years, beginning with the Austin Archivists. The group was revitalized in 1989 as the Austin Archivists Associated and then again in 2007 as the Archivists of Central Texas.

Effective 2017-06-17, The Archivists of Central Texas was organized exclusively for educational purposes and a tax-exempt entity under Section 501(c)(3) of the Internal Revenue Code of 1986 or as amended in the State of Texas.

Status	Year	Bylaws	File
Current	2024	Mission Statement and Bylaws	 2024_ACT_Bylaws-DRAFT
Superseded	2017	Mission Statement and Bylaws	 2017-ACT-Bylaws.docx
Superseded	2007	Mission Statement and Bylaws	 2007-ACT-MissionStatement...

2. Article II - Membership

2.1. Membership Categories

Membership in the Archivist of Central Texas is open to any person or institution wishing to endorse and support the purpose of the Organization. Membership in the

Archivists of Central Texas shall not be restricted for any reason arising out of sex, race, color, creed, religion, language, or ethnic or national origin.

2.1.1. Active Membership Categories

2.1.1.1. **Individual membership:** Membership for individuals shall be free of charge, with no annual dues required. However, members are encouraged to make a voluntary donation to support the activities and initiatives of the organization. Such donations are not mandatory and will not affect membership status or privileges.

2.1.2. Inactive Membership Categories

2.1.2.1. **Student membership:** regular, students of secondary or students of colleges, universities or other accredited institutions of higher education. shall pay [xx] dollars (\$[00].00) for annual membership dues.

2.1.2.2. **Organizational Membership:** shall be for any institution, society, or association which seeks representation in ACT. Organizational Membership dues shall pay [xx] dollars (\$[00].00) for annual membership dues, extended to two individuals selected to represent the organization. Any additional members can join ACT, by paying [xx] dollars (\$[xx].00) in annual dues.

2.1.2.3. **Sustaining Membership:** shall be a member who contributes [xx] dollars (\$[00].00) for annual membership dues.

2.1.2.4. **Patron Membership:** Patron Membership shall be for an individual member who contributes [xx] dollars (\$[00].00) in annual dues.

2.1.2.5. **Life Membership:** shall be for an individual member who has contributed [xx] dollars (\$[00].00) dollars in dues to ACT..

Other categories of membership, including associate members, honorary members, and regular members, may also exist, as determined by The Board.

2.2. Eligibility

Archivists of Central Texas membership shall be limited to:

- 2.2.1. information professionals, students, or other individuals;
- 2.2.2. who are at least 18 years old;
- 2.2.3. with a connection to Central Texas information communities, roughly bordered on the West by San Saba, to the Southeast by Bryan, to the South by San Marcos, and to the North by Hillsboro; including Llano, Burnet, Blanco, Travis, Caldwell, Hays, Bastrop, Lee, and Fayette counties.

2.3. Annual Dues

The Board of directors shall determine membership dues, if applicable, annually.

- 2.3.1. Membership for individuals shall be free of charge, with no annual dues required. However, members are encouraged to make a voluntary donation to support the activities and initiatives of the organization. Such donations are not mandatory and will not affect membership status or privileges.
- 2.3.2. Members must pay dues or confirm interest annually to maintain their membership by a specified date to maintain good standing.
- 2.3.3. The Board of directors shall communicate any changes or revisions regarding membership dues, if applicable, to the membership annually, within thirty (30) days of the annual meeting.

2.4. Rights and Privileges

Members of Archivists of Central Texas are granted the following rights and privileges:

2.4.1. Voting Rights

- 2.4.1.1. Members in good standing are entitled to vote on the election of directors, amendments to the bylaws, and any other matters that require membership approval
- 2.4.1.2. Each member shall have one vote
- 2.4.1.3. Voting by proxy shall be permitted

2.4.2. Meeting Participation

- 2.4.2.1. All members are entitled to attend the annual general meeting and may participate in discussions
- 2.4.2.2. Only voting members may propose motions or vote on matters brought before the membership

2.4.3. Access to Information

- 2.4.3.1. Members shall have the right to request and receive copies of the Archivists of Central Texas 's annual report, financial statements, and minutes from board meetings.

3. **Article III - Board of Directors**

3.1. **Board Role and Size**

The Board of directors is responsible for the Archivists of Central Texas overall policy, management, and direction and delegates responsibilities for day-to-day operations to committees and members.

- 3.1.1. All board members of Archivists of Central Texas will ensure shared access to educational and informative information, knowledge, and history.

- 3.1.2. The three directors of the Archivists of Central Texas board shall include one President, one Treasurer, and one Secretary.
- 3.1.3. The same person cannot be both the president and secretary.
- 3.1.4. The Board shall have up to seven members, but no fewer than three.
- 3.1.5. Officers and directors must be natural persons, but may be known by other titles.

3.2. Structure

The Archivists of Central Texas board of directors structure is reflective of the **shared leadership** model whereas

- 3.2.1. The Board leadership will consist of no less than three (3) of three directors (e.g., Secretary, Treasurer, and President (or equivalent), and one or more Officers who together share leadership duties.
- 3.2.2. Decisions are made through consensus collectively by The Board rather than one individual (e.g., president).
- 3.2.3. The Board will share responsibility for leadership, often rotating chairing duties or dividing them based on skills or specific tasks.
- 3.2.4. One person may hold more than one officer position, except the same individual cannot serve as both the president and secretary.

3.2.5. The Archivists of Central Texas Secretary and Treasurer will retain their traditional roles and will still promote strong collaboration and shared responsibility.

3.3. Archivist of Central Texas Board of Directors

Required	Position	Qty	Title	Description
YES	Director 1	1	President (or equivalent)	Encourages different perspectives in leading meetings. Promotes equal participation and prevents any one individual from having long-term authority.
YES	Director 2	1	Secretary	Manages records, including meeting minutes and official correspondence. Coordinates and presides over meetings, creates agendas, ensures proper notice of meetings, maintains records of board actions, including meeting minutes
YES	Director 3	1	Treasurer	Oversees finances and financial reporting, maintains financial records and third party accounts, ensures compliance with legal requirements.
NO	Officers	1-4	Board Members At-Large	Members who do not hold director positions but contribute to decision-making and take on specific roles or tasks.

3.4. Nominations and Elections of Officers

New directors shall be elected by a majority present at the annual meeting, provided there is a quorum. A call for new board members will be made prior to the annual meeting or any special meeting called for the purpose of electing directors.

3.5. Board Elections

Any Archivist of Central Texas board member may nominate directors. If more than one person is nominated for a position, voting shall be by secret ballot, with a simple majority required for election.

3.6. Vacancies

In the event of a vacancy, the secretary shall call for nominations, and The Board shall elect a new member by a majority vote to fulfill the remainder of the term.

In the case of death, disability, or resignation of an elected office, the Board shall appoint a successor for the balance of the term. A special meeting may be called for the election of an office to fill the office of an officer vacated by the reason of death, disability, or resignation at the discretion of the Board of Directors or upon application by twenty (20%) percent of the membership-at-large, in writing by e-mail or by an election online

3.7. Termination

A board member may be removed by a two-thirds vote of the remaining directors if necessary for the Archivists of Central Texas 's best interest.

3.8. Terms of Office

All board members shall serve staggered three-year (3) terms, with the option to serve consecutive terms. The term of office follows the fiscal year, which runs from

January through December. An elected director shall take office upon the conclusion of the annual meeting or the special meeting for the election of directors.

3.9. Powers and Responsibilities

The Board of directors is responsible for overseeing the Archivists of Central Texas policies, finances, and overall direction. The Board has the authority to manage the organization's affairs, including entering contracts, approving budgets, and overseeing the organization's activities. The Board may also establish standing and ad hoc committees as needed, this includes:

- 3.9.1. Administer and make decisions about the monetary funds of the organization
- 3.9.2. Ensuring compliance with state and federal laws.
- 3.9.3. Establish major administrative and other policies governing the affairs of Archivist of Central Texas, including establishing or approving bylaws.
- 3.9.4. Designate the site of the next annual meeting not later than sixty (60) days before each annual meeting.
- 3.9.5. Create such standing or special committees in addition to those described herein as it considers advisable to carry out any purpose connected with the work of the Archivist of Central Texas.
- 3.9.6. All Archivist of Central Texas business may be conducted in person, over the phone, or through electronic communications.

Texas law and IRS guidelines require a clear separation of powers within The Board structure to avoid conflicts of interest. This means:

- 3.9.7. No more than 49% of The Board can be "interested persons" (e.g., someone compensated by the Archivists of Central Texas, such as employees or contractors).

- 3.9.8. The Board must act in the best interest of the Archivists of Central Texas and avoid any conflicts that could arise from related-party transactions.

4. Article IV - Meetings

4.1. Regular Meetings

Regular meetings of The Board shall be held quarterly as fixed by The Board. These meetings will be scheduled at the start of each fiscal year.

4.2. Special Meetings

Special meetings may be called by any member of The Board when necessary.

4.3. Emergency Meetings

Emergency meetings may be called in the event of a severe and imminent threat to the health, safety, or welfare of the public when three (3) members of The Board decide that a delay would be detrimental to efforts to lessen or respond to the threat.

4.4. Place of Meeting

The meetings of The Board shall be held in a location agreed to by a majority of The Board.

4.5. Rules of Procedure

General parliamentary rules, as modified by the rules and regulations of The Board, shall be observed by The Board in the conduct of its business.

4.6. Quorum

A quorum of at least three Archivists of Central Texas directors is required to conduct official business at any meeting.

4.7. Formal Sessions

The Archivists of Central Texas board's formal sessions shall be open to the public. Final decisions that are binding on the Archivists of Central Texas shall be made at formal sessions. The Board may designate any regular, special, or emergency meeting as a "formal" session, in whole or in part. Nothing in this section is intended to prevent The Board from meeting informally at any time, including during recesses in otherwise formal sessions.

4.8. Notice of Regular Meetings of The Board

The Secretary of The Board shall mail, and e-mail if requested, to each member of The Board at either the member's business or residence address, not less than fourteen days before any regular meeting, a notice of the time and place of the meeting. The schedule of regular meetings will appear on the Archivists of Central Texas public Google calendar¹ upon The Board's adoption of its meeting schedule and remain posted until each meeting. The notice will state whether the meeting will be, at least in part, a formal session.

4.9. Notice of Special Meetings of The Board

Notice of special meetings to include the time and place of the meeting shall be posted as above at least 18 hours before the meeting. Notice shall be given to each board member not later than 72 hours before the meeting by phone, e-mail and next day mail, U.P.S. FedEx or similar delivery if practical. The notice shall state the purpose(s) of the meeting. No matter not included in the notice may be acted

¹ Official ACT Calendar

<https://calendar.google.com/calendar/u/0?cid=YXJjaGl2aXN0c2NlbnRyYWx0eEBnbWFpbC5jb20>

upon at the meeting. The notice will state whether the meeting will be, at least in part, a formal session.

4.10. Notice of Emergency Meetings of The Board

The manner of notice to members and of posting notice of emergency meetings will be as determined by the three (3) members calling the meeting.

4.11. Order of Business

The agenda or program for business shall be determined by all current Archivists of Central Texas directors with the assistance of the Secretary. It shall be sent by mail or e-mail, as requested to each member of The Board fourteen days before each regular meeting of The Board.

Belated communications shall be considered only at the discretion of The Board.

Election of the officers and members of the Board of Directors shall be taken up at the first item of new business when such election is required by these bylaws.

Typical order of business would include a Call to order by The Board of Directors, review of the last meeting minutes, Treasurer's report, old business, new business, announcements, adjournment.

4.12. Resolutions in Writing

All resolutions, if so requested by the Secretary or by any member of the Archivists of Central Texas board, shall be submitted in writing before action is taken thereon.

4.13. Executive Sessions

The Archivists of Central Texas board may hold executive sessions, closed to the public, to discuss sensitive or confidential matters.

4.14. Meetings by Remote Communications Technology

Meetings may be held by proxy means of a conference telephone or similar communications equipment, another suitable electronic communications system, including videoconferencing technology or the Internet, or any combination of those means.

5. Article V - Committees

5.1. Creation of Committees

The Board may establish standing or ad hoc committees as needed to carry out the work of the Archivists of Central Texas. Each committee shall be chaired by a board member or appointee and approved by the directors of the Archivists of Central Texas board.

5.2. Executive Committee

The Executive Committee, consisting of Archivists of Central Texas directors, board members, and officers, may act on behalf of The Board between meetings, with all actions subject to board approval.

Committee	Chair	Description
Administration Subcommittee(s): 1) Communication	Secretary	Manages access to records, including meeting minutes and official correspondence and calendars and assists in the development of bylaws & compliance. Maintains branding and communication as well any tasks related to the upkeep of social media, promotion, and website.
Membership Subcommittee(s): 1) Programming	President (or equivalent)	Manages membership via applications, communication, email lists, and oversees any subcommittees.
Finance and Compliance	Treasurer	Oversees finances and financial reporting, maintains financial records and third party accounts, ensures compliance with legal requirements.

5.3. Standing Committees

Committee	Managed by	Description
Communication	Administration Committee	Manages and maintains access to calendars and communication channels including branding and communication as well any tasks related to the upkeep of social media, promotion, and website relating to ACT.
Programming Committee	Membership Committee	Manages any programming for members such as panels, forums, tours, events, lectures or other similar programs concerning archives.
Austin Archives Bazaar ("AAB") Steering Committee	Executive Board	Responsible for coordinating the activities of Archives Bazaar, promoting awareness of the event, and conducting business related to Austin Archives Bazaar, as well as managing any subcommittees.
AAB Communication	AAB Steering Committee	Manages and maintains access to calendars and communication channels including branding and communication as well any tasks related to the upkeep of social media, promotion, and website relating to AAB.
AAB Marketing	AAB Steering Committee	Develop and implement strategies to promote AABs mission, programs, and initiatives, enhancing visibility and engagement with the target audience.
AAB Programming	AAB Steering Committee	Responsible for coordinating any programming activities, including procurement of materials and speakers for the event.
AAB Fundraising	AAB Steering Committee	Plan and execute strategies to raise financial support for the organization through donations, grants, events, and other revenue-generating activities.

6. Article VI - Conflict of Interest and Ethics

6.1. Conflict of Interest

Board members shall disclose any potential conflicts of interest and recuse themselves from voting on matters where a conflict exists. The Board shall determine the appropriate action to address conflicts.

6.2. Code of Conduct

Board members and members are expected to adhere to high standards of conduct and ethics, including confidentiality and respect for all Archivists of Central Texas processes.

7. Article VII - Financial Policies

7.1. Fiscal Management

The Board shall approve an annual budget, oversee financial transactions, and ensure that the Archivists of Central Texas's finances are managed responsibly.

All financial reporting will conform to accounting standards as adopted by the American Institute of Certified Public Accountants and must include:

- 7.1.1.1. a statement of support, revenue, and expenses;
- 7.1.1.2. a statement of changes in fund balances;
- 7.1.1.3. a statement of functional expenses;
- 7.1.1.4. a balance sheet for each fund.

7.2. Availability of Financial Information

7.2.1. Public Inspection

The retention of any document required to make available for public inspection as an entity that is exempt from income taxation under Section 501(a), Internal Revenue Code of 1986, by being listed as an exempt organization under Section 501(c)(3) of that code, at the corporation's registered or principal office in this state for at least three years after the close of the fiscal year. The Archivists of Central Texas may charge a reasonable fee for preparing a copy of a document.

7.3. Fundraising and Grants

The Board shall develop and oversee fundraising activities and the application for grants to support the Archivists of Central Texas' mission.

7.4. Asset Management

The Board shall manage the Archivists of Central Texas assets, including property, equipment, and investments, in a manner that supports the Archivists of Central Texas 's long-term stability.

8. Article VIII - Indemnification

8.1. Indemnification of Directors and Officers

The Archivists of Central Texas shall indemnify directors and officers against liabilities incurred in the performance of their duties, to the fullest extent permitted by law.

9. Article IX - Records Retention and Document Management

9.1. Records Retention

The Archivists of Central Texas shall maintain records for the appropriate duration, including financial records, meeting minutes, and membership lists, in accordance with legal and organizational requirements.

9.1.1. Minimum Retention Periods for Specific Categories.

9.1.1.1. **Organizational Documents.** Organizational records include the Archivists of Central Texas's articles of incorporation, by-laws and IRS Form 1023, Application for Exemption. Organizational records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.

9.1.1.2. **Tax Records.** Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the Archivists of Central Texas' revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.

9.1.1.3. **Employment Records/Personnel Records.** State and federal statutes require the Archivists of Central Texas to keep certain recruitment, employment and personnel information. The Archivists of Central Texas should also keep personnel files that reflect performance reviews and any complaints brought against the Archivists of Central Texas or individual employees under applicable state and federal statutes. The Archivists of Central Texas should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three years. Retirement and pension records should be kept permanently. Other employment and personnel records should be retained for seven years.

9.1.1.4. **Board and Board Committee Materials.** Meeting minutes should be retained in perpetuity. A clean copy of all other board and board

Committee materials should be kept for no less than three years by the Archivists of Central Texas.

- 9.1.1.5. **Press Releases/Public Filings.** The Archivists of Central Texas should retain permanent copies of all press releases and publicly filed documents under the theory that the Archivists of Central Texas should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the Archivists of Central Texas.
- 9.1.1.6. **Legal Files.** Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.
- 9.1.1.7. **Marketing and Sales Documents.** The Archivists of Central Texas should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years. An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.
- 9.1.1.8. **Development/Intellectual Property and Trade Secrets.** Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the Archivists of Central Texas and are protected as a trade secret where the Archivists of Central Texas:
 - 9.1.1.8.1. derives independent economic value from the secrecy of the information; and
 - 9.1.1.8.2. has taken affirmative steps to keep the information confidential. The Archivists of Central Texas should keep all documents designated as containing trade secret information for at least the life of the trade secret.

- 9.1.1.9. **Contracts.** Final, execution copies of all contracts entered into by the Organization should be retained. The Archivists of Central Texas should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.
- 9.1.1.10. **Correspondence.** Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years.
- 9.1.1.11. **Banking and Accounting.** Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years. Any inventories of products, materials, and supplies and any invoices should be kept for seven years.
- 9.1.1.12. **Insurance.** Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.
- 9.1.1.13. **Audit Records.** External audit reports should be kept permanently. Internal audit reports should be kept for three years.
- 9.1.1.14. **Electronic Mail.** E-mail that needs to be saved should be either:
 - 9.1.1.14.1. printed in hard copy and kept in the appropriate file; or
 - 9.1.1.14.2. downloaded to a computer file and kept electronically or on disk as a separate file.

9.2. Document Management

The Archivists of Central Texas shall implement procedures for the maintenance and organization of both physical and digital documents, ensuring accessibility and security. Records should not be kept if they are no longer needed for the operation of the organization or required by law. Unnecessary records should be eliminated from the Archivists of Central Texas files.

9.3. Official Repository

The records of the Archivists of Central Texas shall be archived at the Austin History Center, Austin Public Library, ensuring the preservation of the organization's history. The official Collection Identifier is AR-2010-009, Collection Archivists of Central Texas Records.²

10. Article X - Amendment of Bylaws

10.1. Amendment Process

10.1.1. The Board of Directors shall submit to a meeting of the membership any proposed amendment submitted in either writing or electronic communications to three (3) active members. Notice of the proposed amendment, together with notice of the time and place of the meeting which shall consider it, shall be given to the members in the manner provided for calling meetings of the membership. Adoption of such proposed amendment, or any proposed revision germane thereto, shall require the affirmative vote of a majority of the active members present and voting at such meeting, a quorum being present.

10.1.2. The Board of Directors may amend these bylaws by affirmative vote of a majority of the Directors present and voting at a Board meeting at which a quorum is present, and after at least fifteen (15) days prior to written notice. Amendments so adopted shall take effect immediately but shall be presented for review at the next annual meeting at which time, a quorum being present, a majority of the active members present and voting shall decide whether or not to approve the amendments and allow them to remain in effect.

²AHC Collection Archivists of Central Texas Record Finding Aid
<https://ahc.access.lyrasistechnology.org/repositories/2/resources/2131>

- 10.1.3. The provisions hereof shall be construed in a manner consistent with the laws of the State of Texas and with the Articles of Incorporation of the Archivist of Central Texas.

11. Article XI - Dissolution

11.1. Dissolution Process

Dissolution of the Archivists of Central Texas requires a two-thirds majority vote at a special meeting with a quorum present. Notice of the dissolution meeting must be given at least three weeks in advance.

11.2. Distribution of Assets

After all liabilities and obligations of a corporation in the process of winding up are paid, satisfied, and discharged in accordance with Section [11.053](#), the property of the corporation shall be applied and distributed to the Society of Southwest Archivists, or another qualifying 501(c)(3) Archivists of Central Texas.

12. Article XII - Non-Discrimination Policy

12.1. Non-Discrimination Statement

The Archivists of Central Texas complies with applicable Federal civil rights laws and shall not discriminate based on race, color, religion, gender, sexual orientation, age, disability, or national origin in any of its activities or operations.

13. Article XIII - Dispute Resolution

13.1. Dispute Resolution Process

Any internal disputes among members or between members and The Board shall be resolved through a process of mediation or arbitration, as determined by The Board.

14. Article XIV - Emergency Powers


In the event of an emergency, The Board may take necessary actions to ensure the safety and stability of the Archivists of Central Texas, even if such actions temporarily suspend normal procedures.

Signature page follows


Certification

These bylaws were approved by a consensus vote of the Archivists of Central Texas board of directors on 2024-11-24,


Director 1


_____, Jennifer Hecker, President

Director 2


_____, Elizabeth Stauber, Secretary

Director 3


_____, Brooke Lake, Treasurer