

Conference of Inter-Mountain Archivists

BYLAWS

I. Name

- A. The name of this organization shall be the Conference of Inter-Mountain Archivists (CIMA).

II. Purpose

- A. The Conference of Inter-Mountain Archivists is a professional organization established to promote cooperation and facilitate the exchange of information among individuals, groups, and institutions in the intermountain states and adjoining areas who are interested in the preservation and use of archival and manuscript materials; to disseminate information on research materials, archival methodology, and conservation techniques; to provide a forum for the discussion of matters of common concern; and to further the education and training of archivists, curators, records managers and custodians of private papers.

III. Membership

- A. Individual membership shall be open to any interested person who has paid all current dues assessed by the Conference.
- B. Institutional membership shall be open to any interested institution who has paid all current dues assessed by the Conference.
- C. Annual dues shall be determined by the Council and ratified by a majority of members voting. Notice of proposed dues increases shall be circulated to the membership at least thirty (30) days prior to a vote.
- D. Along with a standard option for annual dues, there shall be an option for a Life-Time Membership for individuals. The established fee for the Life-Time Membership shall be perpetually equivalent to ten (10) times the current dues for annual membership. After paying this optional one-time fee, a CIMA member shall be considered a member for life, with all the rights and privileges of full CIMA membership. Life-Time Members shall receive a certificate acknowledging their life-time status.

IV. Officers and Government

- A. Officers: The Officers of the Conference shall be: a President, a Vice-President/President-elect, an Immediate Past President, and a Secretary/Treasurer.
- B. Council: The Council shall consist of the officers and six additional members.

V. Terms of Officers and Council Members

A. Terms of Officers:

1. President shall serve a term of one year, and then succeed to the office of Immediate Past President.
2. Vice-President shall be elected to a term of one year, and then succeed to the office of President.
3. Immediate Past President shall serve a term of one year.
4. Secretary/Treasurer shall be elected to a term of two years.

B. Council members shall be elected to two year terms. In order to stagger terms, three Council members will be elected each year.

C. Resignations: upon the resignation of an officer or Council member, officers will appoint with approval of Council a replacement to complete the remaining term.

D. All officers and Council members shall assume office and commence their terms July 1 of the year elected.

VI. Committees

A. Ad Hoc Committees: The officers with the approval of Council shall have the authority to create and appoint membership to whatever committees Council deems necessary.

B. Standing Committee: The Conference of Inter-Mountain Archivists shall have four standing committees:

1. Nominating Committee – There shall be a Nominating Committee composed of three members. The Immediate Past President will serve as chair and select the other two members from the body of CIMA membership.
2. Program Committee – There shall be a Program Committee chaired by the President. The President shall constitute the committee as he/she sees fit. The Program Committee shall be responsible for preparing the program for the annual meeting of the Conference.

3. Membership, Education and Training Committee - There shall be a Membership, Education and Training Committee chaired by the Vice President. The committee shall be assembled by the Vice-President and include two Council members and one member from the body of the Conference. The Committee shall be responsible for increasing the number of individual and institutional members and ensuring the retention of these members through the offering of services that meet their needs. The Committee shall also be responsible for promoting the development of training programs within the intermountain region and provide an archival training session at each Conference meeting.
4. Newsletter Committee – There shall be a Newsletter Committee appointed by the officers and approved by the Council. The Committee shall be responsible for the CIMA Newsletter. The editor of the newsletter will serve as chair of the Committee and constitute the Committee as he/she sees fit.
5. Awards Committee – There shall be an Awards Committee appointed by the officers and approved by the Council. The committee shall include representatives from all states in the region. The Committee shall be responsible for the creation and presentation of awards and citations given in the name of the organization. The Committee shall also be responsible for all details concerning the implementation and selection process. All awards shall recognize service and accomplishment within the organization, or the archival profession generally. Nominations for awards shall be taken from the organization membership. Final approval of all awards recipients and presentations shall be made by the officers and the Council. The officers and Council shall also have final approval over the creation or elimination of any award.

VII. Nominations and Elections of Officers and Council Members

- A. The Nominating Committee shall:
 1. Consult the membership for suggestions.
 2. Nominate at least one candidate from the Conference membership for each vacancy for Officers and Council members.
 3. Submit a list of nominees to the Council by the March Council meeting for review. The list of nominees will be published in the Spring Newsletter.

4. Reflect the diversity of interests, geographical location, sex, age, race, and religion in its selection of nominees.
- B. The officers and members of Council shall be elected by mail or electronic ballot by June 30th. The nominees receiving a plurality of the legal votes cast shall be elected and shall commence their terms on July 1st.

VIII. Meetings

- A. Regular meetings – The Conference 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 of the Conference. Each state group of members may hold a separate fall meeting.
- B. Special Meetings – Special meetings of the Conference may be called by the President, upon the approval of Council, 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.
- C. Notification – written notice shall be sent to the membership at least thirty days in advance of all meetings. Notice may be sent via e-mail or the U.S. Postal Service.

IX. Amendments

- A. Amendments to these bylaws must be proposed in writing by at least five (5) members and filed with the Secretary/Treasurer sixty (60) days in advance of the annual business meeting.
- B. Proposed amendments will appear in the CIMA Newsletter thirty (30) days before the annual meeting. Such proposals will be discussed at the annual meeting.
- C. Proposed amendments will be voted on by mail ballot within six weeks of the annual meeting.

X. Parliamentary Authority

- A. The rules contained in Roberts' Rules of Order shall govern the Conference in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of the Conference.

(Revised July 2002)

(Amended July 2009: Granted allowance for electronic voting.)

(Amended October 2009: Addition of Life-Time Membership option.)

(Amended May 2010: Creation of Awards Committee.)

(Amended June 2011: Addition of institutional membership, modification of Education and Training Committee responsibilities.)