

# Conference of Inter-Mountain Archivists

## BYLAWS

1. Name
  1. The name of this organization shall be the Conference of Inter-Mountain Archivists (CIMA).
2. Purpose
  1. 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.
3. Membership
  1. Individual membership shall be open to any interested person who has paid all current dues assessed by the Conference.
  2. Institutional membership shall be open to any interested institution who has paid all current dues assessed by the Conference.
  3. 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.
  4. 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.
4. Officers and Government
  1. Officers: The Officers of the Conference shall be: a President, a Vice-President/President-elect, an Immediate Past President, and a Secretary/Treasurer.
  2. Council: The Council shall consist of the officers and six additional members.
5. Terms of Officers and Council Members
  1. 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.
  2. Council members shall be elected to two year terms. In order to stagger terms, three Council members will be elected each year.
  3. Resignations: upon the resignation of an officer or Council member, officers will appoint with approval of Council a replacement to complete the remaining term.

4. All officers and Council members shall assume office and commence their terms following the spring meeting of the year elected.
6. Committees
  1. 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.
  2. Standing Committee: The Conference of Inter-Mountain Archivists shall have six standing committees. The officers with the approval of Council shall have the authority to appoint membership to these committees. The committees are:
    1. Nominating Committee – Responsible for identifying and compiling a list of candidates for office in the organization. The Immediate Past President will serve as chair of the committee.
    2. Program Committee – Responsible for preparing the program for the annual meeting of the Conference. The President will serve as chair of the committee.
    3. Membership Committee – 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 Secretary will serve as an *ex-officio* member of the committee.
    4. Education and Training Committee – Responsible for promoting the development of training programs within the intermountain region and provide an archival training session at each Conference meeting. The Vice-President will serve as the chair of the committee.
    5. Newsletter Committee – Responsible for the production of the *CIMA Newsletter*. The editor of the newsletter will serve as chair of the committee and constitute the committee.
    6. Social Media Committee - Responsible for the coordinated administration of all CIMA social media platforms. A social media chair will be selected from membership and will constitute the committee.
    7. Awards Committee – Responsible for creating and presenting awards and citations on behalf of the organization. The Treasurer will serve as an *ex-officio* member of the committee.
7. Nominations and Elections of Officers and Council Members
  1. 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 by the organization prior to the election.
    4. Reflect the diversity of interests, geographical location, sex, age, race, and religion in its selection of nominees.
  2. The officers and members of Council shall be elected by mail or electronic ballot no later than one month prior to the spring meeting. The nominees receiving a plurality of the legal votes cast shall be elected and shall commence their terms at the conclusion of the spring meeting.
8. Meetings
  1. 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.

2. 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.
3. 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.

#### 9. Finances

1. Any other provisions of this instrument notwithstanding, the officers shall distribute its income for each tax year at a time and in a manner as not to become subject to the tax on undistributed income imposed by section 4942 of the Internal Revenue Code, or the corresponding section of any future federal tax code.
2. Any other provisions of this instrument notwithstanding, the trustees will not engage in any act of self-dealing as defined in section 4941(d) of the Internal Revenue Code, or the corresponding section of any future federal tax code; nor retain any excess business holdings as defined in section 4943(c) of the Internal Revenue Code, or the corresponding section of any future federal tax code; nor make any investments in a manner as to incur tax liability under section 4944 of the Internal Revenue Code, or the corresponding section of any future federal tax code; nor make any taxable expenditures as defined in section 4945(d) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

#### 10. Amendments

1. 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.
2. Proposed amendments will be published by the organization at least thirty (30) days before the annual meeting. Such proposals will be discussed at the annual meeting.
3. Proposed amendments will be voted on by mail or electronic ballot within six weeks of the annual meeting.

#### 11. Dissolution

1. In accordance with the laws of Utah (currently Section 16-6a-1402), the Conference may be dissolved upon the vote of two-thirds (2/3rds) of the members present and voting at a meeting called for such purpose following notification through the U.S. Postal Service at least 90 days in advance of the meeting. In the event of dissolution, the Conference's property, funds, and other assets shall pass to regional organizations or other agencies with similar objectives as designated by the Council in office at the time of dissolution.

#### 12. Parliamentary Authority

1. 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.