



SOCIETY FOR
INDUSTRIAL
ARCHEOLOGY

SOCIETY FOR INDUSTRIAL ARCHEOLOGY FORMATION OF LOCAL CHAPTERS FACT SHEET

Thank you for your interest and enthusiasm in IA! Forming a local chapter of the Society for Industrial Archeology can be a rewarding experience. The information contained in this document has been compiled to help those interested in forming and maintaining a local chapter. The material has been compiled from the SIA by-laws (Attachment 1) and from the input of various chapter officers, past and present, who have experience with keeping a chapter up and running. The original version of this document was written by Bob Stewart, who is a long time SIA member and officer at both the National and local chapter levels.

To form a chapter, twelve SIA members in good standing are required. The group must develop chapter by-laws and petition the national SIA to be recognized as a chapter. Local chapters must hold two meetings per year; one of which can be a business meeting but it may be combined with a field trip, museum visit, picnic or other activity. Minutes of these meetings must be sent to the Chair of the Local Chapter Committee, a position held by a member of the SIA Board of Directors. Local chapters are financially independent of SIA, but must file an annual financial report with the national organization. The local chapter officers, or board of directors if no officers are chosen, must remain members of the national SIA once the chapter has been formed. While not a requirement, all local chapter members are strongly encouraged by the national organization to be members of the national SIA.

If help is needed to find people interested in forming a chapter, an up-to-date directory of SIA members is available from the national SIA headquarters and can be sorted for those members who live within a particular geographical area. The local chapter coordinator can assist in obtaining such a list.

Traditionally, local chapters are named after a local inventor, manufacturer or industrialist. They can be named after an inventor or oil field, mine, factory or process. They can also name it after its geographical location. It is entirely the chapter's decision. Local chapter dues are determined by the local chapter and can be nominal, perhaps \$5.00 to \$15.00 a year, or just enough to cover mailing and other expenses.

Local chapter presidents, or chairpersons, are non-voting, ex-officio members of the SIA national board of directors. Although SIA board meetings are open to all members, having a local chapter is a way of having an official presence at meetings and perhaps influencing national policy.

Running a local chapter does not require a major commitment of time. There is no need for monthly meetings or a lot of committee work (unless the chapter decides to sponsor a fall tour or annual conference when a greater effort is required). Several existing local chapters provide summaries of chapter events to the Society for Industrial Archeology Newsletter (SIAN). A few have their own websites. Local chapters can also take advantage of internet-based communications sponsored by SIA to keep in touch with members, and to share news with other IA enthusiasts. To view or learn more about these resources, visit the following webpages:

<http://www.siahq.org/chapters/chapt.html>

<http://www.siahq.org/membership/emailserv.html>

To pursue forming a chapter please contact the current local chapter coordinator. Contact information is available at <http://www.siahq.org/contacts/committees/LocalChapter.html>.

FORMING A CHAPTER

According to Article X of the Bylaws of the Society for Industrial Archeology, entitled "Chapters & Affiliates," a local chapter may be formed if it meets the following qualifications:

SECTION 10.01. Local Chapters

- a) *Establishment. The Board may establish local chapters upon formal written petition of a minimum of twelve (12) members in good standing of the Society. The petition shall include proposed Bylaws outlining the function and organization of the local chapter for approval by the Board.*

Once twelve members of the SIA agree to form a chapter a letter proposing to form a new chapter should be sent to the President of the SIA with a copy to the Local Chapter Coordinator. The letter should take the form of a petition. For example: "We, the undersigned, certify that we are current members of the Society for Industrial Archeology in good standing. We have read and complied with the requirements of the Society with regard to forming a local chapter of the organization and maintaining it in good standing. We request recognition from the Board of Directors and approval of our by-laws. The name of our local chapter shall be the _____ Chapter of the Society for Industrial Archeology. The by-laws of the _____ Chapter are attached to and included as part of this petition for approval by the board.

Signed: (Here type 12 or more lines for signatures and printed names of the petitioners).

Include a copy of your by-laws (see Attachment 2 for an example of by-laws -- It is highly recommended to check if there is language required by the state within which the chapter might incorporate or charter in the future. Even if the chapter does not currently intend to incorporate or charter, ensuring that the bylaws conform to local requirements will prevent a need to make substantial modifications if future members decide to take the chapter in such a direction).

- b) *Coordination with the Board. The chairperson of the Local Chapters Committee shall work with each chapter to gain Board approval of its proposed Bylaws. The local chapter shall inform the Board, through their respective presidents, of changes in bylaws and other issues of legal import.*

Working with the local chapter coordinator will facilitate acceptance by the National board of the petition and by-laws. Please contact the local chapter coordinator prior to submitting your petition to the President.

- c) *Membership Relationships. All participants in local chapters shall be encouraged to be members of the Society. For the sake of education and the exchange of information, however, non-members may participate in chapter activities, with limited rights as defined hereinafter. Membership in the Society is requisite to holding any chapter office, balloting for such offices, or voting on issues in which the name of the Society shall be used or having impact beyond the local area.*

Note: Only members of the national organization may hold office in a local chapter, vote for candidates for local office or vote on issues in which the name of the national society is used.

- d) *Activities. Each chapter shall hold at least two (2) meetings a year, at least one of which shall be considered a business meeting. Copies of the minutes of business conducted shall be sent to the chairperson of the Local Chapters Committee within forty-five (45) days of the meeting. An annual report of activities and a financial statement shall be sent to the*

chairperson during the month of January. Chapters that fail to maintain the minimum schedule of meetings or to submit an annual report shall be considered to be suspended.

- (e) Public Role. Local chapters are encouraged to take responsible stands on matters of local public interest in areas of industrial archeology. Voting on these issues shall be regulated as defined above. Publicity for these matters shall make clear that the position taken is done so in the name of the local chapter. No chapter shall issue any statement of take any public position suggesting the support of the Society without express approval of the Board.*

In addition to the above bylaws, these additional items will be of importance to the local chapter.

Chapter presidents are ex-officio (non-voting) members of the Board of Directors and are requested to attend meetings whenever possible. There are approximately three meetings per year. As per the SIA bylaws one meeting must be held at the time of the Annual Conference, which usually takes place in May or June. Other meetings and locations are set by the Board but one meeting is usually held in the fall and another in the winter.

It is suggested that chapter elections take place in the spring so that new presidents can be presented to the membership at the annual meeting of the SIA, and begin their participation with the Board.

Advance notice and reports on chapter activities should be sent to SIAN in a timely fashion so that proper publicity may be gained. To reach a larger audience, address labels for geographical areas may available from the national society. The availability of labels should be coordinated with the local chapter coordinator. Access to email-based announcements is also available.

STRUCTURE

Local chapters will take a form that is consistent with the provisions of Article X of the national bylaws. See Attachment 2 for an example outline of proposed local bylaws. The local bylaws should include the Name, the Purpose, and provisions for Membership, Meetings, Officers, and Authority, and other special considerations of the particular local chapter.

LEGAL STATUS

The Society's legal counsel has compiled the following information concerning the legal and tax status of local chapters:

The Society for Industrial Archeology is an incorporated nonprofit organization in the District of Columbia, which has been granted tax-exempt status by the IRS (Section 501 (C)(3)). Legally, local chapters fall within the broad category of unincorporated associations, unless they independently incorporate in the jurisdiction where they are organized. Because of potential legal problems, the Board has deemed it inadvisable to include local chapters under the broad status of the national society. Local chapters may seek their own nonprofit tax status, whether or not they are incorporated. There is special status for organizations with income of less than \$5,000 a year.

Federal tax exemption does not waive tax liability that may exist in the state where the chapter is organized.

Liability. The national society purchases liability insurance for activities sponsored by the national group. This insurance does not cover the activities of local chapters. Each chapter, and its officers, should consider the extent of liability involved in various activities of the chapter and make the decision as to whether some form of liability insurance should be obtained for chapter activities. You may wish participants in activities to sign standard waivers of liability but you should be aware that these have a limited legal value.

FINANCIAL STATUS

Aside from the filing of an annual financial statement as specified in Article X, Section 10.01 (d) of the national bylaws, local chapters are financially independent and fiscally responsible for themselves. In given situations; e.g., a research project being handled by a local chapter, the chapter may apply to the national Board to form a financial affiliation for the life of the project. Such situations will be handled on an individual basis and should be submitted to the Board for decision. In no case may the local chapter commit the national Society to any financial responsibility without the express approval of the national Board of Directors.

ARTICLE X - CHAPTERS & AFFILIATES

Section 10.01. Local Chapters.

- a) Establishment. The Board may establish local chapters upon the formal written petition of a minimum of twelve (12) members in good standing of the Society. The petition shall include proposed Bylaws outlining the function and organization of the local chapter for approval by the Board.
- b) Coordination with the Board. The chairperson of the Local Chapters Committee shall work with each chapter to gain Board approval of its proposed Bylaws. The local chapters shall inform the Board, through their respective presidents, of changes in Bylaws and of other issues of legal import.
- c) Membership Relationships. All participants in local chapters shall be encouraged to be members of the Society. For the sake of education and the exchange of information, however, non-members may participate in chapter activities, with limited rights as defined hereinafter. Membership in the Society is requisite to holding any chapter office, balloting for such offices, or voting on issues in which the name of the Society shall be used or having impact beyond the local area.
- d) Activities. Each chapter shall hold at least two (2) meetings a year, at least one of which shall be considered a business meeting. Copies of the minutes of business conducted shall be sent to the chairperson of the Local Chapters Committee within forty-five (45) days of the meeting. An annual report of activities and a financial statement shall be sent to the chairperson during the month of January. Chapters that fail to maintain the minimum schedule of meetings or to submit an annual report shall be considered to be suspended.
- e) Public Role. Local chapters are encouraged to take responsible stands on matters of local public interest in areas of industrial archaeology. Voting on these issues shall be regulated as defined above. Publicity for these matters shall make clear that the position taken is done so in the name of the local chapter. No chapter shall issue any statement or take any public position suggesting the support of the Society without the express approval of the Board.
- f) Tax Identification. Local chapters are encouraged to apply for their own separate tax identification number with the Internal Revenue Service. Local chapters are not to utilize the Society's tax identification number to conduct any chapter business such as maintenance of a bank account except in direct connection with an officially sanctioned event of the Society such as an Annual Conference or Fall Tour.

Section 10.02. Affiliates. The Board may accept as an Affiliate any organization, chartered in the United States or another country, the goals of which are essentially parallel with those of the Society. At its own option, an Affiliate may appoint to the Board a Representative (who shall be an individual member of the Society). It shall be the duty of the Affiliate to keep the Secretary informed in writing of the name and address of its Representative. Every January each Affiliate shall provided the Secretary with a brief report of its activities during the previous calendar year, for reporting to the Board and membership of the Society. Failure to provide this report shall be taken by the Board to signify suspension of the Affiliates relationship with the Society.

ARTICLE I NAME

The name of the (geographical area) local chapter of the Society for Industrial Archeology shall be the _____ Chapter.

ARTICLE II PURPOSE

The purposes of the local chapter shall be in accord with those of the parent Society:

To encourage scholarly research in and the dissemination of knowledge concerning industrial archeology.

To foster the preservation and recordation of industrial sites, structures, and artifacts.

To provide a forum for the interchange of information and ideas relating to industrial archeology.

To obtain the cooperation of concerned educational, benevolent, and business organizations in furthering the aims of industrial archeology.

To create opportunities for the education of the general public concerning our industrial heritage and the work of industrial archeology.

To encourage membership in the national society through local participation in the Society's work.

ARTICLE III MEMBERSHIP

Section 1.

Membership in the _____ Chapter shall be in accord with Article X, Section 10.01(C) of the National Society's Bylaws. Members of the chapter must be in good standing with the national Society in order to hold office in the chapter, ballot for office, or vote on matters involving the use of the Society's name.

Section 2.

The annual chapter dues shall be established by majority vote of the chapter membership at the beginning of the current business year. All members are expected to pay dues promptly.

ARTICLE IV MEETINGS

In accordance with the national bylaws, the chapter shall hold a minimum to two meetings a year. All pertinent national bylaws regarding meetings shall likewise apply.

ARTICLE V OFFICERS

Section 1

There shall be _____ executive officers of the Chapter, namely,

(Suggested: President, Secretary, Treasurer or Secretary/Treasurer, Program officer, etc.)

Interpretation: Under "Robert's Rules of Order" and the rules used in Connecticut Town Meetings there are alternatives to having elected officers. At a meeting, any member may call for the election of a chair or moderator. A person is then nominated, seconded and elected as the moderator. The moderator names a secretary to take notes for that meeting. Someone should probably be named as a permanent treasurer for the organization. A small organization where

the membership acts as a "Committee as a Whole" could operate without elected officers for a while.

Section 2

Officers must be members of the national SIA and the chapter, shall serve without compensation, and shall serve a term of ____ years. [consider: Officers shall hold office until their respective successors are selected.] Officers shall be elected by a plurality vote of eligible [see Article III for eligibility] Chapter members [can include a provision on how voting is to occur and when, eg. by ballot or voice vote, at the annual meeting, etc.]

Section 3

The president shall preside over all meetings of the membership, and shall appoint any other officials of the chapter who serve at the pleasure of the president; they shall likewise have check signing power relative to the chapter's financial affairs.

Section 4

The secretary shall maintain complete records of the chapter, submitting them as required to the national society; and shall see that members are notified of meetings; and shall attend to any necessary correspondence. The treasurer shall have custody of all money of the chapter, keep regular accounts, and shall annually submit a written report to the membership and the national society. In the absence of the president, the _____ shall preside over the affairs of the chapter. [rather than stating the person to preside, consider "A person chosen by the majority of officers shall preside..."]

Section 5

Expenditure of chapter funds shall require the signatures of the _____ and the _____

ARTICLE VI COMMITTEES

The Board may appoint standing and ad hoc committees as needed. [Specific committees can be stipulated]

ARTICLE VII VOTING

Section 1

A majority of board members constitutes a quorum. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.

Section 2

Passage of a motion requires a simple majority [Or whatever portion is decided]

ARTICLE VIII AMENDMENTS

These bylaws may be amended at the regular meeting of the chapter, upon due notice and with two-thirds concurrence of those members in good standing with the national society.