



american
institute for
conservation

**Preserving Cultural
Heritage**

Book and Paper Specialty Group

Rules of Order

1. Definition

The Book and Paper Group is a Division of the American Institute for Conservation (AIC) and is therefore bound by the Bylaws of the Institute and the policies set by the Institute's Board of Directors.

2. Mission

The group supports book and paper conservation professionals in preserving cultural heritage by establishing and upholding professional standards, promoting research and publications, providing educational opportunities, and fostering the exchange of knowledge among conservators, allied professionals, and the public.

3. Membership

Membership is open to any member of the Institute upon payment of annual dues. Members have the right to vote on election of officers, changes to the Rules of Order, membership dues increase, and any other issues requiring a vote. All members are eligible to hold office and serve on committees. All members are entitled to receive any group publications and communications.

4. Governance

4.1 Officers

- 4.1.1 Chair: communicates activities to the membership, moderates the annual business meeting, facilitates budget, has authority to make final decisions on all issues, consulting with the other officers as necessary. Term is two (2) years. After the term, the Chair assumes the role of Chair Emerita/us for two (2) subsequent years.
- 4.1.2 Program Chair: chairs the annual meeting program. Term is one (1) year.
- 4.1.3 Assistant Program Chair: assists the Program Chair. Term is one (1) year. After term, assumes role of Program Chair.
- 4.1.4 Secretary/Treasurer: maintains a written record of the meetings and activities; prepares an annual budget and provides an accounting of all expenditures prior to the annual business meeting. Term is two (2) years.

4.2 Elections

- 4.2.1 A Nominating Committee, consisting of the Chair Emerita/us and two elected members, puts out a call for nominations.
- 4.2.2 Elections for officers are held in conjunction with the Institute's other elected positions.
- 4.2.3 Chair withholds vote in case of a tie.

- 4.2.4 Newly elected officers take office at the annual business meeting.
- 4.2.5 Officers serve for no more than four consecutive years (or two elected terms). If an officer resigns, the officers will appoint someone to serve out the remaining term. Any Officer may be removed, with or without cause, by a three-fifths (3/5) majority vote of the Officers.

4.3 Committees

- 4.3.1 Chairs appoint members for committee positions.
- 4.3.2 The chairs of those committees may appoint additional members at their discretion.

5. Meetings

- 5.1 Business Meeting: the group holds its business meeting annually during the Institute's annual meeting.
- 5.2 Internal Advisory Group (IAG): the Chair attends the meeting each year. If the Chair cannot attend, they must appoint another officer to attend in their stead.

6. Finances

6.1 Income

- 6.1.1 Dues: The Institute collects dues and holds income in trust for the group.
- 6.1.2 Fundraising: The Institute sets rules and procedures for and assists the group when fundraising for programs and events.

6.2 Expenditures

- 6.2.1 The chair may spend up to \$1,000 per annum for unbudgeted expenses. Discretionary spending must be communicated to the group's membership. Amounts in excess must be approved by the group's membership.
- 6.2.3 The group reimburses non-funded officers for travel expenses up to combined total of \$2,000 for the annual meeting.

7. Amendments

The group may amend, repeal or alter, in whole or part, the rules with a two thirds (2/3) majority vote and not less than twenty five (25) percent of members voting. Notice of any proposed Rules changes must be furnished in writing to the members entitled to vote not less than thirty (30) days prior to the vote.