



## South Asia Open Archives (SAOA)

### Organizational Practices

This document outlines the organizational practices of the South Asia Open Archives (SAOA). It is meant to expand upon and clarify those SAOA procedures set forth in SAOA's governing documentation, which include (as of February 2021) the SAMP Prospectus and the SAOA Five-Year Plan. This Organizational Practices document is not meant to supersede the SAMP Prospectus or the SAOA Five-Year plan. In case of any conflict, the SAMP Prospectus and SAOA Five-Year Plan shall be considered authoritative.

#### **Purpose**

The South Asia Open Archives creates and maintains, for non-commercial open access, a collection of materials in digital format related to the study of South Asia.

#### **Membership Rights and Responsibilities**

Institutions may join SAOA upon submitting a participant agreement signed by an authorized representative of the organization and after payment of the appropriate membership fee or in-kind contribution. Membership is subject to approval by the SAOA Executive Board. All non-student employees, staff, faculty, and associates of member library or research center organizations are eligible to participate in project activities. With permission of the SAOA Executive Board and the local institutional representative, students at SAOA member institutions may participate in Working Group activities.

Each member library or research center institution designates a Voting Representative, who is empowered to submit a vote on behalf of that member institution for any governance matters before SAOA. Each member institution is granted one vote.

#### **Executive Board**

Three representatives from SAOA member libraries and research centers are elected to three-year terms on the SAOA Executive Board by the members of SAMP. The terms of office of these elected members are staggered, so that one seat on the SAOA Executive Board becomes open each year. Membership on the Executive Board is limited to two consecutive full terms. A designee from the SAMP Executive Board is a non-voting ex officio member of the SAOA Executive Board. A representative from the Center for Research Libraries is a non-voting ex officio member of the SAOA Executive Board.

The SAOA Executive Board is empowered to conduct the business of SAOA, including but not limited to: approving and enacting project activities; discussing and recommending future policy or changes in policy to be adopted by the membership; making budgetary decisions for SAOA; approaching funding agencies; maintaining communication with scholarly and professional associations and other cooperative programs.

The Executive Board selects a Chair (or co-Chairs) from among its members for a two-year term; reappointment is permitted.

In the event that a SAOA Executive Board member is unable to serve a full term, SAOA will hold an expedited special election for a new Executive Board member to serve the remainder of the vacated

term. Fulfilling the remainder of someone else's term does not constitute a full term. In the event the Chair is unable to serve a full term of their Chairship, the SAOA Executive Board shall appoint one of its members to serve the remainder of the Chair's term.

### **Working Groups and Task Forces**

Working Groups may be established and deployed by the Executive Board as needed and will be subject to an open call for feedback from SAOA membership.

Working Groups shall be coordinated by a Chair, who shall be appointed by the SAOA Executive Board from among their members. Working Group Chairs shall serve a term of one year; reappointment is encouraged.

Working Groups shall be composed of participants from SAOA member institutions who elect to take part in the activities of that Group. Working Group Chairs may issue a call for new members for their Working Groups as needed. The term of membership in a Working Group is one year and is renewable. It is preferred that members who are serving in SAOA for the first time commit to two years serving on the Working Group. SAOA member representatives may serve on multiple Working Groups. Additionally, multiple staff members from a SAOA Member Institution may serve simultaneously on SAOA Working Groups.

The SAOA Chair(s), in consultation with the Executive Board, shall appoint necessary Task Forces to accomplish projects of limited duration.

### **Election**

At least ninety days before the SAOA Annual Members Meeting, the SAOA Chair appoints a Nominating Committee of two or three SAOA Member Representatives. The Nominating Committee recruits candidates for the vacant position on the Executive Board. It is recommended that individuals should serve on a SAOA Working Group for a minimum of one year before standing for election to the SAOA Executive Board.

At least 30 days prior to the SAOA Annual Members Meeting, the slate of candidates will be sent to SAOA staff from the Nominating Committee. SAOA staff or the Executive Board Chair arrange for a ballot that will be completed prior to the SAOA Annual Members Meeting. Election results are communicated to Membership after the conclusion of the voting period, but not later than the SAOA Annual Members Meeting.

### **Duties (generally, also by office)**

SAOA Chair: The duties of the SAOA Chair (or Co-Chairs) are to provide overall leadership on the direction and activities of SAOA. In this capacity, the Chair should work with SAOA staff to prepare for and lead the meetings of the SAOA Executive Board and members; implement, coordinate, and/or distribute responsibilities for projects and activities of SAOA; undertake correspondence and represent SAOA to external parties; and act as liaison to CRL and other appropriate governing bodies.

## **Meetings**

**Executive Board:** The SAOA Executive Board holds virtual meetings regularly during the year to discuss SAOA's progress and make decisions about further work. The Executive Board may determine its own frequency of meetings. It has aimed to meet for two hours each month during its first five years.

**Working Groups:** Working Groups meet regularly during the year to advance their objectives. Each Working Group determines the frequency of their own meetings, which have generally taken place monthly. The meeting frequency and duration depend on the business at hand.

**Members Meeting:** SAOA holds its annual Members Meeting in conjunction with the Association for Asian Studies conference, usually held in March. These meetings are a forum for sharing updates about SAOA's work and an opportunity for all SAOA members to ask questions and provide feedback.

## **Administration**

**Role of the Center for Research Libraries (CRL):** CRL shall assist with fiscal management (e.g., accounting, disbursements, invoicing, financial reporting, and audits); procurement of necessary legal services (review of contracts, agreements, templates for partnerships and collaborative activities, execution of cooperative agreements); project logistics (meeting arrangements, communications, including project reporting, notifications, shipping and delivery of materials, etc.); rights acquisition and management; and other project management activities as appropriate and feasible. Fees to cover costs of activity and base expenses of administration may be assessed to SAOA by CRL. CRL shall provide financial reports to the Executive Board on an annual basis and at the request of the Executive Board.

**Fiscal Year:** The fiscal year of SAOA begins on July 1 and ends on June 30 of the following year.

**Management and Disbursement of Funds:** Projects and activities shall be funded by monies raised by SAOA, whether through grants, member contributions, donations, fees, or other means. The Chair and Executive Board are responsible for fiscal decisions dealing with monies allocated to or raised by SAOA. For significant changes regarding expenditure of SAOA funds, these officers shall consult with the membership.

No part of the net earnings of SAOA shall be distributed to the benefit of any member or officer of SAOA nor any private individual (except that of reasonable compensation which may be paid for services rendered to or for SAOA).

**Fees:** SAOA assesses membership fees as described in the current active Five-Year Plan.

**Ownership:** Assets acquired by SAOA shall be the property of CRL, unless otherwise specified and agreed to in writing.

**Dissolution:** In the event of the dissolution or termination of SAOA, assets and property of SAOA shall remain with CRL. In the event of the dissolution of CRL, all remaining assets and property of SAOA, after payment of necessary expenses thereof, shall return to SAOA, to be disbursed at the discretion of the Executive Board.

### **Amendments**

Amendments to the Organizational Practices may be proposed by any Institutional Member of SAOA. Amendments must be submitted in writing to the SAOA Chair, who shall distribute the proposed amendment promptly to the SAOA membership. Once the proposed amendment is distributed to the SAOA membership, there shall be a period of at least thirty days for feedback from SAOA members.

Proposed amendments to the Organizational Practices shall be finalized by the SAOA Executive Board after review of the received feedback. A proposed amendment is considered adopted if it receives a majority affirmative vote from the voting members of the institutional members of SAOA.

### **Implementation**

These Organizational Practices shall be distributed to the SAOA membership, following which there shall be a review period of at least thirty days for feedback from the SAOA members. After consideration of the feedback from the SAOA members, this Organizational Practices then comes into force upon adoption by a majority of the voting members of the institutional members of SAOA.

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