BY-LAWS OF HIG: The Historic Interiors Affiliate Group of the Society of Architectural Historians

As proposed to the HIG Executive Board, 12.15.2021

Ratified by unanimous vote at HIG General Business Meeting at SAH 2022 in Pittsburgh, April 28, 2022

Preamble

The SAH Historic Interiors Affiliate Group (HIG) was established in December 2019 and is a group of scholars affiliated with the Society of Architectural Historians who share a common, scholarly, or other, interest aligned with the SAH mission.

The Mission of the Group is to gather people together to foster scholarly inquiry on the history of the interior within and beyond the SAH, supporting teachers, researchers, curators, archivists, librarians, publishers, and practitioners.

The Objectives of the Group are to provide a platform for collaborative scholarship and a forum for discussion; to document, support, and advance research, publication, education, and exhibition initiatives. These objectives are to be revisited and revised, if appropriate, every five years.

By-Laws

Membership

Membership in the Historic Interiors Affiliate Group (HIG for short) consists of those persons who have paid current annual dues to SAH, at the general or affiliate level, and who share a common interest in the history of interiors. To join the Group, a PDF application form shall be posted on the SAH website, and individuals shall sign up as part of the process of joining SAH or renewing their membership. Alternatively, potential members can also join HIG separately, as an affiliate member of SAH. At the end of every month the SAH Director of Membership will notify the Group about new members.

II. Name

The name of this organization is the Historic Interiors Affiliate Group of SAH, HIG for short.

III. Purpose

The purposes for which the corporation is organized are educational and charitable, namely:

A. To promote an appreciation, investigation, and study of historic interiors through the publication, and dissemination of information about interiors, documentation of interiors, pedagogy, archival collections

- B. To increase knowledge of historic interiors and related cultural landscapes through multidisciplinary and interdisciplinary methods and educational activities, including meetings, lectures, tours, and syllabus exchanges.
- C. In concert with the Society of Architectural Historians, to solicit and accept by subscription, gift, grant, bequest, devise, donation, or otherwise, money and property of any kind from any member of the general public and from any firm, association, trust, foundation, or corporation, including any municipal, county, state, or national government or other governmental unit or instrumentality thereof for the above purposes.
- D. To engage in such related educational and charitable activities as will, in the opinion of the Executive Committee and Advisory Committee, support and assist the foregoing undertakings.

IV. Meetings of the HIG

HIG shall hold two business meetings a year (virtual or face to face), one in fall and one in spring at the annual SAH conference as well as such other meetings as it may choose.

V. Officers

- A. The officers of HIG shall be the President and the Secretary.
- B. Officers shall maintain membership in HIG during their terms of office.
- C. To ensure continuity, the terms of the first President (Lupkin) shall be for three years (2020-2023) and the first Secretary (Lasc) shall be two years (2020-2022). Following this first leadership group, each President and Secretary should serve for two consecutive years. Terms shall run from one academic year to the next.
 No officer shall be eligible for more than two (2) consecutive terms in the same office, or for more than six (6) consecutive years in any combination of offices and Executive Committee membership.
- D. The President shall serve as senior executive officer of HIG, and, in this capacity, will chair the HIG Executive Committee.
- E. The President is responsible for reporting the activities of the organization to the Executive Committee and to the Society of Architectural Historians. The Group shall submit a written report on activities and plans to SAH once per year prior to the November SAH Board Meeting. The President shall inform the SAH Executive Director and the SAH Second Vice President in advance of plans for major programs and publications.
- F. The President is responsible to the HIG Advisory Board for the conduct of HIG's affairs. The Advisory Board shall be appointed by the President with the approval of the Executive Committee in the last Spring Business Meeting of the said Committee.
- G. The Secretary shall serve a term of two years and shall be responsible for the maintenance of HIG's minutes, membership, and such other records as may be specified by the President.
- H. The Secretary shall be Vice Chairperson of the Executive Committee and shall have such other duties as are delegated by the President. The Secretary shall succeed to the authority of the President when the President is unable to carry out the duties of that office.

VI. Committees

- A. **Executive Committee**: The Executive Committee shall consist of the President, the Secretary, and chosen members of the Working Committees. The Executive Committee shall carry out the policy decisions of the membership. The Executive Committee shall meet at the discretion of the President, typically every other month, or upon request of any three (3) members of the Committee. The President may request additional meetings if deemed necessary.
 - The Executive Committee shall determine the objectives of HIG, have general supervision of the affairs of HIG, and shall assure the continuity of the organization
 - a. Shall approve all programs and projects bearing the name of HIG
 - Shall determine what committees in addition to the Nominating Committee are to be created, together with their powers and responsibilities;
 - c. Shall fill any vacancies that occur in the officers of the HIG during their terms, by proposing and voting on interim officers
 - d. Shall set dates for the fall and spring business meetings and such other meetings of the membership as it shall call
 - e. Shall determine its own quorum and establish rules for the transaction of its business.
- B. **Working Committees**: Active members of HIG may participate in the work of the following committees: Research, Events, Communications, Emerging Scholars, and Pedagogy as well as any other committees that might be created in the future.
 - 1. Each committee:
 - a. Shall annually solicit applications for membership from the general HIG membership at the HIG Fall Business Meeting as well as from non-HIG members, as needed.
 - b. Shall determine their own agenda and activities, with the approval of the Executive Committee and Advisory Board.
 - Shall provide a written report of its activities on a quarterly basis to the HIG President, who will share with the Executive Committee and the Advisory Board.
 - d. Shall determine their own quorum and establish rules for the transaction of its business.

VII. Advisory Board

- A. There shall be ten appointed Advisory Board Members who will be appointed for two (2) year terms, on a staggered basis, with a third of the Board elected at each Spring Business Meeting. No appointed Board Member is eligible for more than two (2) consecutive terms. The President of HIG will appoint the Board Members with the approval of the Executive Committee.
- B. There shall be an additional appointed Board Member: SAH Board Liaison, typically the SAH Second Vice-President. This member will be determined by the SAH Board. Additional appointed positions may only be established by an amendment to the bylaws.

- C. The Advisory Board shall be responsible for the proper conduct of the officers of HIG under these by-laws.
- D. The Advisory Board shall contribute to the national and international development of HIG, forging global networks and connections with individuals, associations, and institutions that share HIG's mission.

VIII. Voting and Elections

- A. A Nominating Committee, consisting of three members of the Executive Committee appointed by the President, will circulate a call for nominations and self-nominations for Officer roles (President or Secretary) via email to the membership three months before the Spring Business Meeting.
- B. Voting will take place virtually by anonymous ballot under the supervision of the Nominating Committee. Election results shall be announced at the Spring Business Meeting, on the group's discussion platform or listserv, website, and email to the membership.
- C. Each dues-paying member of HIG/SAH shall be entitled to one vote.

IX. Rules of Order

Insofar as they are appropriate and do not conflict with the by-laws and special rules of HIG, the rules contained in Robert's Rules of Order Revised shall govern meetings of the Executive Committee and of the Advisory Board.

X. Communications

The SAH HIG Mission is listed on the SAH website. The Group shall have an online home base in the SAH Commons, a part of MLA Humanities Commons, and a WordPress website through SAH Commons. Through SAH communication tools, including electronic Newsletters, weekly SAH Opportunities, and SAH social media accounts, as well as any online presence as determined by the Communications Committee in collaboration with the Executive Board, HIG will promote scholarly or public meetings, programs, and other activities of the Group.

XI. Use of the Name of The Historic Interiors Affiliate Group

HIG shall not allow the use of its name in connection with any activity not under its direct control without the express prior approval of the Executive Committee. No officer or member of HIG may claim to represent HIG in any manner unless specifically empowered to do so under these by-laws.

XII. Amendment of By-Laws

Amendment of the by-laws or any new by-laws may be proposed, in writing, by any member of HIG. The membership shall be notified of the proposal at least thirty (30) days prior to a Business Meeting and the proposal voted on at the Spring Business Meeting or by mail to the entire membership at any time during the year. Two-thirds majority of those voting shall be required to adopt the amendment.

XIII. **Dissolution**

HIG shall not dissolve except upon the written ballot of two-thirds of the then total membership.