

## **SAH Affiliate Groups Governance Guidelines**

**Original Guidelines Approved May 22, 2020**

**Updated January 14, 2022**

### **A Note about these Guidelines:**

**The SAH Affiliate Group Guidelines outline how SAH and the SAH Affiliate Groups currently work together to advance new scholarship on the history of the built environment and to better engage with the scholarly and public constituencies we aspire to serve. Like all Guidelines, this is a living document that will evolve and change over time. Questions and recommendations about the Guidelines are welcome and should be directed to the SAH Second Vice President and Executive Director.**

### **Background:**

**The Creation of SAH Affiliate Groups was approved at the November 9, 2019 SAH Board Meeting and codified in the SAH BYLAWS Section 12.5 SAH Affiliated Groups:**

The Society shall have Affiliated Groups. An SAH Affiliated Group is a group of SAH members who share a common, narrowly-defined scholarly or other interest that is aligned with the SAH mission. To establish an SAH Affiliated Group, a written request signed by at least three current SAH members shall be submitted to the SAH President and Executive Director and the request will be brought before the next regularly-scheduled SAH Board meeting for a vote.

SAH Affiliated Groups shall be listed on the SAH website. They may request space to meet at the SAH Annual Conference, or they may request a time for a roundtable to discuss current issues that may be of interest to the larger SAH membership. Meeting requests shall be made in writing to the SAH First Vice President and Executive Director and will be honored on a space-available basis. Roundtable proposals shall be submitted per the instructions in the call for roundtables.

Unanimously approved by SAH Board November 9, 2019.

## **GUIDELINES FOR SAH AFFILIATE GROUPS**

### **What are SAH Affiliate Groups?**

SAH Affiliate Groups are authorized by the Board of SAH and serve to focus on scholarship, research, teaching, professional, and other issues related to the field of architectural history, its affiliated fields and the Society.

### **How are SAH Affiliate Groups Created?**

To create an SAH Affiliate Group, at least three current SAH members will submit a written request to the SAH President and Executive Director outlining the mission and a clearly-defined purpose of the group at least one month prior to a regularly scheduled SAH Board meeting (held in April and November each year). Signatures of additional petitioning SAH members are welcome. The proposal will be voted on by the full Board at its next regularly scheduled meeting.

Please note, in 2022 SAH has a temporary moratorium on creating new SAH Affiliate Groups so we can better serve the current Affiliate Groups.

### **How are the SAH Affiliate Groups Named?**

The naming convention for SAH Affiliate Groups is “SAH [insert focus of group, e.g. Minority Scholars] Affiliate Group.”

The first four founding SAH Affiliate Groups are the following:

- SAH Asian American and Diasporic Architectural History Affiliate Group
- SAH Historic Interiors Affiliate Group
- SAH Minority Scholars Affiliate Group
- SAH Race + Architectural History Affiliate Group

As of 12/1/2021 the following four additional SAH Affiliate Groups have been approved by the SAH Board:

- SAH Architectural Studies Affiliate Group
- SAH Climate Change and Architectural History Affiliate Group
- SAH Globalizing Architectural History Education Affiliate Group
- SAH Women in Architecture Affiliate Group

Groups may use acronyms and abbreviated names, but the full name of the group should be present on their website and in official communications such as calls for papers, sessions, committees, etc.

## **What are the benefits of an SAH Affiliate Group?**

**Meetings:** SAH Affiliate Groups may hold a business meeting at the SAH annual conference or virtually throughout the year. SAH Affiliate Groups may organize and host virtual meetings and programs. SAH encourages SAH Affiliate groups to collaborate with SAH on programs with scholarly and topical content. In that case, the programs would be carried out with the assistance of the SAH main office in Chicago, so please check with the SAH Executive Director about potential collaborations. SAH Affiliate Group meetings and programs should not directly overlap with SAH Annual Conference programs, so please double check dates/times with the SAH Director of Programs prior to scheduling such events. SAH Affiliate Groups are encouraged to submit session proposals to the SAH Annual International Conference through the portal on the SAH website by the specified deadline, currently January 31st. The SAH conference session selection committee will consider Affiliate Group proposals with all the proposal submissions.

**SAH Website:** All SAH Affiliate Groups and their missions are listed on the SAH website.

**SAH Commons:** All SAH Affiliated Groups are encouraged to have an online home base in SAH Commons, which is part of Humanities Commons. SAH Affiliate Groups are encouraged to create a group and a WordPress website through SAH Commons. In addition, SAH Commons will offer SAH Affiliate groups opportunities to work collaboratively, promote programs, publish research, and advance the mission of the group. The SAH Director of Communications can assist SAH Affiliate Groups with the creation of SAH Commons groups or websites.

## **How will the SAH Affiliate Groups be organized?**

Each SAH Affiliate Group will have a Chair or Co-Chairs who call meetings of the group and schedule the group's activities at the SAH annual conference in consultation with the SAH office. If necessary, the group might also appoint a designated person to track the group's membership and take notes at roundtables or meetings. Other leadership roles in Affiliate Groups will be determined by the needs of the group.

All individual Affiliate Group operating guidelines and policies must be drafted so they are in compliance with [SAH's Bylaws](#). As a result, Affiliate Groups cannot create leadership positions called "Treasurer," "Officer," or "Director" because those are positions with legal descriptions outlined in the SAH Bylaws and the SAH Bylaws take precedence.

## **How should an SAH Affiliate Group Communicate with its members?**

It is the responsibility of the SAH Affiliate Group leadership to distribute its communications to members of the SAH Affiliate Group (through email and/or through the SAH Commons group discussion board). SAH is not responsible for sending out communications through its email marketing system on behalf of the SAH Affiliate Group.

### **What is SAH's Role as a Promotional Partner?**

SAH will help promote scholarly or public meetings and programs of SAH Affiliate Groups through SAH's communication channels, which currently include the SAH website, Opportunities Weekly Roundup, the SAH Newsletter (sent every two weeks), and social media (Facebook, Twitter, Instagram, and LinkedIn). SAH Affiliate Groups are strongly encouraged to submit events, calls, and other opportunities to the [SAH website](#) for inclusion in Opportunities Weekly Roundup. The SAH Affiliate Group should contact the SAH Director of Communications to request promotional assistance with news, events, and activities. The Director will incorporate SAH Affiliate Group promotions into the SAH communications schedule.

### **Can SAH Affiliate Groups Create the Own Social Media Accounts?**

SAH Affiliate Groups are welcome to create their own social media accounts. The official name of the SAH Affiliate Group should appear somewhere on the social media accounts, such as in the profile. When branding their social media accounts, SAH Affiliate Groups should not use any version of the SAH logo, which is reserved for SAH social media accounts. SAH Affiliate Groups are encouraged to mention/tag @sah1365 in posts and tweets so SAH can amplify the message by sharing or retweeting.

### **How Can SAH Help an Affiliate Group with Branding & Visual Identity?**

Please contact the SAH Director of Communications if you have questions about branding, visual identity, or use of the SAH logo.

### **What are the Reporting Responsibilities of SAH Affiliate Groups?**

The Board liaison for SAH Affiliate Groups will be the SAH Second Vice President. Each Affiliate Group will submit a written report on activities and future plans to the SAH Second Vice President and Executive Director twice per year prior to the April and November SAH Board meetings.

The business of each SAH Affiliate Group will be conducted at the SAH Annual International Conference and throughout the year by various means of communication.

Affiliate Groups will inform the SAH Executive Director and the SAH Second Vice President in advance of plans by the Affiliate Group for major programs and publications, such as lectures, symposia, regional conferences, blogs, podcast series, published conference proceedings, etc. The intention is to keep SAH informed of developments so SAH might collaborate on such scholarly activities or at least help promote them.

SAH hopes that each Affiliate Group will act as a resource for the SAH Board on implementing the SAH IDEAS Initiative and other future initiatives and long-range plans.

### **How do new people join an SAH Affiliate Group?**

All SAH Affiliate Group members must be current members of SAH. For those who do not want a full SAH membership, we have created an SAH Affiliate Membership which currently is a \$25.00 annual fee [Link: [Individual and Joint Membership | Society of Architectural Historians \(sah.org\)](#)] Current and renewing SAH members can add Affiliate Group membership when renewing online or via mail. Current SAH members can request to be added to an Affiliate Group outside the renewal process by contacting the SAH Director of Membership at [membership@sah.org](mailto:membership@sah.org).

Following the SAH Chapter model, the SAH Director of Membership will notify each SAH Affiliate Group about new members at the end of every month. SAH Affiliate Group annual business meetings will be open to all members of SAH and the Affiliate Groups will encourage the participation of all SAH members concerned with issues appropriate to the Affiliate Group.

Likewise, at the end of every month, the Co-Chairs or Membership Committee Chair of each Affiliate Group will notify the SAH Director of Membership about new individuals who have approached them about joining their Affiliate Group. The goal is for there to be one, updated, shared master list of Affiliate Group members that both the Affiliate Groups and the SAH Director of Membership are working from.

Only SAH members are eligible to serve on fellowship and award committees that grant funds on behalf of the Society.

The SAH President and Executive Director will be *ex officio* members of every SAH Affiliate Group and are invited to official meetings and conference calls.

Currently there is no cap on the number of people who can join SAH Affiliate Groups.

All members of SAH Affiliate Groups will abide by the [2018 SAH Personal Conduct Policy](#)

### **Can SAH Affiliate Groups Raise Funds or Collect Money?**

Raising funds for not-for-profit organizations is governed by federal and state laws. Because SAH Affiliate Groups are not classified by the Internal Revenue Service as independent 501 ( c ) ( 3 ) tax-exempt not-for-profit organizations, they cannot charge membership dues or entry fees, and they cannot raise funds through grants or other means independently.

Currently SAH has no funding for SAH Affiliate Groups, but we have a process for proposing a collaborative project or joint grant application. First, please contact the SAH Executive Director and Director of Development to discuss your proposed project that welcomes collaboration or

requires funding. Following that initial discussion, the Executive Director and Director of Development will send the AG leadership a fillable PDF, "Proposal for Joint SAH/SAH Affiliate Group Collaborations or Grant Applications." It will request a description of the project, type of project (in-person, virtual, print, etc.), co-organizers, budget, potential funders, start and end dates, institutional support, and other relevant details.

All proposals will be reviewed by a seven-member committee composed of the five SAH Officers, the SAH Executive Director, and the SAH Director of Development. The committee will consider the merits of the proposal in terms of its contribution to new scholarship on the history of the built environment, the cost, the likelihood of receiving funding, the capacity of SAH to follow through on it, and the ways the proposal supports the mission of SAH and the priorities that are being set through the SAH strategic planning process.

An alternate way for an SAH Affiliate Group to raise funds is for a member of the leadership to apply for a grant that is made to individuals, or to apply for a grant through their university or other institution that will act as the fiduciary. In this case, SAH will not play a role in administering the grant.

### **What is the Policy About SAH Affiliate Groups Creating Awards?**

SAH Affiliate Groups may not have their own slate of awards or recognitions. However, any SAH Affiliate Group may propose that a new award be added to the Society's slate of publication and other awards. To propose creating a new award, the leadership of an SAH Affiliate Group should submit a proposal in writing to the SAH Executive Director, President, and Second Vice President at least two months prior to the April or November SAH Board meeting for the Board's consideration. In the interest of equity and transparency, the Affilaite group will be recognized as the group that advocated for the creation of the award.

### **What if an SAH Affiliate Group Decides to Disband?**

SAH Affiliate Groups are created and managed by the people who are interested in the topic or topics that the group addresses. If there no longer is sufficient interest to keep an Affiliate Group in operation, its members and leader may vote to close it. At the time the Affiliate Group decides to close down, please notify the Executive Director and President of SAH in writing giving the reason for the closure and the official closure date.

Following approval by SAH Board on November 9, 2019 these Guidelines were approved May 22, 2020  
Guidelines upated 1-14-2022