

SAH Affiliate Groups Governance Guidelines

Updated May 2023

A Note about these Guidelines

The SAH Affiliate Group Guidelines outline how SAH and 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 that we 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 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.

Please note: Roundtable proposals should be submitted per the instructions in the call for roundtables and will be subject to the same review process as other submissions.

Guidelines for SAH Affiliate Groups

Description of 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 architectural history, its affiliated fields, and the Society.

Procedure for Proposing a New Society of Architectural Historians Affiliate Group

Approved April 12, 2023 (Board of Directors, Montreal)

The procedure for proposing a new SAH Affiliate Group is a one- or two-step process. Members proposing the new Affiliate Group must submit an initial proposal for consideration by the SAH Board. The SAH Board can adopt or reject the initial proposal, or it can request that the proposal be revised in consultation with a board member. Proposals must be submitted by April 1 for consideration at the board meeting at the SAH annual conference. Revised proposals must be submitted by November 1 for consideration at the fall board meeting.

1. Initial proposal to be submitted to the SAH Board by April 1 (once a year)

Include the following information:

- Name of SAH member(s) proposing a new Affiliate Group
- Name of the proposed new Affiliate Group
- Background and justification (1 page max.)
- Describe the mission and potential membership of the new Affiliate Group
- Names of two SAH members in good standing who endorse the proposal

2. SAH Board votes to adopt the Affiliate Group as proposed

OR SAH Board votes to reject the Affiliate Group as proposed

OR SAH Board requests the proposal be revised and designates one board member to serve as the consultant to the proposal and provides feedback for writing the expanded proposal

3. Expanded proposal, to be submitted by the following board meeting

Include the following information:

- Name of SAH member(s) proposing a new Affiliate Group
- Name of the proposed new Affiliate Group
- Name of the SAH Board member who acted as consultant
- Background and justification (1–2 pages max.)
- Appendices (include supporting documents)

4. SAH Board votes on the proposal

SAH Affiliate Group Naming Conventions

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 December 1, 2021, the following four additional SAH Affiliate Groups were 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.

SAH Affiliate Group Benefits

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. 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. Please double check dates/times with the SAH Director of Programs prior to scheduling 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. 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 presence 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 communicate with their members, 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.

SAH Affiliate Group Leadership

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 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 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.

Communicating with 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.

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.

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.

Branding & Visual Identity

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

Reporting Responsibilities

Each Affiliate Group will submit a written report on activities and future plans to the SAH Affiliate Group Liaison 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 Affiliate Group Liaison 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.

SAH Affiliate Group Membership

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](#) (\$25 per year). 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.

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 SAH members, 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 must abide by the [SAH Personal Conduct Policy](#).

Fundraising & Collecting 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.

To propose a collaborative project or joint grant application, please contact the SAH Executive Director and Director of Development to discuss further. Following that initial discussion, the Executive Director and Director of

Development will send the Affiliate Group 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.

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 contact the SAH Executive Director for current guidelines for creating awards. In the interest of equity and transparency, the Affiliate Group will be recognized as the group that advocated for the creation of the award.

Disbanding an Affiliate Group

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 disband, please notify the Executive Director and President of SAH in writing, giving the reason for the closure and the official closure date.