

Bylaws of the American Heritage Center
The University of Wyoming
Laramie, Wyoming

October 2024

I. PURPOSE

The Bylaws of the American Heritage Center (AHC) are established by provision of the UW Regulation 2-411 (Academic Organization).

II. PREAMBLE

A. Vision

The American Heritage Center (AHC) of the University of Wyoming supports the mission of the University by sharing unique aspects of American history and cultural heritage with the UW community including students, faculty, staff, and campus organizations, and by making these resources available to the citizens of Wyoming and to diverse national and global audiences. The AHC strives to make this historical and cultural heritage readily accessible through a variety of platforms that foster both individual and group discovery to promote and enhance curriculum development and continuing education, as well as scholarly and public research and inquiry.

B. Mission

The AHC is responsible for maintaining the University's Archives, and for collecting, preserving, and disseminating the historical documentation of select aspects of cultural heritage at the local, state, national, and international levels. The mission of the AHC is to support the administrative and educational curriculum of the University and to assist the scholarly community and the public at large to pursue historical research and interpretation across a broad spectrum of interests and disciplines. The AHC meets these mandates through acquisition, stewardship, accessibility, service, instruction, exhibition, outreach, digitization, and collaborative programmatic activities.

1. The AHC shares unique and significant material in an increasing variety of formats, documenting the lives of people, communities, organizations, events, and landscapes.
2. The collections of the AHC serve as a laboratory for humanistic inquiry and interdisciplinary work. Original, firsthand accounts and contemporaneous records in all formats provide windows on past events through the viewpoint of the people who experienced them. As such they are indispensable and irreplaceable tools to enable and to further historical, cultural, literary, economic, geological, and other types of inquiry. The AHC plays a leading role in providing these tools to the University of Wyoming and beyond.
3. The University of Wyoming is a Land Grant institution and the collections of the AHC support its mission to deliver higher education and opportunities for learning and research through the unfettered pursuit of knowledge for the State of Wyoming and beyond.

C. Values

The AHC is committed to upholding the principles of access and use, accountability, advocacy, diversity, history and memory, preservation, responsible stewardship, selection, service, social responsibility, and sustainability as set forth by the profession's guiding organization, the Society of American Archivists. The AHC aligns its professional principles with the University of Wyoming's values of high performance, excellence, student achievement, and community engagement as detailed in the following:

1. Exploration and Discovery. Free and open access to AHC collections for all members of the public to create avenues of purposeful exploration and serendipitous discovery.
2. Innovation and Application. Access to unique and rare collections and books that facilitates intense and insightful analysis, creative thinking and innovative discoveries by students, scholars, community members and institutions.
3. Disciplinarity and Interdisciplinarity. Selection, preservation, and promotion of collection materials in ways that support traditional areas of focused research as well as new questions arising from inter-disciplinary and cross-disciplinary work among users. Within the fields of archival, library, and information sciences maintain awareness of, contribute to, and apply the advancing innovations of professional standards, techniques, and knowledge.
4. Integrity and Responsibility. Ethical and transparent decisions regarding collecting, preserving, and providing access to materials that establish documentary evidence of a time, place, person, institution, or event. Respect for the trust placed in the AHC by its donors, the citizens of Wyoming, and the national and global community of scholars and interested citizens to protect and preserve the veracity of its collections. Considerations of environmental impact and sustainability guide decisions about collection preservation and storage, building design and renovation, as well as collecting efforts and ongoing access to collection material.
5. Represent the World's Complexity: Recognize and represent the variety of human experience and respect the equal nature and rights of all humankind. As a responsible steward of public history, collect and maintain documentary evidence of a wide range of peoples, abilities, cultures and worldviews to echo the complexity of the human world.
6. Engagement and Communication. Outreach and communication with local, state, tribal, national and global constituents to facilitate and foster a mutually beneficial cooperative learning environment.

D. The American Heritage Center and the University of Wyoming

The American Heritage Center collects, preserves, and makes accessible records of the University of Wyoming of permanent historical, legal, or fiscal value. In addition, the Center supports the academic mission of the University by acquiring and preserving research materials that aid in understanding the past

and the present and by making these materials available to students, faculty, and the public.

III. DEFINITIONS:

A. Personnel

1. Director

The AHC shall be headed by a Director. The Director shall report to the office of Academic Affairs and shall be responsible for all matters related to the administration of AHC programs. The Director is the Records Officer of the University and is responsible for the collection and curation of the University's permanent records. Directors may be appointed in UW classifications of faculty, staff or administrator. See also section III.B.1.a.

2. Associate and Assistant Directors

The Director may appoint Associate or Assistant Directors in accordance with UW regulations. They shall perform such functions as the Director of the AHC may assign. Associate or Assistant Directors may be appointed in UW classifications of faculty, staff or administrator. See also section III.B.1.a.

3. University Archivist

- a. The Director may delegate the position of University Archivist to an AHC employee with specific knowledge and skills relating to records management and the preservation of historical materials from the university and its various units. The University Archivist's primary task will be to solicit these materials from units and individuals and to guide their transfer to the AHC. The archivist will further assist in efforts to identify valuable historical records from across campus, preserve them for future research, and may also engage in historical research of the university..
- b. The University Archivist will also assist in assessing and carrying out functions related to information and records management at the University to make certain that administrative units, departments and programs are:
 - 1) consistently following procedures for proper information management,
 - 2) complying with state public record laws especially regarding record retention, and
 - 3) ensuring long-term preservation of administratively and historically valuable material.The Director and/or the University Archivist shall participate in the decision-making process for university management systems to ensure the systems meet legal and administrative requirements and best practices for recordkeeping.

4. Department Heads

The Director may appoint department heads. The primary role of a department head is that of a manager responsible for planning, organizing, staffing, directing, coordinating, budgeting and evaluating within an assigned area of responsibility. Department heads are responsible for organizing the work in their areas, and have authority to change and reassign duties and responsibilities as needed. Department heads may be faculty or staff, and

may supervise employees in either or both categories. They may report to the Director or to an Assistant or Associate Director, as determined by the Director.

5. Employees, Full-time

Full-time employees may supervise other full-time employees (of any classification) or part-time employees, as appropriate and assigned. Employment procedures for full-time employees will follow those established by the University of Wyoming.

6. Employees, Part-time

Part-time employees are supervised by full-time employees. Within that structure, part-time employees may be assigned to supervise other part-time employees depending on training and experience. Employment procedures for part-time employees will follow those established by the University of Wyoming.

B. Faculty

1. Membership

The Faculty of the AHC shall include the President of the University and the Vice President for Academic Affairs, ex-officio without vote; the Director (or the Associate/Assistant Director); and all members of the AHC Faculty. The Faculty of the AHC shall be constituted as defined in UW Regulation 2-1 (Academic Personnel). Procedures for Appointment, Reappointment, and Promotion shall follow the procedures described in UW Regulation 2-7 (Academic Personnel).

a. The Director or the Associate/Assistant Director shall be a member of the AHC faculty.

2. The Faculty Committee

The faculty at the AHC shall together constitute the Faculty Committee. See also section V.C.

3. Supervisor of Record

It is expected that either the director or the associate/assistant director shall be a faculty member in accordance with UW Regulation 2-1 and that they will be the “supervisor of record” for the purposes of UW’s faculty evaluation and review processes.

4. Faculty Archivist Education Requirements

Appointment as an AHC Faculty member requires a master's degree in library science and/or information science from a program accredited by the American Library Association (ALA), or a minimum of a master’s degree in history, American studies, or other appropriate field, typically including at least four graduate courses in archives administration, rare books curatorship, or special collections librarianship, or an appropriate equivalent. Professional experience may be required as an additional requirement or in lieu of formal academic degrees. Such appointments

shall be at the rank (Assistant Archivist, Associate Archivist, or Archivist) commensurate with their experience and qualifications.

5. Archivist Faculty Classifications

Standard positions for AHC archivist faculty are as follows, although AHC employees may belong to other faculty categories:

- a. Assistant Archivist
- b. Associate Archivist
- c. Archivist

6. Sabbatical

AHC Faculty shall be eligible for Sabbatical or Professional Development leave as described in UW Regulation 2-16 (Sabbatical and Professional Development Leave).

7. Annual Appointment Terms

Full-time AHC faculty have 12-month appointments.

8. Supervision

Individual faculty may be supervised by persons in any job type (faculty, staff, administration), with reporting and evaluation taking place through the AHC's leadership (Director, Associate Director or Assistant Director) as "supervisor of record" (see III.B.3).

C. Staff

1. Membership

Staff employees of the AHC shall be appointed in accordance with appropriate UW regulations and SAPPs.

2. Staff Classifications

UW staff categories may be used, altered or created at the AHC as appropriate, in consultation with UW Human Resources. Educational requirements and experience levels will vary depending on the classification and the position.

3. Supervision

Individual staff members may be supervised by persons in any job type (faculty, staff, administration), with reporting and evaluation taking place through the AHC's "supervisor of record," if necessary (see III.B.3).

4. Staff Meetings

Staff meetings may be convened as necessary for designated persons within defined areas of responsibility, activity or function, by the Director, the Associate/Assistant Director, Department Heads, committee chairpersons or other appropriate authority.

IV. MEETINGS

The Director or the Director's designee may convene general meetings for all officers, managers, faculty, and staff (together or separately) for the purposes of providing a forum for the discussion of issues within the AHC's organization and programs, for sharing information generally, and for encouraging consultation.

V. STANDING AND AD HOC COMMITTEES

A. Management Committee

The Director will designate appropriate AHC personnel to form a management committee, which shall be convened on a regular basis to advise the Director.

B. Committee of the Whole

All full-time personnel of the American Heritage Center—staff, faculty and administration—shall together form a committee of the whole and shall meet regularly for informational or consultative purposes.

B. Standing and Ad Hoc Committees

The Director of the AHC may appoint standing or ad hoc committees and task forces as necessary. Committees required within departments of the Center may be appointed and charged by appropriate department heads. Committee functions shall not usurp the functions, duties or responsibilities of administrative officers, managers or supervisors.

C. The AHC Faculty Committee, Faculty Review and Faculty Duties

1. All AHC Faculty reviewed by the University Reappointment, Tenure and Promotion Committee shall together constitute the AHC Faculty Committee. This committee shall function as the AHC's Reappointment, Tenure and Promotion Committee and shall be in charge of faculty reviews as determined by UW regulations. All members belonging to the Faculty Committee shall be reviewed by their supervisors and by the Faculty Committee. The committee will be chaired by a faculty member for a three-year term. More information may be found in the AHC Faculty Handbook.
2. Meetings of the AHC faculty shall be held on a regular basis. Special meetings may be called as necessary by the Director, on request of the President of the University or the Vice President for Academic Affairs, or by written request of a quarter of the AHC Faculty. Policies governing the frequency of regular meetings, selection of officers including the presiding officer and secretary, definition of a quorum, and the conduct of business, will be maintained as supplemental guidelines.
3. AHC Faculty shall elect representatives for four-year terms to the University Reappointment, Tenure, and Promotion Committee.
4. Members of the AHC Faculty shall be eligible for nomination and election to the Faculty Senate in accordance with UW Regulations 2-300 (University Faculty) and 2-301 (Faculty Senate).
5. AHC Faculty may nominate and elect members to Faculty Senate standing committees in accordance with the Establishment of Faculty Senate

Committees. AHC faculty are expected to participate in and to represent the AHC in these important aspects of shared governance.

D. Staff Senate Committee Membership

1. Members of the AHC Staff shall be eligible for nomination and election to the Staff Senate in accordance with UW Regulation 1-3.
2. AHC Staff may nominate and elect members to Staff Senate standing committees in accordance with UW Regulations.

VI. BOARDS

A. Board of Advisors

1. The AHC shall have a Board of Advisors which will advise and assist the Director as required. Typical functions of the Board will include consultation concerning AHC activities, programs and projects as well as fund-raising and outreach. Its members may be asked to serve as public advocates of the Center and its mission. It is not a governing body and bears no legal responsibility for AHC policy decisions or implementation.
2. The Board of Advisors shall have its own Bylaws and be governed by them.

B. Advisory Board representing the University

1. The AHC may have a board of advisors representing the university community. This board, or committee, may be constituted to include faculty, emeritus faculty, and/or staff. This board will advise the Director as needed. The primary aim of the Board will be to help the AHC develop and maintain connections with UW faculty and departments as well as the broader university community, to advise concerning collecting, preservation, and access, as well as to assist with matters of outreach and relations with the state and its citizens. It is not a governing body and bears no legal responsibility for AHC policy decisions or implementation.
2. If it desires, this board may create its own Bylaws, hold and vote for approval, and if successful, be governed by them. These Bylaws must be approved by the Director.

VII. BYLAWS APPROVAL AND AMENDMENTS

In the interest of shared governance, these Bylaws must be voted upon and approved by the majority of all AHC full-time employees. They must also be approved by the AHC Director, and then the UW Provost. Amendments to these bylaws may be proposed by departments (by a majority vote) or the director. Proposed amendments must be considered and voted upon by AHC's full-time employees, and approved by the majority of them—as well as the AHC Director and then the Provost.

VIII. CONFLICT BETWEEN AHC BYLAWS AND UNIVERSITY REGULATIONS,

University of Wyoming Regulations and Standard Administrative Policies and Procedures (SAPP) take precedence over American Heritage Center Bylaws.

Bylaws approved by the AHC personnel (faculty and staff) on: October 9, 2024

Bylaws approved by the AHC Director on: October 9, 2024

Bylaws approved by the UW Provost on: September 28, 2025