

advance new scholarship on the history of the built environment and to better engage with scholarly and public constituencies that we serve. In all guidelines, this is a living document that will evolve over time. Questions and recommendations about the guidelines are welcome and should be sent to the SAH Executive Director.

Share a common, narrowly defined scholarly or other interest. To establish an SAH Affiliated Group, a written request signed by at least three members shall be submitted to the SAH President and Executive Director and then to the next regularly scheduled SAH Board meeting for a vote.

SAH Affiliated Groups shall be listed on the SAH website. They may request to present at the Annual Conference, or they may request a time for a roundtable to discuss their work.

“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

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.