

BYLAWS OF THE ARIZONA ARCHAEOLOGICAL SOCIETY

Revised May 5, 2007

ARTICLE I

BOARD OF DIRECTORS

Section 1. The Board of Directors shall be the state-wide governing body of the corporation. The Board shall have responsibility for policy and for coordinating the efforts of all Chapters of the Society throughout the state. The Board shall also be responsible for granting approval of the formation of new Chapters and may expel from membership any Chapters whose acts are contrary to the ideals, objectives and accepted standards of the corporation or in violation of law.

Section 2. The Board of Directors in the discharge of its duties shall have the power within the limitations of the Articles of Incorporation and the Bylaws to initiate any action, which in its judgment seems necessary or expedient to further the interest of the Society and to achieve its objectives; and appropriate such sums as may be deemed advisable, within its current resources. The Board of Directors shall not involve the Arizona Archaeological Society in any attempt to affect any legislation to the extent that it exceeds the amount limited by law.

Section 3. Throughout the Bylaws the terms Board, Board of Directors, and Director shall refer to the governing body of the corporation as described in Section 1 of this Article and to members of the governing body.

Section 4. The Board of Directors shall consist of seven (7) officers from each affiliated Chapter of the Arizona Archaeological Society. The recognized officers may include any of the following positions: President, Vice President (s), Treasurer, Secretary, Archivist, and Chapter Directors. Each Chapter Officer shall serve on the State Board of Directors for their respective Chapter terms of office. Each Chapter shall have a maximum of seven (7) votes.

Section 5. The Board of Directors shall elect officers of the Society, a Chair, a First Vice Chair, a Second Vice Chair, Secretary, Treasurer and such other officers, if any, as they may deem necessary. Voting shall be by Board members present and eligible to vote, or by proxy as defined in Section 6. The positions of Secretary and Treasurer may be combined at the discretion of the Board. The terms of these officers shall be one year, and will be limited to a total of five years in any one office.

By the spring meeting of each year, the Chair shall appoint a Nominating Committee of at least 5 members from different parts of the state and a Nominating Committee Chair. By the Fall meeting, the Committee shall contact each Chapter President to obtain a list of candidates eligible to be nominated and to run for each office to be vacated in the coming year.

A. Eligibility for all offices requires membership in the Society and at a minimum, service for at least two years in a Chapter elective office.

B. The Chair of the Nominating Committee shall present the slate of nominations for office for the coming year at the Fall State meeting and this shall be published in the Petroglyph before the end of the year.

C. In the beginning of the year at the Annual meeting, the Chair of the Nominating Committee shall present the slate of officer candidates to the Board of Directors and ask for nominations from the floor for each office. Then the election will be held and the new officers shall begin their term of office immediately thereafter.

Section 6. Meetings of the Board of Directors shall be called by the Chair. Notice of all meetings shall be given to all members of the Board by the Secretary. Board members present at a duly noticed meeting shall constitute a quorum. Voting shall be by Board members or their proxies who are present. A proxy is defined as any Society member holding a written authorization from a Board member unable to attend. Written authorization shall be on a form prescribed by the Society and shall be submitted to the Chair prior to roll call. Board meetings shall be open to all active members of the Arizona Archaeological Society. The Board of Directors shall meet at least biannually.

Section 7. The annual meeting of the Board of Directors of the Arizona Archaeological Society shall be held prior to January 31 at a place designated by the Board of Directors. The place of meeting shall be alternated, insofar as practical among locations in which Chapters of the Society are located, depending on availability of suitable facilities.

Section 8-A. The Chair shall be presiding officer of the Society and of the Board of Directors. The Chair shall appoint members of the Society to special committees or assignments as necessary. The Chair shall exercise all duties and responsibilities commonly associated with the office and such others as are provided for by the Articles of Incorporation and these Bylaws.

Section 8-B. The First Vice Chair shall act as Chair either in the Absence of the Chair or in case the office of the Chair is vacated, in which situation he or she will complete the term of the vacant Chairmanship. The First Vice Chair will assist the Chair in his or her duties.

Section 8-C. The Second Vice Chair shall act as Chair either in the absence of the Chair and First Vice Chair, or in case the offices of Chair and First Vice Chair are vacated, in which situation he or she will complete the term of the vacant Chairmanship. The Second Vice Chair shall maintain records of annual reports from the Chapters and such other reports from the Chapters as may be required by these Bylaws.

Section 8-D. The Secretary of the Board of Directors shall have custody of correspondence and records except those which fall under the care of the Second Vice Chair. The Secretary shall maintain the minutes of each meeting of the Society and each meeting of the Board of Directors. The Secretary's position may be combined with that of Treasurer at the discretion of the Board

of Directors.

Section 8-E. The Treasurer of the Board shall be controller of the accounts of the Society. The Treasurer shall make collections and disbursements under the supervision of the Chair and shall prepare the corporate and tax reports of the Society and such other reports as the Board may direct. The Treasurer shall prepare and submit a complete financial report at the annual meeting of the Board. The accounts of the Society shall be audited each year not more than one month prior to the annual Board meeting.

Section 9. Bank accounts under the control of the Board of Directors shall be kept in the name of the Society. The Board of Directors may require two signatures, one of the Treasurer and one of another officer of the Board, for withdrawals.

Section 10. If a vacancy occurs among the officers of the Board of Directors, the Chair shall appoint one of the members of the Board to fill the office until the next regular election.

Section 11. All meetings of the Board of Directors shall be conducted in accordance with Robert's Rules of Order, including the use of proxies as described in these Bylaws.

ARTICLE II

PLANNING COMMITTEE

Section 1. The Planning Committee shall serve as a forum for discussion of issues, policies and all matters affecting the activities of the Arizona Archaeological Society for the purpose of furnishing studied advice to the Chair and the Board. The committee shall arrive at a consensus of opinion on matters before them by vote prior to furnishing advice or recommendations to the Chair or the Board. Their findings shall be presented to the Board of Directors and voting members of the Society.

Section 2. Planning Committee members shall consist of the State Officers: the State Chair, two Vice Chairs, Treasurer and Secretary. Also all State Committee Chairs shall be members: Department of Certification, Finance, Membership, two Publications Chairs, Education, Legislation, Web Site, Publicity, Archivist and Recorder, and any other Ad Hoc committee head that the State Chair deems appropriate.

Section 3. The Planning Committee shall meet to carry out its business at least three times a year prior to each State meeting.

ARTICLE III

MEMBERSHIP

Section 1-A. Membership in the Society shall consist of the following classes, with annual dues as indicated in Article IV.

ACTIVE MEMBERSHIPS: RECOGNIZED MEMBERSHIPS

Active-Single Associate
Active-Family Honorary
Active-Student Contributing
Active-Junior Member at Large

Section 1-B. Membership in the Society shall be open to any person who holds to, and is in sympathy with, the purpose and goals of the Society. Any person desiring active membership in the Society should apply to the appropriate Chapter officer.

Section 2. Active membership:

A. Active membership, single or family, shall be available only to persons over eighteen years of age, or if less than eighteen years of age, upon graduation from High School and after payment of dues.

B. When more than one member of a family residing in the same household desires membership in the Society, they may apply at the Family rate, which shall include juniors. All rights and privileges of membership apply equally to each registered family member, except that publications shall be distributed as though all members of a family constitute a single membership.

C. Active Student membership shall be limited to persons who are full-time post-high school students. All rights and privileges of membership shall apply to Student memberships.

D. Minors at least twelve years of age shall be eligible for Junior membership until high school graduation or until eighteen years of age. These members shall be entitled to participate in the activities of the Society. Their eligibility to participate in scientific or other specific activities may be limited further by the Chapter Executive Committee. Minors desiring Junior membership not covered by an active Family membership shall be eligible only if sponsored by an active member.

Section 3. Recognized memberships shall receive the publications of the Society but shall not have voting privileges or be eligible to hold office or to serve as members of any committee, subcommittee, or Board of Review.

A. Associate membership is available only to individuals who reside full-time outside the state of Arizona and to institutions or corporations. Application for Associate membership shall be made to the appropriate chapter officer. Dues for Associate Members shall be set

by the Board of Directors.

B. Honorary members shall be elected by vote of the Board of Directors. A candidate may be suggested by any Chapter Executive Committee member or any single active member of the Society in good standing.

C. Contributing members shall be any person who desires to contribute Twenty-five Dollars (\$25) or more annually to the Society.

D. A Member at Large shall be any person residing in Arizona who does not reside near an active Chapter or is not able to attend meetings or activities of a local Chapter. Dues for Members at Large shall be set by the Board of Directors.

Section 4. All active members of the Society in good standing shall be eligible for any elective or appointive office in the Society subject only to the restrictions defined elsewhere in the Articles of Incorporation and these Bylaws.

Section 5. Termination of memberships:

A. Any member may withdraw from any Chapter of the Society by submitting his or her resignation in writing. This resignation shall be effective as of the date it is received by the Chapter Secretary.

B. Payment of annual dues by January 1st shall be the responsibility of each member. Members two months in arrears will be dropped from the Society.

C. Termination of membership shall operate as a release of all rights, title or interest in the assets of the Society.

D. Any Three (3) members or more, of good standing, may request an investigation of the conduct of any member(s) of the Society, whose acts are alleged contrary to the ideals, objectives and accepted standards of the Society, or who is alleged to otherwise use his or her membership improperly.

Notice of such an action is to be made by sending a complete statement documenting all information and signed by the accusers, to the accused member(s), the Chair of the Board, and the State Secretary of the Society.

The Chair of the Board will appoint a committee of not less than three (3) members from the Board of Directors, who are not members of the involved Chapter(s), to investigate the charges. The Committee will interview all parties concerned and try to resolve the situation by arbitration. If the charges are not withdrawn, the committee will review the action in the first available State Meeting and recommend a solution to the Board of Directors. The Board vote will be final.

Notice of final disposition of the action by the Board of Directors will be sent to all of

the members involved.

Section 6. No member shall participate in any archaeological activity at any historic or prehistoric ruin, burial ground, or other archaeological or historic site, except where such activity is performed for the accomplishment of one or more of the objectives of the Society as set forth in the Articles of Incorporation and is performed in a controlled and scientific manner and is in accordance with the State of Arizona or laws of other states where applicable and the laws of the United States of America relating to such activities. Any archaeological field project of the Arizona Archaeological Society, or Chapter of the Society, shall be under the supervision of a Project Director approved by the State Board of Directors and/or, if applicable, the Department of Certification, or the Chapter initiating the project. Any Chapter archaeological field activity shall be reviewed and commented upon by the Chapter archaeological advisor. All Society archaeological excavations shall be conducted in accordance with the Excavation criteria adopted by the Arizona Archaeological Society.

Section 7. Where ten (10) or more residents of an area who qualify as active members desire to form a Chapter of the Society, they may make application in writing to the Secretary of the Board of Directors. The Chair of the Board will appoint a committee of not less than three (3) Board members to evaluate the application and report the information and recommendation to the Board. Approval of the application will be by affirmative vote of two-thirds (2/3) of the Directors present.

Section 8-A. A Chapter whose membership falls below ten (10) registered active members will have its voting privileges suspended, with notification, for the remainder of the calendar year. At the end of the calendar year the Chapter will be considered terminated unless the membership returns to ten or more. Each registered family member in each family membership will be counted to determine whether the number of members is sufficient.

Section 8-B. Any Chapter that fails to have a representative attend one meeting of the Board of Directors during a calendar year can be terminated by a majority vote of the Board of Directors.

Section 8-C. Every Chapter shall have an archaeological advisor who shall assist Chapters in being aware of the federal and state laws which may apply to them as they undertake various field activities. The archaeological advisor's role also shall be to provide a basis of information for the Chapters by which they can evaluate their proposed activities and compliance with Bylaws and the excavation criteria as provided by the Certification Department, especially in the light of increased concern and involvement in the archaeological community by Native-Americans. Each Chapter remains responsible for what it does and for following these Bylaws. The role of the Chapter archaeological advisor is to advise and recommend to a Chapter, not approve or originate Chapter activities. Archaeological advisors must be approved as instructors by the Certification Department. A Chapter may request assistance from the Board in obtaining an advisor.

Section 9. An organization or group within a related organization already formed and actively functioning within the State of Arizona whose purpose is dedicated to anthropological study, research or interest may apply for affiliation with the Arizona Archaeological Society (AAS) and

will be accepted subject to the following conditions:

A. The affiliating group shall be dedicated to the pursuance and study of any or all of the anthropological studies and sciences.

B. The Bylaws of said affiliating group shall be reviewed by and approved by the Board of Directors of the Arizona Archaeological Society and in no way shall they be in conflict with the Articles of Incorporation or the Bylaws of the Arizona Archaeological Society. An affirmative vote of two-thirds (2/3) of the Board of Directors present shall be required for approval before affiliation with the Society.

C. The members of said affiliating group shall approve and agree to accept and abide by the Articles of Incorporation and Bylaws of the Arizona Archaeological Society at the State level.

D. An affiliated organization shall be considered a Chapter of the Arizona Archaeological Society and shall enjoy all the rights and privileges of AAS and all members of said group shall be considered full members of the Arizona Archaeological Society (AAS) upon payment of AAS dues.

Section 10. A copy of each Chapter's Bylaws shall be furnished to the Secretary of the Board for the files. Any revisions must be approved by the Board of Directors and filed with the Secretary of the Board.

Section 11. Each Chapter shall furnish to the Board of Directors at the Annual Meeting, a list of the Chapter's past year's archaeological field projects. This list may be included as part of the written report given by the Chapter President at that annual meeting or mailed to the Secretary of the Board prior to that meeting. This report shall also include a list of all the Chapter's officers and addresses, especially if they are newly elected. A copy of the Chapter's Annual Report shall be sent to the Second Vice Chair

Section 11-A. Each Chapter shall furnish to the Chair of the Board of Directors a written notice, containing all available information, of any new field projects to be undertaken. Any emergency field projects that are undertaken immediately shall be reported to the Chair of the Board within two (2) weeks after starting the project.

ARTICLE IV

FINANCES

Section 1. The fiscal year of the Society shall begin on the day of the Annual Meeting.

Section 2. Annual dues shall become delinquent the first day of January. Persons accepted for membership after the first day of September in any year shall be members until December 31st of the following year.

Section 3. Gross annual dues for each class of membership shall be determined by the Executive Committee of each Chapter, which shall include assessment fixed by the Board of Directors. That assessment will be forwarded to the State Treasurer within 30 days of accepting the application.

Section 4. Income sources for the Arizona Archaeological Society (AAS).

A. The income from the sale of publications, gifts and other sources, together with dues of Associate Members, Contributing Members, Members at Large, and a portion of other annual dues to be fixed by the Board of Directors, shall constitute the working capital of the Board of Directors. This income is for operations, publications and other current expenses consistent with the purposes of the Society.

B. The Chapters will be notified by publication no later than in the September issue of the Petroglyph of any change in the assessment for each class of membership.

Section 5. Income from annual dues of active members, less the amount determined by the Board of Directors, in accordance with Sections 3 and 4 of this Article, together with gifts to the Chapters, and other sources, shall constitute the working capital of the Chapters and shall be used as determined by the Chapter Executive Committee for expenses consistent with the purposes of the Society.

Section 6. The Treasurer, under the direction of the Chair, shall prepare a budget for the fiscal year, showing anticipated income and approved expenditures for presentation to the Board at the Annual Meeting. The budget must be approved by the Board. Deviation from the budget in the form of new items not covered or expenditures which exceed the budgeted amount must be reviewed and approved by the Board before funds for such usages can be expended.

ARTICLE V

PUBLICATIONS

Section 1. The Chair shall appoint a Publications Chair to be responsible for all publications of the Society, with the exception of Chapter newsletters. The official newsletter of the Arizona Archaeological Society (AAS) shall be The Petroglyph.

Section 2. The Society, under the direction of the Publications Chair, shall publish a journal. The size, content and frequency of publication shall be governed by available material and cost.

Section 3. The results of all excavations or other research which is carried out by any Chapter of the Society shall be reported and filed with the Secretary of the Board of Directors, with a copy to the Publications Chair.

Section 4. All members shall receive all of the regular publications for the calendar year as

covered by their dues. Additional publications may be purchased at a rate to be set by the Publications Chair for each publication.

Section 5. Publications may be made available for purchase by the public when possible, at a price set by the publications Chair.

Section 6. At least one copy of all publications of the Society shall be reserved for the archives of each Chapter of the Society.

Section 7. All electronic publications, such as a Website, should follow the same objectives and ideals outlined in the Articles of Incorporation and Bylaws of the Arizona Archaeological Society. The Chair of the Board of Directors may appoint a Chairperson or “Web-master” to oversee all electronic publications using the identity of the Arizona Archaeological Society or its logo. This could also be included in the duties of the Publication Chair and reviewed by the Publications Committee.

ARTICLE VI

DEPARTMENT OF CERTIFICATION

Section 1. There shall be a Department of Certification made up of representatives from each Chapter (and an alternate), members of the Certification Committee (consisting of interested Society members appointed by the State Chair) and five professional archaeologists who do not have to be members of the Society). The Department of Certification shall have a Chairperson who is elected by the members of the Certification Committee. The Department of Certification shall also have a Secretary, Treasurer, and Recorder which shall be appointed by the Certification Chair and confirmed by a majority of members present at the first Department meeting of each year.

Section 2. The Department of Certification shall prepare standards for the content of courses offered by the Society and set standards for certification of instructors for those courses and for Chapter Archaeological Advisors. The standards of courses and procedures for approvals shall be set forth in a Certification Manual which shall be on file with the Secretary of the Society and which shall be consistent with most current Bylaws and Articles of Incorporation of the Society.

Section 3. Each Chapter of the Arizona Archaeological Society shall have a representative on the Committee. That Representative shall be responsible for maintaining a current copy of the Certification Manual/ they also should be responsible for submitting new courses, instructors and the names of members attending classes to the Certification Recorder.

ARTICLE VII

AMENDMENTS

Section 1. These Bylaws may be amended by an affirmative vote of a majority of the Directors present or voting by proxy at a meeting called for that purpose or by a majority of Directors present or voting by proxy at the annual meeting of the Board of Directors.

Section 2. Amendments may be proposed by any active member of good standing in any Chapter.

Section 3. Proposed amendments to the Bylaws will be published in the Petroglyph and on the AAS website at least one month prior to a Board meeting. Proposed changes will be reviewed and discussed and voted upon at said meeting.

ARTICLE VIII

CHAPTER EXECUTIVE COMMITTEE

Section 1. Each of the local Chapters shall be governed by an Executive Committee composed of the three Directors from the Chapter, a President, Vice President, Secretary, Treasurer, Archivist and such other officers as the Executive Committee deems necessary. These officers shall be elected from the eligible membership of the Chapter.

Section 2. The Executive Committee may be composed of fewer officers than those named in Section 1, or different titles may be used, if approved by the Board of Directors. In all cases the three Directors shall be members of the Executive Committee.

Section 3. The Executive Committee shall approve contracts for the Chapter in the name of the Society. It shall have charge of the business, management, finances and approval of applicants for membership in the Society, and shall have jurisdiction in all disciplinary matters of the Chapter, subject to the provisions of Article II, Section 5-D. It shall enforce the authority given to it under these Bylaws and take any action necessary to conserve the best interests of this Society

Section 4. The Executive Committee shall designate depositories in which funds of the Chapter shall be kept. Bank accounts shall be kept in the name of the Society. The Executive Committee may require two signatures, one of the Treasurer and one of another officer of the Executive Committee, for withdrawals.

Section 5. All written contracts and obligations of the Chapter shall be signed by the President and Treasurer, or in the absence of either of these, by the officers acting in their places in accordance with these Bylaws.

Section 6. Meetings of the Executive Committee shall be called by the President or acting

President, and four (4) members present shall constitute a quorum.

Section 7. Any action of the Executive Committee may be overruled by a two-thirds (2/3) vote of the active members at any general meeting of the Chapter.

Section 8. The President, Vice President, Secretary, Treasurer, Archivist, and any other officers, shall serve for one year. The Directors shall serve for three (3) years, one-third (1/3) being elected each year by vote of the membership of the Chapter.

Section 9. The President shall be the presiding officer of the Chapter and the Executive Committee. The President shall appoint members of the Chapter to special committees or assignments as necessary. The President shall exercise all duties and responsibilities commonly associated with the office and such others as are provided for by the Articles of Incorporation and these Bylaws.

Section 10. The Vice President shall act as President either in the absence of the President or in case the office of President is vacated, in which situation the Vice President will complete the term of the vacant presidency.

Section 11. The Secretary of the Executive Committee shall give timely notice of all meetings of the Chapter. The Secretary shall keep the roll of membership and shall have custody of correspondence and records except those which fall under the care of the Archivist. The Secretary shall maintain the minutes of each meeting of the Chapter and of each meeting of the Executive Committee. The Secretary shall receive and register all applications for memberships in the Society forwarded to the Chapter. The Secretary's position may be combined with that of the Treasurer at the discretion of the Executive Committee. Duties of the Secretary may be assigned to another officer at the discretion of the President.

Section 12. The Treasurer of the Executive Committee shall be controller of the accounts of the Chapter under the direction of the President. The Treasurer shall make collections and disbursements under the supervision of the President as directed by the Executive Committee. The Treasurer shall submit an annual report in December of each year to the Treasurer of the Board of Directors of the Arizona Archaeological Society. The Treasurer shall submit such special reports as may be called for by the President. The accounts of the Chapter shall be audited annually by a committee of one or more appointed by the President.

Section 13. The Archivist shall have custody of, register and report all incoming publications received by purchase, in exchange, or as gifts. The Archivist shall act as custodian of all records relating to excavations, site locations, maps, collections of artifacts, and similar and related records of the Society Chapter. The Archivist shall act as President in the absence of both the President and Vice President. For Chapters that do not have an Archivist the Executive Committee should establish an order of succession, if the offices of President and Vice President become vacant, in the Chapter Bylaws.

Section 14. Vacancies among the officers of the Executive Committee shall be filled in the following manner: If the office of the President becomes vacant, the Vice President shall

complete the term. If both the offices of President and Vice President become vacant: The Archivist, or other officer of the Executive Committee, mentioned in the Chapter Bylaws, shall act as President and call a special meeting of the Chapter to elect a new President and Vice President. Vacancies in other offices shall be temporarily filled until the next regular election, by a member of the Chapter appointed by the Executive Committee or as provided in the Chapter Bylaws

ARTICLE IX

CHAPTER ELECTIONS AND MEETINGS

Section 1. The meetings of the Chapters of the Society shall be in accordance with guidelines established by the Executive Committees. These meetings shall be open to the public.

Section 2. The election of officers and Directors of the Chapters shall be held at a general meeting prior to the 31st of December. Each officer and Director shall be elected by a majority of all votes cast by the members present and eligible to vote.

Section 3. Candidates for officers and Directors may be nominated from the floor at a meeting held prior to the election meeting, or at the election meeting, for which prior notice has been given to all members that nominations will be made. Nominations may also be made by a committee appointed for this purpose by the Executive Committee.

Section 4. The terms of all officers shall begin following the adjournment of the meeting at which officers are elected, or in accordance with the Chapter Bylaws.

Section 5. When a new Chapter is formed, officers and three (3) Directors will be elected by the members of the Chapter. One Director shall be elected for a period of one (1) year, one for a period of two (2) years, and one for a period of three (3) years. After the first year, Directors from the Chapters will be elected as designated in Article VII, Section 8 for three (3) year terms.

Section 6. All meetings of the Chapter shall be conducted in accordance with Robert's Rules of Order. Each Chapter shall have a copy of these rules.