

**BYLAWS OF THE
AGUA FRIA CHAPTER,
ARIZONA ARCHAEOLOGICAL SOCIETY, INC.**

FORWARD

These Bylaws are written to conform with the Bylaws and Articles of Incorporation of the Arizona Archaeological Society ("Society").

The objectives of the Arizona Archaeological Society are set forth in the Articles of Incorporation and include the following:

"To operate exclusively for charitable, scientific or educational purposes in such a manner as the Board of Directors may deem best, particularly for the purpose of studying and preserving the Archaeology of the Southwestern United States."

The Agua Fria Chapter ("Chapter") is primarily interested in the area of western Maricopa County.

Except as noted elsewhere in these Bylaws, a quorum for transacting Chapter or Committee business shall be the active members present.

The State Bylaws will prevail regarding any items or contingencies not specifically addressed in the following Chapter Bylaws.

**ARTICLE I
MEMBERSHIP**

Section 1. Membership in the Chapter shall consist of the following classes, with annual dues as indicated in Article IV, Section 2:

Active - Single	Junior
Active - Family	Honorary
Active - Student	

Section 1-A. Active Membership

Active single membership shall be available at the single rate only to persons over eighteen (18) years of age, or if less than eighteen (18) years of age, upon graduation

from high school. All rights and privileges of membership shall apply to single memberships.

Active family membership at the family rate includes family members residing in the same household who desire membership in the society. Family membership shall include juniors in the household. Publications shall be distributed as though all members of a family constitute a single membership. All rights and privileges of membership shall apply only to family members who are at least eighteen (18) years of age, or if less than eighteen (18) years of age, upon graduation from high school. Juniors may not vote or hold office or act on any committee except as a junior representative.

Active student membership shall be limited to persons who are full-time, post-high school students at colleges or universities. All rights and privileges of membership shall apply to student memberships.

Section 1-B. Junior Membership

Minors at least twelve (12) years of age desiring membership not covered by an active family membership shall be eligible for junior membership until high school graduation or until eighteen (18) years of age and only if sponsored by an active member. Their eligibility to participate in specific activities may be limited by the Executive Committee or the Certification Committee. They may not vote or hold office or act on any committee except as a junior representative. Junior members shall receive the publications of the Society.

Section 1-C. Honorary Membership

An honorary member may be nominated by any active member in good standing. Honorary members shall be elected by a majority vote of the Executive Committee and shall receive the publications of the Society, but shall not be eligible to vote, hold office, or act on any committee except in an advisory capacity.

Section 2. Any person desiring active membership in the Chapter shall make application in writing on a form provided by the Chapter, accompanied by annual dues. A member in good standing is a member who has paid annual dues. A member must be in good standing to vote or hold office.

Section 3. The Chapter may sponsor the active membership of any individual in recognition of his or her service to the Chapter.

Section 4. All voting (active) members of the Chapter in good standing shall be eligible for any elective or appointive office in the Chapter.

Section 5. Any member may withdraw from the Chapter by submitting his or her resignation in writing. This resignation shall be effective as of the date it is received by the Chapter President.

Section 6. Payment of annual dues by January 1st shall be the responsibility of each member. Members who are two months in arrears will be dropped from Chapter membership.

Section 7. Termination of membership shall operate as a release of all rights, title or interest in the assets of the Chapter.

Section 8. The Executive Committee may, by a unanimous vote expel from the Society any member of the local Chapter whose acts are contrary to the ideas, objectives and accepted standards of the Chapter or Society.

Section 9. No member shall participate in any archaeological activity at any historic or prehistoric ruin, burial ground, or other archaeological, paleontological or historical 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 rules of the Society, the laws of the State of Arizona and the laws of the United States of America relating to such activities.

Section 10. Chapter Bylaws, the State Bylaws and Articles of Incorporation, and all State and Federal laws relating to archaeological activities may be viewed at the State internet web site (<http://www.azarchsoc.org/>).

Section 11. When a Chapter member is alleged to use his or her membership improperly, notice of such action is to be made by sending a complete statement documenting all information signed by the accusers to the accused member(s), the President of the Executive Committee, and to the Chair and Secretary of the State Board. The State Chair will appoint a committee of not less than (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 at the first available State meeting and recommend a solution to the Board of Directors, and their 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.

ARTICLE II EXECUTIVE COMMITTEE

Section 1. The local Chapter shall be governed by an Executive Committee composed of three (3) Directors, a President, Executive Vice President, Administrative Vice President, Corresponding Secretary, Recording Secretary, Treasurer, and Archivist and such other officers as the Executive Committee deems necessary. These members of the Executive Committee are to be elected from the membership of the Chapter.

Section 2. The Chapter Directors, the President, one of the Vice Presidents, one of the Secretaries, and the Treasurer shall represent the Chapter on the State Board of Directors. At least one (1) representative must attend one (1) meeting of the State Board of Directors during a calendar year or the Chapter will be terminated. Therefore, the Chapter shall have a minimum of one (1) vote and a maximum of seven (7) votes. Voting shall be by Board members or their proxies who are present. A proxy is defined as any Society member holding 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 State Chair prior to roll call.

Section 3. The Executive Committee may be composed of fewer officers than those named in Section 1, Article II, or different titles may be used, if approved by the State Board of Directors. In all cases, the three Chapter Directors shall be members of the Executive Committee.

Section 4. The Executive Committee shall approve contracts for the Chapter in the name of the Society. It shall have charge of the business, management, and finances, and shall have jurisdiction in all disciplinary matters of the Chapter. 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 5. The Executive Committee shall designate depositories in which the funds of the Chapter shall be kept. Bank accounts shall be kept in the name of the Chapter and withdrawals may require two signatures, one of the Treasurer and one of another officer of the Executive Committee.

Section 6. All written contracts and obligations of the Chapter shall be signed by the President and Treasurer, or in the absence of these, by the officers acting in their places in accordance with these Bylaws.

Section 7. Meetings of the Executive Committee shall be called by the President, and four members present shall constitute a quorum.

Section 8. Any action of the Executive Committee must be published or reported at the next general membership meeting and may be overruled by a two-thirds (2/3) vote of the active members present at any general meeting of the Chapter.

Section 9. The President, Executive Vice President, Administrative Vice President, Corresponding Secretary, Recording Secretary, Treasurer and Archivist shall serve for one (1) year. The Directors shall serve for three years, one-third (1/3) to be elected each year.

Section 10. The President shall be the presiding officer of the Chapter and Chairman of the Executive Committee. The President shall appoint members of the Chapter to special committees or assignments as necessary. He or she shall exercise all duties and responsibilities commonly associated with the office and such others as provided for by the Articles of Incorporation and these Bylaws.

Section 11. The Executive 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 he or she will fill the term of the vacant Presidency. The Executive Vice President will assist the President in his or her duties. In the absence of chair persons to perform the functions of the special committees listed in Article VIII, the Executive Vice President along with the Administrative Vice President will perform any of these duties as assigned by the President.

Section 12. The Administrative Vice President shall act as President either in the absence of the President or Executive Vice President or in case the offices of President or Executive Vice President are vacated, in which situation he or she will fill the term of the vacant Presidency or Executive Vice Presidency. In the absence of chair persons to perform the functions of the special committees listed in Article VIII, the Administrative Vice President along with the Executive Vice President will perform any of these duties as assigned by the President.

Section 13. The Corresponding Secretary shall have custody of correspondence and records except those that fall under the care of the Archivist. This will include mailing of membership application forms and creation of the membership roster to be provided to all Chapter members. The Corresponding Secretary shall be responsible that suitable arrangements are made for all meetings and social functions of the Chapter. The Corresponding Secretary, along with the Recording Secretary, will greet Chapter members and guests at the monthly general meetings, have them sign the attendance sheets and hand out Chapter information and Society Publications, take payments of dues, and receive monies for items sold by the Chapter.

Section 14. The Recording Secretary shall give timely notice of all meetings of the Chapter and shall maintain the minutes of each meeting of the Chapter and of the Executive Committee. A copy of the minutes of each Executive Committee meeting shall be mailed electronically or by postal service to each Executive Committee member in time for review before the next Executive Committee meeting. The Recording Secretary, along with the Corresponding Secretary, will greet Chapter members and guests at the monthly general meetings, have them sign the attendance sheets and hand

out Chapter information and Society Publications, take payments of dues, and receive monies for items sold by the Chapter.

Section 15. The Treasurer shall be the Comptroller of the accounts of the Chapter under the direction of the President. He or she 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, and 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. The Treasurer shall receive and register all applications for membership in the Society forwarded to the Chapter, shall keep the roll of membership, shall issue membership cards, send notices to members whose annual dues are one month in arrears, and submit dues to the State Membership Chairman. A new member report shall be provided monthly to the Executive Committee.

Section 16. The Archivist shall have custody of, register, and report all incoming publications received in exchange or as gifts. He or she shall act as custodian of all records relating to excavations, site locations, maps, collections of artifacts, Chapter history, and similar and related records of the Chapter. The Archivist shall act as President in the absence of the President, the Executive and Administrative Vice Presidents, and in the event of vacancy in the offices of President and Executive and Administrative Vice Presidents, he or she will fulfill the term of the vacant Presidency.

Section 17. The Directors elected from the Chapter will serve with the officers of the Chapter as members of the Executive Committee and shall act in an advisory capacity on all matters of the Society business in which they shall have a vote in the same manner as the officers. They shall have such other responsibilities as set forth elsewhere in these Bylaws and in the Articles of Incorporation. Directors shall attend all meetings of the Chapter, the Executive Committee, and the State Board of Directors. Upon the activation of this Chapter, the First Year Director will be elected for one (1) year, the Second Year Director for two (2) years, and the Third Year Director for three (3) years. After the first year, only the Third Year Director will be elected.

Section 18. 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 shall complete the term of President. In the absence of an Archivist, the Secretary shall serve, and call a special meeting of the Chapter to elect a new President.

Section 19. If a vacancy occurs among the officers of the Executive Committee, the President shall appoint one of the members of the Executive Committee to fill the office until the next regular election.

ARTICLE III
ELECTIONS AND MEETINGS

Section 1. General meetings of the Chapter shall be held on the second Tuesday of each month, September through June, unless otherwise designated by the Executive Committee. General meetings will also be held in accordance with the program presented by the Executive Committee. These meetings shall be open to the public.

Section 2. A yearly updated roster of Chapter members may be made available to active Chapter members and others as specially designated by the Executive Committee. Chapter members may opt to have their member information excluded from the Chapter roster.

Section 3. An attendance sheet will be provided at General Chapter meetings for all members to sign, as well as a separate attendance sheet for guests.

Section 4. Notice of the Nominating and Election procedure shall be made at the October meeting. A nominating committee appointed by the Executive Committee shall report a slate of candidates for the officers and any vacant Directorships at the November meeting. Nominations shall also be accepted from the floor at this meeting.

Section 5. The election of officers of the Chapter shall be held at the regular meeting in December. Each officer shall be elected by a majority of all votes cast by the members present and eligible to vote. Voting shall be by secret ballot if there are multiple nominations.

Section 6. The terms of all officers shall begin following the elections at the December meeting.

Section 7. The Executive Committee shall meet monthly on a date designated by its members and shall be open to all active Chapter members.

Section 8. All meetings of the Chapter shall be conducted in accordance with Robert's Rules of Order.

ARTICLE IV
FINANCES

Section 1. 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 through December 31st of the following year.

Section 2. Gross Annual dues for each class of membership shall be determined by the Executive Committee. It shall include the assessment fixed by the State Board of Directors. Chapter members will be notified of the amount of the next year's dues in October.

Section 3. Income from annual dues of active members, less the assessment determined by the State Board of Directors, together with gifts to the Chapter, and other sources of income shall constitute the working capital of the Chapter and shall be used as determined by the Executive Committee for expenses consistent with the purposes of the Society and Chapter.

ARTICLE V PUBLICATIONS AND REPORTS

Section 1. The Executive Committee may appoint an Editor to be responsible for all Chapter publications. Otherwise the Archivist shall assume the responsibility.

Section 2. The results of all excavations or other research carried out by the Chapter may be published and shall be reported and filed with the Secretary of the State Society.

Section 3. The Chapter shall furnish to the Board of Directors at the annual meeting a list of the past year's archaeological field projects. Before beginning field projects, the Chapter shall inform the Chair of the State Board of Directors.

Section 4. All Chapter members shall receive the regular publications for the calendar year covered by their dues. These include the monthly Petroglyph newsletter published September through June and *Arizona Archaeologist* published yearly.

Section 5. At least one copy of all publications of the Society shall be reserved for the archives of the Chapter.

ARTICLE VI ARCHAEOLOGICAL FIELD ACTIVITIES

Section 1. Any archaeological field project of the Chapter shall be under the supervision of the project director approved by the State Board of Directors, the Department of Certification, or the Chapter Executive Committee. Any Chapter archaeological field activity shall be reviewed and commented upon by the Chapter archaeological advisor. All chapter excavations shall be conducted in accordance with the Excavation Criteria adopted by the Arizona Archaeological Society.

Section 2. Any emergency field projects that are undertaken immediately shall be reported to the Chairman of the Board within two (2) weeks after starting the project.

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

Section 4. The Chapter shall have at least one archaeological advisor who shall help the Chapter and the members evaluate proposed activities for compliance with state and federal laws, the Bylaws, and the Excavation Criteria. The role of the archaeological advisor is to advise and recommend, not to approve or originate Chapter activities. Advisors are selected by the Executive Committee, and must be approved as instructors by the Certification Department.

ARTICLE VII CLASSES AND WORKSHOPS

Section 1. All classes, symposiums, seminars and workshops offered by this Chapter shall be held in accordance with the ideals, objectives and standards set for by the Society.

Section 2. All classes offered for certification by this Chapter shall be taught by instructors who have been approved by the Department of Certification, and all standards shall be upheld as set forth by the Certification Committee.

Section 3. The Chapter shall provide a Certification Representative who will attend Certification Board meetings, inform the Certification Department of all classes offered for certification, and will submit all class records and certification fees in a timely fashion to the Certification Department.

ARTICLE VIII SPECIAL COMMITTEES

Section 1. These chair positions may be shared by more than one person, or one person may fill two or more positions at the discretion of the Executive Committee or by appointment of the President. The duties of the positions may also be assigned to any member of the Executive Committee as allowed by their ability to handle the position along with their primary duties. Special Committees may be formed or dissolved as deemed necessary by the President or Executive Committee.

Section 1-A. Certification Department Representative

The Certification Department Representative will attend Certification Department meetings. He or she will arrange for classes in response to Chapter member interest. Setting up each class will include finding an approved instructor, an appropriate location, and helping the instructor with textbooks, collection of class and certification fees, and keeping of class records. The Certification Department must be notified of all certification classes scheduled by the Chapter.

Section 1-B. Workshop Chairperson

The Workshop Chairperson will arrange for workshops in response to Chapter member interest. He or she will set up each workshop by finding an appropriate instructor and location, and by helping the instructor with workshop materials and copies, and by collecting workshop fees, and keeping of workshop records.

Section 1-C. Program Chairperson

The Program Chairperson will contact speakers for all general monthly Chapter meetings. Sources for speakers can be obtained from other Chapters, various teaching and research institutions, government agencies, contract companies, and organizations that reflect the interests and objectives of this Society. The Program Chairperson should schedule speakers far enough ahead for the next season and contact them a month before the agreed upon presentation. The Program Chairperson shall arrange for supper to be provided to the speaker at the expense of the Chapter before the general meeting at a designated restaurant. Any Chapter member shall be welcome to join the speaker and Program Chairperson for this supper. The Program Chairperson will also aid the speaker in set up for their presentation.

Section 1-D. Field Trip Chair

The Field Trip Chair shall plan field trips and/or hikes and obtain permission(s) from the land manger(s).

Section 1-E. Hospitality Chair

Section 1-F. Education Chair

Section 1-G. Exhibits Chair

Section 1-H. Publicity Chair

Section 1-I. Outreach Chair

Section 1-J. Task Force Chair

Section 1-K. Volunteer Coordinator Chair

Section 1-L. Phone Tree Chair

Section 1-M. Legal Chair

Section 1-N. Legislative Chair

Section 1-O. Parliamentarian Section

1-P. Junior Representative

ARTICLE IX
AMENDMENTS

Section 1. These Bylaws may be amended by a two-thirds (2/3) vote of the Chapter members at any regular meeting.

Section 2. Amendments may be proposed by any member of the Chapter in good standing. Notice shall be given of the proposed amendment at a meeting prior to the meeting in which the vote takes place.

Section 3. A copy of the amended Chapter Bylaws shall be furnished to the Secretary of the State Board of Directors.