

BYLAWS OF THE
DESERT FOOTHILLS CHAPTER,
ARIZONA ARCHAEOLOGICAL SOCIETY, INC.

FORWARD

These Bylaws are written to conform with the Bylaws and Articles of Incorporation of the Arizona Archaeological 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 Desert Foothills Chapter ("Chapter") is primarily interested in the area incorporating the Cave Creek Drainage and its adjoining environs.

Except as noted in 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 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.

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.

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.

Minors at least twelve years of age shall be eligible for junior

membership until high school graduation or until eighteen years of age. Their eligibility to participate in specific activities may be limited by the Executive Committee. Minors desiring junior membership not covered by an active family membership shall be eligible only if sponsored by an active member.

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

SECTION 1-B. 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 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. All voting members of the Chapter in good standing shall be eligible for any elective or appointive office in the Chapter.

Section 4. 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 President.

Section 5. Payment of annual dues by January 1st shall be the responsibility of each member. Members two months in arrears will be dropped from Chapter membership.

Section 6. Termination of membership shall operate as a release of all rights, title or interest in the assets of the Chapter.

Section 7. The Executive Committee may, by a unanimous vote expel from the Society any member of the local Chapter whose acts are contrary to the ideals, objectives and accepted standards of the Chapter or Society.

Section 8. No member shall participate in any archaeological activity at any historical or prehistorical 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.

ARTICLE II

EXECUTIVE COMMITTEE

Section 1. The local Chapter shall be governed by an Executive Committee composed of three Directors for the Chapter, and a President, Vice President, Secretary, Treasurer and an Archivist, and such other officers as the Executive Committee deems necessary, elected from the membership of the Chapter. Officers and Directors should attend all meetings of the Chapter, the Executive Committee, and, for those designated, the State Board of Directors.

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 State Board of Directors. In all cases, the three Chapter 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, 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 4. 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 shall require two signatures, one of the Treasurer and one of another officer of the Executive Committee.

Section 5. All written contracts and obligations of the Chapter shall be signed by the President.

Section 6. Meetings of the Executive Committee shall be called by the President, and five members present shall constitute a quorum.

Section 7. Any action of the Executive Committee must be published or reported and may be overruled by a two-thirds vote of the active members present at any general meeting of the Chapter.

Section 8. The President, Vice President, Secretary, Treasurer and Archivist, and such other officers as the Executive Committee deems necessary, shall serve for one year. The Directors shall serve for three years, one-third (1/3) to be elected each year.

Section 9. 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 committees or assignments as necessary. He or she shall exercise all duties and responsibilities commonly associated with the office and such others 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 he or she will fill the term of the vacant Presidency.

Section 11. The Secretary shall give timely notice of all meetings of the Chapter. The Secretary 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 the Executive Committee.

Section 12. The Treasurer shall be 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, and shall keep the roll of membership and submit dues to the State Membership Chairman.

Section 13. 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, and similar and related records of the Chapter. The Archivist shall act as President in the absence of both the President and the Vice President and in the event of vacancy in both the offices of President and Vice President, he or she will fulfill the term of the vacant Presidency.

Section 14. The Directors elected from the Chapter will serve with the officers of the Chapter as members of the Executive Committee and shall act in any 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.

Section 15. 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. Vacancies in other offices shall be temporarily filled until the next regular election by a member of the Chapter appointed by the Executive Committee.

ARTICLE III ELECTIONS AND MEETINGS

Section 1. The meetings of the Chapter shall be in accordance with the program presented by the Executive Committee. These meetings shall be open to the public.

Section 2. 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 3. The election of officers of the Chapter shall be held at the regular meeting in November. 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 4. The terms of all officers shall begin following the elections at the November meeting.

Section 5. 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 which is 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.

ARTICLE VI 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.

ARTICLE VII ARCHAEOLOGICAL FIELD ACTIVITIES

Section 1. Any archaeological field project of the Chapter shall be under the supervision of a 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. 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 approving or originating Chapter activities. The Chapter and the members will be responsible for their activities. Advisors will be selected by the Executive Committee, and the names will be submitted to the Certification Department for approval.