

**BYLAWS
PHOENIX CHAPTER
ARIZONA ARCHAEOLOGICAL SOCIETY**

ARTICLE I

MEMBERSHIP

Section 1. Any person desiring active membership shall make application in writing to the Treasurer. After receiving the completed application and dues payment, the Treasurer will add the new member's name to the membership roll.

Section 2. Membership shall consist of four classes: Single, Family, Student and Junior, with annual dues as determined by the Executive Committee.

(a) Single or Family membership 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, they may apply at the Family rate. All rights and privileges of membership apply equally to each adult member of the family, except that publications shall be distributed as though all members of a family constitute a single membership.

(b) Student membership shall be limited to persons over eighteen years of age who are full-time students in Junior Colleges, Colleges, or Universities. All rights and privileges of membership shall apply to Student memberships.

(c) Minors between twelve and eighteen years of age and not included in a Family membership shall be eligible for Junior membership until high school graduation. Junior members shall be entitled to participate in the activities of the chapter but shall not hold any voting privileges. Their eligibility to participate in scientific or other specific activities may be further limited by the Executive Committee. Minors desiring Junior membership not covered by a Family membership shall be eligible if sponsored by an adult member.

Section 3. All adult members in good standing shall be eligible for any elective or appointive office, subject only to the restrictions defined elsewhere in these Bylaws and in the Articles of Incorporation of the Arizona Archaeological Society.

Section 4. Any member may withdraw from the Chapter by submitting his/.her resignation in writing. The resignation shall be effective as of the date it is received.

Section 5. Members whose dues remain unpaid for a period of one month shall be notified in writing of that fact by the Secretary. Members two months in arrears will be dropped from the membership roll.

Section 6. The Executive Committee may, by unanimous vote, expel any member of the Chapter whose acts are contrary to the ideals, objectives and accepted standards of the Arizona Archaeological Society, or who otherwise uses his/her membership improperly.

Section 7. No member shall participate in any excavation of any historical or prehistorical ruin, burial ground, or other archaeological, paleontological or historic site, except where such excavation performed for the accomplishment of one or more of the objectives of the Arizona Archaeological Society as set forth in the Articles of Incorporation, and is performed in a controlled and scientific manner and is in accordance with the laws of the State of Arizona and the United States of America relating to such excavations.

Section 8. In order to encourage a constructive public attitude toward the preservation of cultural remains, to maintain the reputation the Arizona Archaeological society now enjoys with professional archaeologists and archaeological and other related scientific organizations, to advance practices that will improve the science of archaeology and promote the Arizona Archaeological Society's purposes, and to foster and maintain on the part of members of the Arizona Archaeological Society high standards of conduct, no member of the Arizona Archaeological Society shall knowingly:

(a) Participate in a criminal act or assist another person in committing a criminal act or engage in conduct that reflects adversely on, or is detrimental to, the interests of the Arizona Archaeological Society or the field of archaeology;

(b) Participate in pothunting or with other individuals who do not observe federal, state or local antiquities laws or who engage in activities prejudicial to the interests of the field of archaeology;

(c) Represent that he or she is acting for or on behalf of the Arizona Archaeological Society, or convey or permit others to convey the impression that they are representing the Arizona Archaeological Society, without the express authorization of the Executive Committee or as otherwise provided in Article II, Section 61.

(d) Divulge any privileged or confidential information concerning any archaeological sites or locations that was acquired in his or her capacity as a member of the Arizona Archaeological Society;

(e) Use the name, logo, or mailing list of the Arizona Archaeological Society or the Phoenix Chapter for his or her own personal or economic advantage or to advance the private interests of others; or

(f) Members found guilty of violating any of the foregoing shall be removed from the Society's membership for life, in addition, all like organizations in Arizona shall be notified of the ousted member's name and the transgression.

For the purposes of (d) above, 'archaeological sites or locations' include, but are not limited to, habitation sites, rock art sites, workshops, factory or food processing sites, lookout sites, fortification sites, religious shrines, and prehistoric trade routes or paths.

Article II

EXECUTIVE COMMITTEE

Section 1. The Phoenix Chapter of the Arizona Archaeological Society shall be governed by an Executive Committee, composed of three Directors, a President, Executive Vice President, Administrative Vice President, Corresponding Secretary, Executive Secretary, Treasurer, Archivist, and such other officers, if any, as the Executive Committee deems necessary.

(Article II, Section 1 of the Phoenix Chapter By-Laws was amended on February 15, 1995 by adding to it..."It is the intent of the Phoenix Chapter of the Arizona Archaeologica Society to indemnify the board of the Phoenix Chapter.")

Section 2. The Executive Committee shall approve contracts in the name of the Phoenix Chapter. it shall have charge of the business, management, finances and approval of applicants for membership in the Phoenix Chapter of the Arizona Archaeological Society and shall have jurisdiction in all disciplinary matters. it shall enforce the authority given to it under these Bylaws and take any action necessary it deems in the best interest of the Phoenix Chapter.

Section 3. 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 the signatures of both the President and the Treasurer.

Section 4. All written contracts and obligations of the Phoenix Chapter shall be signed by the President and Treasurer, or in their absence, by the officers acting in their place in accordance with these Bylaws.

Section 5. Meetings of the Executive Committee shall be called by the President, and five members present shall constitute a quorum.

Section 6. Any action of the Executive Committee may be overruled by a two-thirds (2/3) vote of the active members present at any general meeting of the Chapter.

Section 7. The President, Executive Vice President, Administrative Vice President, Corresponding Secretary, Recording Secretary, Treasurer, and Archivist shall serve for one year. Directors shall serve a three year term of office. One Director shall be elected each year by vote of the membership.

Section 8. The President shall be the presiding officer at meetings of the Chapter and Chairman of the Executive Committee He/She shall. appoint members of the Chapter to special committees or assignments as necessary. He/She shall exercise all duties and responsibilities commonly associated with the office and such others as are provided for in the Articles of Incorporation of the Arizona Archaeological Society and these By-laws. The President shall, by virtue of the office, be a member of the State Board of Directors.

Section 9. 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 contingency he/she will complete the term of the President.

Section 10. The Administrative Vice President shall act in the absence of both the President and Executive Vice President. in case the office of Executive Vice President is vacated, he/she will complete the term of the Executive Vice President.

Section 11. The Corresponding Secretary shall publish timely notice of all meetings of the Chapter. The Secretary shall prepare and store correspondence, provide information letters and membership cards to new and renewing members.

Section 12. The Recording Secretary shall maintain the minutes of each meeting of the Executive Committee and other special meetings. These Minutes shall be promptly distributed to all members of the Executive Committee.

Section 13. The Treasurer shall be comptroller of the accounts of the Chapter under the direction of the President. He/She shall make collections and disbursements under the supervision of the President and as directed by the Executive Committee. He/She shall submit an annual report in December of each year and such special reports as may be called for by the President and/or Executive Committee. The Treasurer shall receive and register all applications for membership and keep the roll of membership. The accounts of the Chapter shall be audited annually by a committee of two (2) appointed by the President. The Treasurer shall, by virtue of the office be a member of the State Board of Directors.

Section 14. The Archivist shall have custody of, register and report all incoming publications received in exchange, as gifts, or by purchase. He/She shall act as custodian of all records relating to excavations, site locations, maps, collections-of artifacts, and all similar and related records. He/She shall act as President in the absence of the President, Executive Vice President and Administrative Vice President.

Section 15 The Phoenix Chapter shall have an Archaeological Advisor, in accordance with State By-laws, Section 8-C.(Section added by amendment on Feb 15, 1995)

Section 16. -The Directors elected by the Phoenix Chapter to the Board of Directors of the Arizona Archaeological Society will also serve with the officers of Phoenix Chapter as members of the Executive Committee.

Section 17 When vacancies not covered in the previous Sections occur in the Executive Committee, the President shall, with the concurrence of the remaining members of the Executive Committee, appoint a person to fill the vacant office the next regular election.

ARTICLE III

ELECTIONS AND MEETINGS

Section 1. General meetings of the Phoenix Chapter shall be held on the second Thursday of each month, unless otherwise designated by the Executive Committee, at a place and time to be fixed by the Executive Committee. These meetings will be open to the public.

Section 2. Officers shall be elected at a general meeting of the Chapter held prior to December 15th of each year.

Section 3. A Nominating Committee shall be appointed by the Executive Committee during the first quarter of the calendar year. This committee shall present a slate of nominees at the general membership in November of each year.

Section 4. Nominations for candidates for officers and Directors shall also be made from the floor at the November membership meeting. Permission shall be obtained from the candidate prior to his/her name being presented in nomination.

Section 5. Officers shall be elected by a majority of votes cast by members present and eligible to vote. Voting shall be by written ballot. (Amendment on May 19th 1994 added-.....unless a voice vote is approved by the general membership on election day.

Section 6. The terms of office shall begin January 1 of each year.

ARTICLE IV

FINANCES

Section 1. The books and financial records of the Phoenix Chapter shall be kept on a calendar year basis.

Section 2. Annual dues shall become due January 1 of each year. Persons accepted for membership after September 1 in any year shall be considered to have paid dues for the following year.

Section 3. Annual dues for each class of membership shall be determined by the Executive Committee. The annual dues shall include the State assessment fixed by the State Board of Directors.

Section 4. Income from sale of publications, gifts and other sources, together with membership dues, shall constitute the working capital available for operations, publications and other current expenses consistent with the purposes of the Phoenix Chapter.

Section 5. Members will be notified prior to August 1 of each year if there is a change in the assessment of dues for each class of membership.

ARTICLE V

PUBLICATIONS

Section 1. The result of all excavations or other research which is carried out by the Phoenix Chapter shall be reported and filed with the Secretary of the Board of Directors of the Arizona Archaeological Society. A copy shall also be given to the Editor of *The Arizona Archaeologist*.

Section 2. All members shall receive the regular publications for the calendar year covered by their dues. Additional publications may be purchased by members at a rate to be set for each publication.

Section 3. At least one copy of all publications of the Phoenix Chapter shall be kept in the Archives.

ARTICLE VI

AMENDMENTS

Section 1. These Bylaws may be amended by an affirmative vote of a majority of the Executive Committee then in office at a meeting called for that purpose.

Section 2. Amendments may be proposed by the Executive Committee or any active member of the Phoenix Chapter in good standing.

NOTE

Article III, Section 5 of the Phoenix Chapter By-Laws were amended May 19th, 1994, by adding to the last sentence the following words: "...unless a voice vote is approved by the general membership on election day."

Article II, Section 1 of the Phoenix Chapter By-Laws was amended on February 15, 1995 by adding to it..."It is the intent of the Phoenix Chapter of the Arizona Archaeologica Society to indemnify the board of the Phoenix Chapter."

On the same date the Chapter's By-Laws were amended also by inserting a new Section 15 in Article II to state "The Phoenix Chapter shall have an Archaeological Advisor, in accordance with State By-laws, Section 8-C" and the present Sections 15 and 16 shall be renumbered Sections 16 and 17.

TREASURERS DUTIES

GENERAL:

Phoenix Chapter Executive Committee members are expected to represent the interests of the Chapter membership at large and the well-being of the Arizona Archaeological Society. To this end, each member is expected to attend all business and general meeting and execute the responsibilities of this office to the best of his or her ability. Each member of the Executive Committee shall provide advice and counsel to the Executive Committee as a whole and assume specific responsibilities. Each member of the Executive Committee is entitled to one vote at all business meetings.

SPECIFIC RESPONSIBILITIES

It is the duty of the Treasurer to supervise the income and expenditures of the Chapter and to report to the membership concerning the financial status of the Chapter. In part, the Treasurer shall:

Receive and record all income of the Chapter, including all monies and other assets.

- a. This includes sending members names, addresses, e-mail addresses and phone numbers to the State AAS Treasurer for each membership as received during the year.
- b. Mailing a check to the State Treasurer for each membership as received (\$25.00) this year.

Send membership applications and a record of members names, addresses, e-mail addresses and phone numbers to the Corresponding Secretary as received.

Retain membership records and a record of dues payments and dates.

Disburse as authorized, the assets of the chapter and record all such transactions.

Give a monthly account of all transactions that occurred the previous month plus the status of all accounts to the board at their monthly meetings.

- a. Reconcile Bank Statements with the Chapter Checking account and Money Market account.
- b. Give a year end report of all activities concerning the Income and Expenditures of the Chapter. This includes a report to the Chapter CPA (Mike Magnan now). Also a report to the State Secretary for their records. This report must be fairly detailed, all receipts for the year; interest, dues taken in, anything soldg classes,books. Also a detailed report of all disbursements made the previous year.

Serve as a member of the State Board of Directors of the AZ Archaeological Society, but may not hold a formal office on the State Board of Directors.

Fulfill temporary assignments as defined by the Executive Committee and agreed upon by the incumbent.