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# THE PETROGLYPH

## Newsletter of the Arizona Archaeological Society

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### INTRODUCTION TO THE ARIZONA ARCHAEOLOGICAL SOCIETY BYLAW REVISIONS VOTE

This special edition of The Petroglyph is devoted to revisions the State Planning Committee is recommending the Society make to its bylaws.

Article VII of the Society's current bylaws calls for members to be informed of proposed changes by two methods: first, through their posting on the Arizona Archaeological Society (AAS) website ([www.azarchsoc.org](http://www.azarchsoc.org)) and, second, by publication in The Petroglyph at least one month before they are voted on by the statewide board of directors. Several drafts have been posted to the website over the last few months. The Planning Committee's final recommendations can be found in the Member-only section, under Planning Committee Activity. Chapter leaders have been asked to encourage all members to review the proposed revisions, to collect members' comments, and forward them to the Society's statewide leadership. This document is a special edition of The Petroglyph, fulfilling the second requirement.

Why are bylaws revisions needed?

Quite simply, times change and AAS needs to change with them. The bylaws were last updated half a decade ago and some portions of them just don't work very well today. Our membership numbers are declining, as is the number of members willing to take active roles in leading the Society and its chapters. If the AAS is going to survive as an organization we must respond to this core fact.

These revisions have been carefully designed to make our governance and operations more nimble and better able to respond both to the changes that have occurred in recent years and whatever might come in the years ahead, including:

- Consolidating mentions of a single topic so they provide a more complete picture of that topic in one place
- Restructuring of the State Board of Directors and the formal establishment and definition of an Executive Committee
- Reworking several matters related to the Society's finances
- Updating our publications and certification programs, including the broadening of the Certification Department's responsibilities to include member training and education
- Providing for chapters and the State Board of Directors to conduct business by email.

Now is the time for action.

The Society's current bylaws call for amendments to be approved "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." The proposed revisions in this Petroglyph will be voted on, as a whole rather than one-at-a-time, at the Board of Directors meeting in Winslow on April 4, 2015.

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The Board of Directors is composed of the presidents, vice presidents, treasurers, secretaries, archivists, and other directors of each chapter, up to a maximum of seven votes per chapter. If a member of the Board cannot attend the meeting, he or she can give a written proxy to a member of AAS who will be attending.

And this is where you come in. Read these proposed revisions. Decide for yourself whether you believe they will be good for the Society. Then, let your chapter's officers—they make up the State Board of Directors—know how you'd like them to vote.

We recommend that you urge your Board members to vote Yes

The members of the State Planning Committee, who developed these revisions, recognize that these proposals are neither perfect nor complete. We've already heard from members who have suggestions for additional changes.

But we believe these proposals are a good start and will give the Society the basic tools it needs to start making the changes that must be made to address the many serious challenges facing us.

We encourage you to ask your Chapter leaders to vote on April 4 to approve these bylaws amendments.

Glenda Simmons, AAS State Chair, speaking for the State Planning Committee

**BYLAWS OF THE  
ARIZONA ARCHAEOLOGICAL SOCIETY**

*Revised June 4, 2010*

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**ARTICLE I *PURPOSE AND OBJECTIVES***

**Section 1.** The Arizona Archaeological Society Bylaws are for the purpose of implementing the Articles of Incorporation of Arizona Archaeological Society (Revised October 25, 2014).

**Section 2.** The stated objects, purposes and powers of this corporation and the general nature of the business it proposes to transact, as stated in ARTICLE III of the ARTICLES OF INCORPORATION OF ARIZONA ARCHAEOLOGICAL SOCIETY, are herein implemented and further defined to include the following objectives:

- To foster interest and research in the archaeology of Arizona
- To encourage public understanding and concern for archaeological resources
- To protect antiquities by discouraging exploitation of archaeological resources
- To aid in the conservation and preservation of scientific archaeological data and associated sites
- To serve as a bond between the professional and avocational archaeologist
- To increase knowledge and improve the skills of the members in the discipline of archaeology
- To participate in investigations in the field of archaeology and to put the information so obtained into published form
- To publish a journal and such monographs as the Publication Committee deems appropriate

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## ARTICLE II MEMBERSHIP

### Section 1. Membership

~~Section 1-B~~A. 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 **of the Chapter of the applicant's choice.**

~~Section 1-B~~ B. Membership in the Society shall consist of the following classes, with annual dues as indicated in Article ~~IX~~ VII.

ACTIVE MEMBERSHIPS: ~~RECOGNIZED~~ OTHER MEMBERSHIPS

Active-Single Associate

Active-Family Honorary

Active Student Contributing

Active-Junior Member at Large

### Section 2. Active memberships: **Single, Family, Student, Junior**

**Section 2-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.

**Section 2-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 **active** family member, except that publications shall be distributed as though all members of a family constitute a single membership.

**Section 2-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.

**Section 2-D.** Minors at least twelve years of age **who are not a part of a family membership** 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. **Junior members shall not have voting privileges or be eligible to hold office or to serve as members of any committee, subcommittee or Board of Review.**

**Section 3.** ~~Recognized~~ **Other** 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.

~~Section 3-A.~~ Associate membership; is available only to individuals who reside full-time outside the State of Arizona and to institutions or corporations. Dues for Associate Members shall be set **by the Executive Committee** of the Board of Directors:

~~Section 3-B~~A. Honorary members shall be elected by **majority** vote of the Board of Directors. A candidate may be ~~suggested~~ **nominated** by any Chapter Executive Committee member or any single active member of the Society in good standing.

~~Section 3-C~~B. Contributing members shall be any person who desires to contribute ~~Twenty-five Dollars (\$25) or more~~ annually to the Society.

~~Section 3-D~~C. 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 **Executive Committee of the** Board of Directors.

~~Section 3~~4. 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:

~~Section 3~~4-A. The affiliating group shall be dedicated to the pursuance and study of any or all of the anthropological studies and sciences.

~~Section 3~~4-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.

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**Section ~~4~~-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.

**Section ~~4~~-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.~~ **Fees for affiliated organizations will be established annually by the Executive Committee of the Board of Directors.**

**Section ~~4~~5.** 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~~6.** Termination of memberships:

Section ~~5~~6-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.

Section ~~5~~6-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.

Section ~~5~~6-C. Termination of membership shall operate as a release of all rights, title or interest in the assets of the Society.

Section ~~5~~6-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), **and the Chair of the Board, and the State Secretary of the Society State Board of Directors.** The Chair of the State Board of Directors will appoint a committee of not less than three (3) members from the State 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 **State Board of Directors.** The **State Board of Directors** vote will be final. Notice of final disposition of the action by the **State Board of Directors** will be sent to all of the members involved.

**Section ~~6~~7.** 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 ARTICLE I of these Bylaws,** and is performed in a controlled and scientific manner and is in accordance with the **Chapter Manual, Certification Manual,** 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.~~

### **ARTICLE III CHAPTERS**

**Section 1.** 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 **State Board of Directors.** The Chair of the **State Board of Directors** will appoint a committee of not less than three (3) **State Board of Directors** members to evaluate the application and report the information and recommendation to the **State Board of Directors.** Approval of the application will be by affirmative vote of two-thirds (2/3) of the **State Board of Directors** present.

**Section 2.** Chapter

**Section 2-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 2-B.** Any Chapter that fails to have a representative attend one meeting of the Board of Directors during a calendar year can be ~~terminated~~ censured by a majority vote of the **State Board of Directors.**

**Section 2-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

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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 **Training, Certification and Education Department Committee and Chapter Manual**, 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 **Training, Certification and Education Department Committee**. A Chapter may request assistance from the **State Board of Directors** in obtaining an advisor.

**Section 43.** 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 54.** Each Chapter shall furnish to the **State Board of Directors** ~~at the Annual Meeting~~ annually, a list of the Chapter's past year's archaeological field projects **Annual Report as defined in the Chapter Manual**. 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 **of the State Board of Directors**.

**Section 54-A.** Each Chapter shall furnish to the Chair of the **State 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 **State Board of Directors** within two (2) weeks after starting the project.

**Section 65.** A Chapter that is unable to continue as a viable entity within the society and find that they must disband will notify the State Chair of their decision as soon as possible. The State Chair will assign a liaison to work with the chapter to assist them. Any money in the Treasury will be sent to the State Treasurer, along with all Financial Records of the Chapter. Funds may be designated for distribution to one of the Societies Publication Funds or the General Fund. Refer to the AAS Chapter Manual for complete information on Disbanding a Chapter.

**Section 76.** Chapter Executive Committee

**Section 76-A.** Each of the local Chapters shall be governed by an **Chapter Executive Committee** composed of the three Directors from the Chapter, a President, Vice President, Secretary, Treasurer, Archivist and such other officers as the **Chapter Executive Committee** deems necessary. These officers shall be elected from the eligible membership of the **Chapter**.

**Section 76-B.** The **Chapter Executive Committee** may be composed of fewer officers than those named in **Section 7-A**, 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 **Chapter Executive Committee**.

**Section 76-C.** The **Chapter 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 6-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 76-D.** The **Chapter 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 **Chapter Executive Committee** may require two signatures, one of the Treasurer and one of another officer of the **Chapter Executive Committee**, for withdrawals.

**Section 76-E.** All written contracts and obligations of the Chapter shall *may* be signed by the President and/or Treasurer **of the Chapter**, or in the absence of either of these, by the officers acting in their places in accordance with these Bylaws.

**Section 76-F.** Meetings of the **Chapter Executive Committee** shall be called by the President or acting President, and ~~four (4) members~~ **a simple majority of the Chapter Executive Committee members** present shall constitute a quorum.

**Section 76-G.** Any action of the **Chapter Executive Committee** may be overruled by a two-thirds (2/3) vote of the active members at any general meeting of the Chapter.

**Section 76-H.** The President, Vice President, Secretary, Treasurer, Archivist, and any other officers, shall serve for one year. The **Chapter Directors** shall serve for three (3) years, one-third (1/3) being elected each year by vote of the membership of the Chapter.

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Section ~~7~~6-I. The President shall be the presiding officer of the Chapter and the **Chapter** 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 ~~7~~6-J. 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 ~~7~~6-K. The Secretary of the **Chapter** Executive Committee shall give timely notice of all meetings of the Chapter. The **Chapter** Secretary shall keep the roll of membership and shall have custody of correspondence and records except those which fall under the care of the **Chapter** Archivist. The **Chapter** Secretary shall maintain the minutes of each meeting of the Chapter and of each meeting of the **Chapter** Executive Committee. The **Chapter** Secretary shall ~~may~~ receive and register all applications for memberships in the Society forwarded to the Chapter. The **Chapter** Secretary's position may be combined with that of the Chapter Treasurer at the discretion of the **Chapter** Executive Committee. Duties of the **Chapter** Secretary may be assigned to another officer at the discretion of the **Chapter** President.

Section ~~7~~6-L. The Treasurer of the **Chapter** Executive Committee shall be controller of the accounts of the Chapter under the direction of the President. The **Chapter** Treasurer shall make collections and disbursements under the supervision of the **Chapter** President as directed by the **Chapter** Executive Committee. The **Chapter** Treasurer shall submit an annual report ~~in December~~ by January 15 of each year to the Treasurer of the **State** Board of Directors of the Arizona Archaeological Society. The **Chapter** Treasurer shall submit such special reports as may be called for by the **Chapter** President. The accounts of the Chapter shall be audited annually by a committee of one or more appointed by the **Chapter** President.

Section ~~7~~6-M. The **Chapter** Archivist shall have custody of, register and report all incoming publications received by purchase, in exchange, or as gifts. The **Chapter** 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 Chapter** Executive Committee should establish an order of succession, if the offices of President and Vice President become vacant, in the Chapter Bylaws.

Section ~~7~~6-N. ~~Vacancies among the officers of the Chapter 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 another 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—~~

**Section ~~7~~6-ON.** ~~The business of the Chapter may be conducted by electronic mail where appropriate and where supporting paper or electronic records are maintained by the Chapter Secretary.~~

**Section ~~8~~7.** Chapter Elections and Meetings

**Section ~~8~~7-A.** The meetings of the Chapters of the Society shall be in accordance with guidelines established by the **Chapter** Executive Committees. These meetings shall be open to the public.

**Section ~~8~~7-B.** 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 ~~8~~7-C.** 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 ~~8~~7-D.** 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 ~~8~~7-E.** When a new Chapter is formed, **Chapter** officers and three (3) **Chapter** Directors will be elected by the members of the Chapter. One **Chapter** 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~~ **ARTICLE III Section 76-H** for three (3) year terms.

**Section ~~8~~7-F.** All meetings of the Chapter shall be conducted in accordance with **the most current edition** of Robert's Rules of Order. ~~Each Chapter shall have a copy of these rules.~~

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#### ARTICLE IV **STATE BOARD OF DIRECTORS**

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

**Section 2.** The **State** 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 **State** 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. **In the discharge of its duties, the State Board of Directors may conduct its business by electronic mail where it is appropriate and where supporting paper or electronic records are maintained by the State Secretary.**

**Section 3.** Throughout the Bylaws the terms **State** Board, **State** Board of Directors, and **State** 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 **State** Board of Directors shall consist of ~~seven (7) officers~~ **the current President or designated representative from each affiliated member Chapter of the Arizona Archaeological Society and the elected officers of the State Board.** ~~The recognized officers may include any of the following positions: President, Vice President(s), Treasurer, Secretary, Archivist, and Chapter Directors. Each Chapter Officer~~ **President or designated representative shall serve on the State Board of Directors for their respective Chapter terms of office. Each Chapter Director of the State Board of Directors shall have a maximum of seven (7) votes one (1) vote which represents the majority vote of the Chapter Executive Committee except the five elected State officers shall have and one (1) vote by the State Chair which represents the majority vote of the State Executive Committee.**

**Section 5.** The **State** 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. **These elected officers shall constitute the Executive Committee as provided in ARTICLE V below.** 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 **State** 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 May 1st of each year, the State Chair shall appoint a ~~Nominating Committee of at least 3 members, and a Nominating Committee Chair.~~ **The Nominating Committee Chair who** will immediately contact each Chapter President to obtain a list of eligible candidates for each office to be vacated in the coming year.

**Section 5-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.

**Section 5-B.** The Chair of the Nominating Committee shall publish an election notice with at least a partial slate of officers in the September issue of *The Petroglyph* along with postings to the AAS Website. A complete slate of officers should be published in the October issue of *The Petroglyph* and posted on the website as soon as available.

**Section 5-C.** At the ~~October~~ Annual meeting, the Chair of the Nominating Committee shall present the slate of office candidates to the Board of Directors, and begin the election by asking for nominations from the floor for each office. The election will be held and the new officers shall begin their term of office on January 1st of the coming year. The intermittent time will be used to facilitate a smooth transition.

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

**Section 7.** The annual meeting, and such other state meetings as deemed necessary, shall be held at a place designated by the ~~Board of Directors~~ **State Executive Committee.** The place of the meeting may be alternated, among various locations, depending upon availability of suitable facilities. The election of officers will take place at the annual meeting to be held before or on October 31st of each year, with the term of office starting on January 1 of the following year.

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**Section 8-A.** The **State** Chair shall be presiding officer of the Society and of the **State** Board of Directors. The **State** Chair shall appoint members of the Society to special committees or assignments as necessary. The **State** 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 **State** First Vice-Chair shall act as **State** Chair either in the Absence of the **State** Chair or in case the office of the **State** Chair is vacated, in which situation he or she will complete the term of the vacant **State** Chairmanship. The **State** First Vice-Chair will assist the **State** Chair in his or her duties.

**Section 8-C.** The **State** Second Vice-Chair shall act as **State** Chair either in the absence of the **State** Chair and First Vice-Chair, or in case the offices of **State** Chair and First Vice-Chair are vacated, in which situation he or she will complete the term of the vacant **State** Chairmanship. The **State** 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 **State** Board of Directors shall have custody of correspondence and records except those which fall under the care of the **State** Second Vice-Chair. The **State** Secretary shall maintain the minutes of each meeting of the Society and each meeting of the **State** Board of Directors. The **State** Secretary's position may be combined with that of **State** Treasurer at the discretion of the **State** Board of Directors.

**Section 8-E.** The **State** Treasurer shall prepare and submit a ~~complete consolidated statewide~~ financial report to date at the annual meeting of the **State** Board of Directors. A ~~complete consolidated statewide~~ Final Financial Report for the year will be published in the ~~February~~ **March** issue of The Petroglyph and on the webpage as soon as available, ~~and accomplished in accordance with ARTICLE VII Section 1.~~ **Voting Approval of the Final Financial Report by the State Board of Directors** will be by electronic or other means ~~no later than January 31st of the following year~~ **prior to its publication.** The accounts of the Society will be audited each year not more than one month prior to February 1st.

**Section 9.** Bank accounts under the control of the **State** Board of Directors shall be kept in the name of the Society. The **State** Board of Directors may *may* require two signatures, one of the **State** Treasurer and one of another officer of the **State** Board, for withdrawals. **There shall be a limit of \$10,000 for one signature.**

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

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

## **ARTICLE V EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall be comprised of the elected State officers of the Society.

**Section 2.** The Executive Committee shall have full power and authority over the general affairs of the Society, except setting policy, changing the Articles of Incorporation or the Bylaws of the Society which are the responsibility of the full Board of Directors. This authority includes, but is not limited to, general supervision of the affairs of the Corporation (AAS) between its business meetings, fixing the hour and place of meetings, make recommendations to the Corporation (AAS) and shall perform such other duties as are specified in these bylaws. The Executive Committee shall be subject to the oversight of the Corporation (AAS); and none of its acts shall conflict with action taken by the Corporation (AAS).

**Section 3.** The Executive Committee shall report to the Board of Directors all actions taken since the last Board of Directors meeting.

**Section 4.** The Executive Committee shall meet at the discretion of the Chair.

## **ARTICLE VI STATE PLANNING COMMITTEE**

**Section 1.** The **State** 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 **State** Chair, **the State Executive Committee** and the **State** Board of Directors. The committee shall arrive at a consensus of opinion on matters before them by vote prior to furnishing advice or recommendations to the **State** Chair, **the State Executive Committee** or the **State** Board. Their findings shall be presented to the **State** Board of Directors and voting members of the Society.



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**Section 2.** ~~State~~ Planning Committee members shall consist of the ~~State Officers~~ **State Executive Committee**,: the ~~State~~ Chair, two Vice Chairs, Treasurer and Secretary. Also all State Committee **and Department** 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. **Any member may attend a Planning Committee meeting.**

**Section 3.** The **State** Planning Committee shall meet to carry out its business before each ~~the State~~ **Board of Directors** meeting and as often has deemed necessary by the officers to carry out their business.

**Section 4.** The **State** Planning Committee shall be responsible for creating and maintaining an AAS Chapter Manual. Publication of this manual will be on the website with availability to all members responsible for implementing said procedures.

## ARTICLE VII FINANCES

**Section 1.** The fiscal year of the Society shall begin on January 1 of each year, and end on December 31. **The fiscal year-end statewide consolidated accounts and statements of the Society will be completed by January 31<sup>st</sup> after fiscal year end. The financial accounts and statements will be audited annually by a non-State Board member. A brief audit report will be submitted to the State Board of Directors not later than 90 days after fiscal year end.**

**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 **State** 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).

**Section 4-A.** The income from the sale of publications, gifts and other sources, together with dues of Associate Members, Contributing Members, Members at Large, **fees from affiliated organizations**, and a portion of **all** other annual dues to be fixed by the **Executive Committee of the State** Board of Directors, shall constitute the working capital of the **State** Board of Directors. This income is for operations, publications and other current expenses consistent with the purposes of the Society.

**Section 4-B.** 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 **State** Board of Directors, in accordance with **Sections 3** and **4** of this **ARTICLE VII**, 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 **State** Treasurer, under the direction of the **State** Chair, shall prepare a budget for the fiscal year, ~~January 1 through December 31 of each year~~, showing anticipated income and approved expenditures for presentation to the **State** Board at the Annual Meeting. The budget must be approved by the **State** 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 **State** Board before funds for such usages can be expended.

### **Section 7. Funds of the Society**

**Section 7-A.** The Operating Funds shall receive all income from annual dues and investments of the Operating Funds, and all other sources of income of the Society not otherwise designated to be funds attributable to other Society funds upon receipt. The Society shall pay from the Operating Funds all current expenses of the Society as the State Board of Directors may direct.

**Section 7-B.** ~~The~~ Any Endowment Fund shall constitute restricted funds of the Society. The Board of Directors may by simple majority direct transfer of Operating Funds to the Endowment Fund at any time; any funds so transferred shall constitute ~~income~~ a transfer to the Endowment Fund for the period incorporating the date of transfer upon such transfer. The principal of the Endowment Fund shall be continually maintained and reinvested to generate income for the purposes herein contained. Endowment Funds shall not be comingled with other funds of the Society. Except for

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income received by transfer of Operating Funds, or other specific gift, ten percent (10%) of the Endowment Fund's income shall be accumulated and added to the principal of the Endowment Fund each fiscal year. The remaining ninety percent (90%) of the income of the Endowment Fund, together with any of the Operating Funds transferred to the Endowment Fund from time to time, may be expended by the Society, by simple majority of the State Board of Directors, where the expenditure of such funds will be in furtherance of the objectives of the Society. Any income of the Endowment Fund not expended in a fiscal year shall be accumulated and added to the principal of the Endowment Fund. The Society may accept restricted gifts to the Endowment Fund if such restrictions are not inconsistent with the purpose of the Society.

**Section 7-C.** The Publications Fund shall constitute restricted funds of the Society designated for encouraging and informing the public about the archaeology, anthropology, and history of the American Southwest through the support of publications and other media. The State Board of Directors may by simple majority direct transfer of Operating Funds to the Publications Fund at any time; any funds so transferred shall constitute ~~income~~ a transfer to the Publications Fund for the period incorporating the date of transfer upon such transfer. The principal of the Publications Fund shall be continually maintained and reinvested to generate income for the purposes herein contained. If the purposes of Publications Fund cease to exist, the State Board of Directors may by a two-thirds (2/3) majority transfer the principal of the Publications Fund to the Endowment Fund. Publications Funds shall not be comingled with other funds of the Society. Except for income received by transfer of Operating Funds, or other specific gift, ten percent (10%) of the Publications Fund's income shall be accumulated and added to the principal of the Publications Fund each fiscal year. The remaining ninety percent (90%) of the income of the Publications Fund, together with any of the Operating Funds transferred to the Publications Fund from time to time, may be expended by the Society, by simple majority of the State Board of Directors, where the expenditures of such funds will be in furtherance of the objectives of the Fund. Any income of the Publications Fund not expended in a fiscal year shall be accumulated and added to the principal of the Publications Fund. The Society may accept restricted gifts to the Publications Fund if such restrictions are not inconsistent with the purposes of the Fund.

**Section 8.** There shall be a ~~Finance and Investments~~ Finance and Investments Committee composed of no less than three (3) or more than five (5) members of the Society appointed by the State Chair. No two members can be from the same Chapter. In addition, the State Treasurer shall be an ex-officio member. The Committee will establish criteria from time to time to govern the manner of any investment of Society funds. Such criteria shall be ratified by the State Board of Directors at a meeting of said State Board. Proposed changes in the criteria must be published in the Petroglyph at least one month prior to the meeting at which they will be discussed and voted upon. The criteria shall be approved by a majority of State Directors present or voting by proxy at said meeting.

## **ARTICLE VIII 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 Arizona Archaeologist, a peer-reviewed series.

**Section 2-A.** The size, content and frequency of publication shall be governed by available material and cost.

**Section 2-B.** The cover of the publication shall contain the Arizona Archaeologist logo, number of the publication, title, name of author and the date of publication. Ancillary information on the author shall be included as a paragraph on page ii of the publication.

**Section 2-C.** Peer-reviewed ~~publications~~ publications will reflect the work done by members of the Society and Society advisors (when such work is available for publication); and shall be referred to the Chair of the Publication Department through the affiliated Chapter's Executive Committee via the President. In the absence of publishable material from within the AAS, the Publications Chair may solicit manuscripts that would be of interest to the membership of the AAS.

**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.

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**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 ~~p~~Publications Chair.

**Section 6.** At least one copy of all publications of the Society shall be reserved for the archives by the State Archivist and the Publication Chair. Chapters should maintain copies of publications if conditions and facilities are available.

**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 IX TRAINING, CERTIFICATION AND EDUCATION**

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

**Section 2-A.** The ~~Department of Certification~~ **Training and Certification Subcommittee** 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 posted on the website**, and which shall be consistent with most current Bylaws and Articles of Incorporation of the Society.

**Section 2-B.** **The Education Subcommittee shall create and implement an educational programs, by Chapter, for the public, to instill an appreciation and respect for archaeology and archaeological sites in accordance with the objectives of ARTICLE I of these Bylaws.**

**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 ~~and they~~ also should be responsible for submitting new courses, instructors and the names of members attending classes to the Certification Recorder.

#### **ARTICLE X 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.

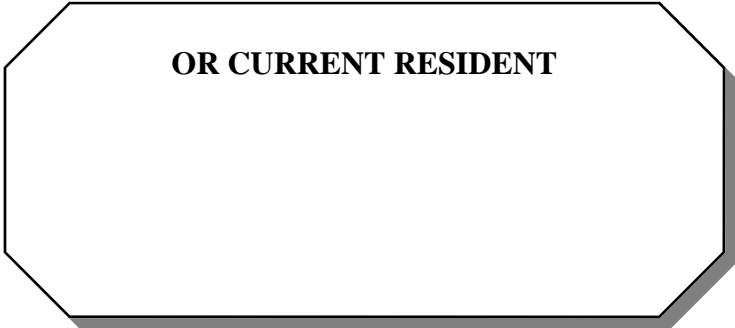
**Section 3.** **Notification of** ~~Proposed~~ amendments to the Bylaws will be published in *The Petroglyph* and **the full text posted** on the AAS website at least one month prior to a Board meeting. Proposed changes will be reviewed and discussed and voted upon at said meeting.



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**OBJECTIVES of the AAS:**

- To foster interest and research in the archaeology of Arizona
- To encourage better public understanding and concern for archaeological and cultural resources
- To protect antiquities by discouraging exploitation of archaeological resources
- To aid in the conservation and preservation of scientific and archaeological data and associated sites
- To serve as a bond between the professionals and the avocational non-professionals
- To increase the knowledge and improve the skill of members in the discipline of archaeology
- To participate in investigations in the field of archaeology and to put the information so obtained into published form
- To publish a journal and such monographs as the publications committee deems appropriate

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