

# SOCIETY RESOURCE GUIDE OF THE ARCHAEOLOGICAL INSTITUTE *of* AMERICA



*Revised August 2014*

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# ARCHAEOLOGICAL INSTITUTE *of* AMERICA AND ITS LOCAL SOCIETIES

## I. AIA MISSION

The ARCHAEOLOGICAL INSTITUTE *of* AMERICA (AIA) promotes archaeological inquiry and public understanding of the material record of the human past to foster an appreciation of diverse cultures and our shared humanity. The AIA supports archaeologists, their research and its dissemination, and the ethical practice of archaeology. The AIA educates people of all ages about the significance of archaeological discovery and advocates the preservation of the world's archaeological heritage.

## II. AIA Vision

“Explore the Past, Inform the Present, Inspire the Future”

The Archaeological Institute of America is passionate about its commitment to:

- Preserve, protect, and interpret the precious record of the human past by employing the highest ethical, professional, and intellectual standards
- Explore and understand the dynamics of past human cultures and environments through the material record
- Strengthen support for the work of practicing archaeologists and the sharing of their findings
- Seek an ever richer understanding of the human past through the integration of multi-disciplinary perspectives
- Embrace a collaborative and inclusive view of archaeology worldwide that recognizes the interests of practicing archaeologists, avocational members, and generally curious minds
- Inspire audiences to engage in learning more about the past to better understand the present, and in support of a more informed future

### AIA Values

#### *Exploration*

#### *Knowledge*

#### *Analysis*

#### *Interpretation*

Archaeologists investigate the material record of past human cultures, analyze the processes that formed them in order to reconstruct past human activities and environments, and interpret their findings to help us understand the present.

#### *Professional*

#### *Expertise*

#### *Ethics*

#### *Accountability*

The AIA expects that archaeologists should commit to the highest standards of ethics and professionalism, and deploy their expertise with integrity in the service of understanding the human past. Archaeologists are responsible for sharing their findings with other researchers and the public

*Connectivity*  
*Engagement*  
*Collaboration*  
*Integration*

Understanding our shared past brings the public and archaeologists together for the benefit of all. Archaeology is a collaborative enterprise that is strengthened by the engagement of multiple perspectives. Insights from many disciplines ensure a comprehensive understanding of the human past.

*Passion*  
*Inspiration*  
*Stewardship*

Archaeologists and the public share a passion for exploring the past. Knowledge of the past informs and inspires people in the present. Responsible stewardship of the archaeological heritage will ensure that it is preserved and interpreted for the common good.

### **III. INTRODUCTION**

Local Societies are created by AIA members to promote and advance the Institute's mission in their local communities, promote the outreach and educational goals of the organization, and maintain national programs like lectures and International Archaeology Day. The first Local Society was established in Boston in 1884. Today the AIA has 110 chartered Local Societies and several more in formation. Societies reflect the Institute's unique character as an organization that welcomes both professionals and interested avocational members. A majority of society members are not archaeological professionals. For these members, participation in society programs is an important aspect of their involvement with archaeology.

The purpose of this document is to provide guidance on creating new Local Societies and to provide both new and seasoned society officers with general information, ideas, and examples useful to carrying out the responsibilities of maintaining a healthy society. The main components of the document are AIA background, society set-up and organization, AIA programming including the Lecture Program and additional events, and financial information. Included is a general AIA calendar that society officers may wish to consult as they plan events and activities for their societies. Please check the AIA website frequently for updates and additional information that could be pertinent to your society.

Society organization, activities, and programs vary considerably depending on size, location, and available resources. The AIA website, [www.archaeological.org/societies](http://www.archaeological.org/societies), lists all of the Local Societies and provides a contact for each one. Many societies maintain their own website and/or Facebook page and links to these are also provided on the AIA website. Checking a Local Society's website is an easy way to keep abreast of what other societies are doing and how they are organized.

The Vice President for Societies oversees the AIA Local Societies, and is assisted by the Society Trustees—members of the AIA Governing Board—and the Societies Committee. The Societies Committee, which continually reviews the Institute's programs and benefits for Local Societies and members, has the responsibility of recommending to the Governing Board or the President ways of improving membership benefits that in turn support the aims and best interests of the

Institute as a whole. In addition the Committee is charged with monitoring society membership, lecture attendance and programs. Where it can do so the Committee will support societies with programs such as a mentoring program to encourage and aid the societies in being increasingly effective in furthering the AIA's mission.

#### **IV. SOCIETY GOVERNANCE**

##### **Vice-President for Societies**

Ann Santen

##### **Society Trustees**

Arthur Cassanos

Michael Hoff

James Jansson

Margaret Morden

##### **Societies Committee:**

Overseeing Officer: Ann Santen, Vice President for Societies

Chair, Ann Santen (ex officio)

Staff Liaison, Meredith Anderson Langlitz

##### **Current Members:**

Arthur Cassanos (ex officio)

Cynthia Colburn (2015-2018) Term 2

Sabrina Higgins (2016-2019) Term 1

Michael Hoff (ex officio)

James Jansson (ex officio)

Robert Koonce (2016-2019) Term 1

Paula Lazrus (2015-2018) Term 2

Margaret Morden (ex officio)

Donald Morrison (2014-2017) Term 2

Connie Rodriguez (2016-2019) Term 1

Vanessa Rousseau (2014-2017) Term 2

David Seigle (2014-2017) Term 1

## V. SOCIETY STRUCTURE

### A. What is a Society?

The Archaeological Institute of America and its Local Societies exist to support and promote archaeology, its practitioners, and their work. The Institute's outreach in this effort is national and international whereas the outreach done by societies tends to be local. Although the AIA and Local Societies are independent entities—none exercising control over the others—the contents of this guide illustrate how the entities work together to promote the Institute's mission.

The Regulations of the AIA provide for Local Societies as follows:

“In order to facilitate the conduct of the affairs of the Institute, and to accomplish the purpose of its creation, the Council may permit the members in a particular geographical region to form themselves into an affiliated society of the Institute upon such terms and conditions as the Council may prescribe. Such affiliated societies shall have only those powers conferred by the Council, and no affiliated society shall have the power to create any obligation against the Institute or the property of the Institute.” (Article III, Section 1.)

Only society-level members can affiliate themselves with a Local Society. Membership in a society is generally assigned when a person joins the AIA at the society-level and is based on geographical proximity. Subscribing members do not belong to societies. Societies enable AIA members to participate directly in the programs of the Institute and to communicate with the national organization, as well as with other like-minded people in their communities.

Although the AIA offers guidelines for electing officers and maintaining various aspects of society operations, each society eventually develops its own character and its own methods. In some societies, the majority of the members are avocational, while in others, professional members are the larger part; both are equally successful. While each society is different, the information in this guide should be useful to all and we encourage society officers to contact the AIA office in Boston with any questions.

### B. The Operation of Societies

#### 1. Start-up

*The following was originally submitted by AIA member and society officer Eric H. Cline and has since been updated by AIA trustees and staff. Dr. Cline was instrumental in setting up the San Joaquin Valley Society, which received its official charter in December 1994.*

So, you want to start your own AIA Local Society, but have no idea how to go about it? Here are the steps to forming a society:

1. Contact the AIA office in Boston and inform the Director of Programs of your intention to form a society and provide the location (city) for your proposed society.
2. Request membership brochures that you can distribute or mail to potential members. You can download an electronic version of the brochure from the AIA website.
3. You can also request the following from the AIA office:

- a. Mailing addresses for all ARCHAEOLOGY magazine subscribers within your desired geographical boundaries. Over 200,000 people subscribe to ARCHAEOLOGY, and the list of subscribers in your geographical area is an excellent way to find members. Please provide the AIA office in Boston with the postal codes for the areas in which you are interested.
  - b. Mailing addresses for all “at-large” AIA members (i.e. those who belong to the organization but are not already affiliated with a society) in your locale.
4. Using the mailing addresses, send out a letter announcing the formation of a new local AIA society and invite the addressee to join (NB: mailings will probably be at your own expense, since you have no treasury yet). You should send out two different versions of the letter, as follows:
    - a. One version to all ARCHAEOLOGY magazine Subscribing Members who are not yet members of an AIA Local Society; a membership brochure or at least a printout of the AIA Membership Form should be included with each letter. An electronic version of the brochure is available from the membership section of the AIA website.
    - b. One version to all the “at-large” AIA members in your locale, asking if they will agree to affiliate with your new society rather than remaining at-large; a tear-off form or separate sheet which they can fill out and send to Boston on their own will be extremely helpful.
  5. As you receive positive responses to the above letters, or as you receive notice of new members from the AIA office in Boston (which are sent once a month), send each new member an individual letter of welcome and thanks!

Despite these efforts, you may still need to recruit a few more people to reach the threshold of 50 members. There are several things that could help with this:

- a. Organize an event and invite your new members and others from the general public to attend. Encourage non-members to join the AIA and your society.
- b. Ask current members to spread the word and recruit new members.
- c. Raise funds to provide gift memberships to potential members
- d. Create a website for your society and use it as a way to publicize your efforts and activities.
- e. Consider the use of social media to help with the recruitment process. Create a Facebook page for your society.
- f. Contact the AIA office in Boston for advice and assistance.

Arrange a consistent meeting/lecture place—at a university or college, museum, church or synagogue, or other large hall—which can hold at least 100 people and to which people will become accustomed. The venue should be ADA accessible and have audio-visual equipment. At

the meetings, have plenty of membership brochures on hand and have someone ready to explain membership benefits, etc. As noted above, brochures can be obtained from the AIA office in Boston.

Write yet one more version of the “invitation letter,” to be sent out to any interested parties who may hear about the new society after the initial formation is already in progress.

Once you have members and/or prospective members, we suggest collecting email addresses and sending information electronically whenever possible. This will save time and money and is a great way to build a network of society members.

## 2. Founding a New Society

The following policies were adopted by the Executive Committee at its April 26, 1980 meeting and approved by the Council at its December 28, 1980 meeting (*Bulletin*, vol. 72).

a. The prospective society will:

- (1) Submit to the AIA office in Boston 25 or more society level memberships; also include any Lifetime memberships. Members transferring to the prospective society from another affiliated society may be listed in the rolls of the prospective society but cannot be counted at this stage. Members transferring from the At-Large category will be counted.
- (2) Select a name for the new society according to the formula: Archaeological Institute of America—XYZ (local area) Society. **The AIA office in Boston must approve the selected name.**

b. When the above requirements are met, the AIA office in Boston will:

- (1) Send the prospective society a \$100 starter fund and a single lecturer; it will also provide help and advice for attracting more members to the society and for raising funds locally. Headquarters will also request a specific accounting of the expenditure of the starter fund.
- (2) Enter all submitted memberships into the system as affiliates of the prospective society and begin sending the prospective society all membership printouts and other materials regularly produced for the societies.

c. The prospective society is now considered to be in formation. To receive a charter, the prospective society will need to:

- (1) Show an active membership of 50 or more members.
- (2) Formulate and present to the AIA office in Boston local regulations or bylaws which include provisions for election of local officers and the conditions for holding those posts.

d. If a prospective society meets all the requirements, the AIA Executive Director will petition the Executive Committee on behalf of the society for its recommendation that the

AIA Council charter the society. Upon approval of the Council, the society will be granted its charter and become an affiliated society of the AIA in good standing.

### **3. Maintaining Active Status**

Upon becoming an affiliated society of the AIA, a society should try to maintain at least 50 members to ensure continued viability. We realize that membership numbers fluctuate over time, and therefore accept 35 as the minimum necessary to maintain active status, with the idea that the society is working on rebuilding membership levels back to 50. Societies will be urged to maintain an active membership of no less than 35 in order to remain in good standing. Societies below 35 can work with the AIA office in Boston to find ways to increase their membership.

An active membership shall have the following rights, privileges, and obligations:

- (1) An active society is subject to all terms and conditions prescribed by the Regulations, the Council, the Governing Board, the Officers, and AIA office in Boston.
- (2) An active society is entitled to fully participate in all programs established for the affiliated societies, including the Lecture Program and any programs that shall in the future be created for the benefit of the societies.
- (3) An active society shall be able to name representatives to the Council.
- (4) An active society shall receive an annual rebate based on its membership count of June 30 each year. The membership count shall be determined by the Institute's membership computer system.

Society officers will be notified if the society's membership level drops below 25 and will be encouraged to work with the AIA office and/or the Societies Committee to increase membership.

If a society's membership falls to 10 or below and remains at that level for 12 consecutive months, the society will be considered INACTIVE.

An INACTIVE society will not be eligible to participate in any AIA programs established for the affiliated societies.

An INACTIVE society will continue to receive the annual rebate for one year after being declared INACTIVE. After one year, if the society has not been reinstated in good standing, the annual rebate will be terminated.

### **4. Reinstatement of Active Status**

In order to be reinstated as an affiliated society of the AIA in good standing, an INACTIVE society must meet the following requirements:

- (1) Show an active membership of at least 35 for three consecutive months while aiming for a goal of 50.
- (2) Present bylaws providing for the election of officers and other local regulations, if not done in the past.

(3) Submit a request to the Executive Director to petition the Governing Board for reinstatement to ACTIVE status.

If an INACTIVE society meets all the requirements for reinstatement, the Executive Director will petition the Governing Board to consider its case and upon approval, the society will be reinstated to ACTIVE status.

## 5. Successful Societies

The AIA defines active societies as ones that have 35 or more members but “successful societies” are not simply determined by money in the bank, by the number of programs sponsored, by the attendance at these programs, nor by the size of membership. Success is dependent upon individuals who are willing to take on leadership roles, who are willing to work together and share responsibilities, who are willing and able to cultivate interest in archaeology and the AIA, who have a love of archaeology, and most importantly, who embrace the mission of the AIA. Leaders for the local societies need to have ideas and need to lead; they do not need to create a new “vision” for the local society. Successful leaders empower others, delegate, see and assess the big picture, and are creative. Their leadership team needs diverse opinions, talents, abilities, and skill sets. In addition, successful societies are able to integrate professional members and members of the general public as well as sustain an interest in archaeology in order to build an engaged audience over time. Where it can do so, the Societies Committee will support societies with programs such as a mentoring program to encourage and aid the societies in being increasingly effective in furthering the AIA’s mission.

“Unsuccessful societies” often have a dysfunctional organizational structure: one or two people tend to do everything; the people in the leadership positions may not get along; money may be squandered and/or lost; there is no vision for the society; and there are few if any programs. In addition, leadership can become stale with little or no effort made to encourage others to be officers. Further, while there may be a sizable membership, attendance at events is minimal.

## C. Membership

### 1. Levels

Below is a table of the different society membership levels and current pricing (as of FY 2011, all memberships include ARCHAEOLOGY magazine):

Lifetime Membership (includes ARCHAEOLOGY) w/ AJA	TBD TBD	
	<u>1 Year</u>	<u>2 Year</u>
Society Membership (includes ARCHAEOLOGY) w/ AJA	\$70 \$150	\$130 \$290
	<u>1 Year</u>	<u>2 Year</u>
Student Membership (includes ARCHAEOLOGY) w/ AJA	\$40 \$80	\$75 \$155

AJA subscribers have the option to receive their journals in either print, electronic, or a combination subscription. Print and electronic versions cost the same amount; a combination print/electronic subscription is available for an additional \$10.

ARCHAEOLOGY subscribers can also choose to receive their subscription electronically. Print and electronic versions cost the same amount and there is currently no combination subscription option for ARCHAEOLOGY.

## 2. Incentive Programs for Societies

### a. New Member Reward

AIA awards extra funds to societies for each new member they recruit. The current rates are:

Membership Type	Incentive Money to Society
Membership with ARCHAEOLOGY	\$20
Membership with AJA	\$30
All Student Memberships	\$5

### b. Membership Rebates

AN ANNUAL MEMBERSHIP REBATE IS SENT EVERY SEPTEMBER AND IS BASED ON THE NUMBER OF ACTIVE MEMBERS IN YOUR SOCIETY AS OF JUNE 30TH OF THE PRECEDING FISCAL YEAR. SOCIETIES RECEIVE \$3 FOR EACH MEMBER.

## 3. Subscriber Upgrades

ARCHAEOLOGY subscribers are also AIA members, but are not affiliated with a society. These subscribing members have the option to upgrade, however, to a society level membership for only \$40.00. Those subscribers who opt to upgrade will continue to receive the magazine and can join a local society and receive all the discounts and other benefits available to AIA society members. *An individual must be a current subscriber to be eligible for the upgrade.* Upgrades can be done online at [www.archaeological.org/membership/upgrade](http://www.archaeological.org/membership/upgrade), or by calling the Membership Department at 617-353-8705.

## D. Membership Maintenance

### 1. Keeping Local Records

Each society should maintain records of its membership based on the membership lists provided by the AIA Membership Department. Establishing a local database is an invaluable tool for managing your membership records. Before inputting information into a database, decide what you want to know about a person and how you want to be able to retrieve that information. Useful things to include in addition to the information provided by the AIA office in Boston are date the person joined the society, interests of the individual, lectures attended, and local contributions. To avoid confusion and the generation of multiple lists, we recommend that one person be in charge of maintaining the local membership list.

The AIA office in Boston sends an updated society roster to societies monthly. These lists are sent electronically to most societies as an Excel file.

The Membership Department can generate society member labels. These can be requested once a year at no charge; additional label requests can be ordered (call office for current pricing). Societies can also request mailing labels for ARCHAEOLOGY subscribers instead of society member labels; either one is free once per year. For additional requests of ARCHAEOLOGY

subscriber labels or if your society wants to order additional labels for its members, please send your request to the Membership Department.

## **2. Increasing and Keeping Members**

People join organizations because they identify with a cause, are interested in certain topics, or enjoy socializing with people with similar interests. Strong societies fulfill one or more of these needs and put effort into cultivating their members.

### **a. Increasing Membership**

- (1) Actively recruit new members: create a Facebook page for your society and encourage people to attend events and activities; create a website for your society and make sure that it contains updated information; position a member at a table at your event (outside the lecture hall, for instance) that can answer questions about the AIA and sign up new members on the spot.
- (2) Advertise your lectures and special events in local papers and community calendars (both print and online). Many of these local resources are free.
- (3) Get the society's name out to the community by organizing outreach programs; volunteering at schools and museums; sponsoring joint symposia or other programs with your local museum or university. See the Society Programs Guide (available on the AIA website) for more ideas.
- (4) Send lecture announcements and invitations to local people who subscribe to *ARCHAEOLOGY* magazine and are not society members. Societies can request one set of labels for local *ARCHAEOLOGY* subscribers each year. These can be used for newsletters, flyers, and other publicity mailings. Each label set may only be used once; it is not to be duplicated for any purpose. For more information, please contact the Membership Department and let them know what postal codes you are interested in.

### **b. Keeping Members**

Once someone becomes a member of a society, it's important to keep them interested so that they will renew one year later. Here are some ideas to keep your local membership excited about your society. Note: Please see Section IV: D "Local Fundraising for Operations" if additional funds are required.

- (5) Keep in touch. Above and beyond the lecture announcements and local newsletter, write personalized e-mails or letters to your members. If your society has a social media presence, such as Facebook, be sure to provide regular updates. Welcome new members with a letter as soon as they join, letting them know about forthcoming events. When members have not renewed, let them know that you are aware of this and furthermore, let them know what they will be missing.
- (6) Host social events/gatherings for members. For example, the Los Angeles County Society regularly has a new members' garden party.

- (7) Welcome new members at lectures. Introduce yourself and invite them to the reception following the lecture.
- (8) If your lectures take place after dark, offer an escort service back to the parking lot for those who have driven alone.
- (9) Organize study groups. For example, the Long Island Society offers small study groups on certain archaeological topics. These small sessions are held at members' homes.
- (10) Organize activities like tours to local museums and archaeological sites. See the Society Programs Guide (available on the AIA website) for more ideas.

If you have been successful in attracting new members and/or providing increased programs for your members, please share your ideas and comments with us! The *AIA Membership Messenger* is geared specifically for society officers. It features updates on society news, ideas for your society, helpful strategies and general feedback from other society officers. Mailed monthly with the Society Update (a listing of your new or renewing members), it can be a valuable resource for your society. Please send your comments and ideas to [membership@aia.bu.edu](mailto:membership@aia.bu.edu).

## **E. Working Models**

Every society of the AIA is unique with considerable variation in sophistication of structure and programs. Some societies have become incorporated or have a letter of tax exemption under Section 501(c) (3) of the Internal Revenue Code. Others function more as clubs or as special interest groups within a college or university structure. In many cases, a host institution (academic or museum) may absorb some of the expenses that occur during a year's programming; other societies fund their programs independently. However, all societies have certain elements in common, such as elected society officers, bylaws, and the lectures provided by the Lecture Program.

### **1. Society Officers**

The AIA office in Boston requires certain information from the societies on a periodic basis, ranging from the topics of lectures that your society wishes to have, to the names and addresses of your society's officers.

Although the AIA office in Boston does not regulate society officer titles, we do request that certain officers perform specific duties. When you complete the Officer Update forms, please keep the following guidelines for officer positions in mind and include the information for the person whose duties most closely resemble those listed below:

- President: Oversees the society.
- Vice-President: Assists the President.
- Program Coordinator: Plans the programs of the society and takes care of all local details involved in hosting AIA lecturers in conjunction with the AIA office in Boston.

- Secretary: Maintains the records for the society. The Secretary will receive an updated membership roster four times a year from the AIA office in Boston. Supplements of new members and renewals are mailed each month. *If you want other society officers to also receive these notifications, please inform the Membership Department and provide the names of the additional recipients.*
- Society Contact: Serves as information source about the society's activities to the public. Please note that the Society Contact's name, phone number, and email address are published on the AIA website.
- Treasurer: Responsible for the funds of the society. The rebate and incentive checks and any National Lecture Program opt-out checks for the society will be mailed to the Treasurer unless otherwise specified.

Many societies have additional officers to assist them in their activities. Some society officers have overlapping duties; please indicate on the forms provided all the duties an officer is responsible for at your society. If a person in your society fulfills more than one position (such as Treasurer/Vice-President) please include this information as well. If you have questions regarding the duties of officers and how they interact with the AIA office in Boston, a list of AIA Staff and their responsibilities to the societies is included in Section VIII.

The following is an example of a society officer structure:

Officers:

- President
- Vice-President
- Secretary
- Treasurer
- Program Coordinator

Other Members of the Administrative Committee:

- Student Board Member
- Newsletter Editor
- Outreach Chair
- Membership Chair

Officers are elected by the society members. Other members of the administrative committee are generally elected by society members but could be appointed by the elected officers. Terms for these individuals vary with some societies holding elections annually and others electing officers for multi-year terms. One re-election is customary for the President. Often the Vice-President is nominated for President.

Other Directors (appointed by the President (terms vary by society), often previous officers):

- Legal Advisor
- Social Chair
- Travel Chair
- Past President—if able and willing
- New and Veteran members—to give and get experience before they become officers
- Some Societies have Refreshments Committee or Chair

IMPORTANT: Please keep the AIA office in Boston informed when your society elects new officers via the “Officer Update Form” on the AIA website.

## 2. Bylaws

In compliance with the policies outlined for the operation of societies, each chartered society should have on file at the AIA office in Boston a copy of its bylaws.

Bylaws are a set of rules adopted by an organization chiefly for the governance and regulation of its affairs. Your society must have bylaws or articles of incorporation if it applies for federal tax-exempt status or for incorporation in your state. State laws dictate what must be included in bylaws; for example, state laws may require a minimum number of officers. You can find your state’s laws governing non-profit corporations online, at your local public library, or they can be obtained, at no cost, from the office of your state’s Secretary of State (see also Section V: Financial Matters). State requirements aside, a set of bylaws should include the following:

- a. the full, official name of the organization
- b. the purpose of the organization
- c. the definition of membership in the organization
- d. the officers, their duties, method of their selection, terms of office, and method for removal of officers
- e. when meetings will be held and how often
- f. when elections will be held
- g. how committees will be chosen
- h. how the bylaws can be changed
- i. dissolution clause

Many how-to books and resources about starting and running non-profit organizations are available in your local public library and online. These contain more information about matters such as drawing up bylaws, identifying which officers an organization needs and their duties, establishing bank accounts, obtaining non-profit status, running a meeting, and the like.

*The officers of the AIA Local Society-Washington, D.C. modified their bylaws in March 2012 and allowed them to be included in this guide. These appear below and can serve as an example for any Society that is creating or revising their bylaws. Each society’s bylaws may be shorter or longer, depending on their needs and the laws of their state. **This is just a sample. Your society may have specific needs that are not addressed in these bylaws.***

*Please note that while the D.C. Society’s bylaws do not commit the society’s remaining funds to a particular nonprofit organization in the case of dissolution, many societies have opted to leave their funds to the AIA with a clause stating that “In the event of dissolution of the Society, any funds belonging to the Society at the time of dissolution, after all bills have been paid, shall be given to the Archaeological Institute of America.”*

**BY-LAWS OF THE WASHINGTON DC SOCIETY OF  
THE ARCHAEOLOGICAL INSTITUTE OF AMERICA**

*Adopted: 2 February 1948; Revised: 10 June 1952; June 1973; June 1977; June 1991; 6 March 2012*

**Article I**

Name

1.1 The name of this organization shall be the Washington DC Society of the Archaeological Institute of America, hereinafter sometimes referred to as the Society.

**Article II**

Affiliation

2.1 The Washington DC Society shall at all times function under the auspices of the Archaeological Institute of America (hereinafter referred to as AIA) and shall not adopt changes in these bylaws which would conflict with the Charter and Regulations of the Archaeological Institute of America.

**Article III**

Purpose

3.1 The purpose of the Society shall be to promote knowledge and study of, as well as interest in, archaeology and related subjects, and to further the aims and programs of the Archaeological Institute of America.

**Article IV**

Membership and Dues

- 4.1 The membership of the Society shall consist of residents and students of the Greater Washington DC Area who are members in good standing of the Archaeological Institute of America.
- 4.2 Members of the Society who reside outside of this area may hold membership in the Washington DC Society providing they remain members in good standing of the Archaeological Institute of America.
- 4.3 The classes of membership shall be prescribed in the Regulations of the Archaeological Institute of America. Dues are paid directly to the national office of the AIA.

**Article V**

Administration

- 5.1 The administration of the Society shall be vested in the following elected officers: President, Vice-President, Secretary, Assistant Secretary, Treasurer, and National AIA Liaison.
- 5.2 These officers shall serve for one year, and are eligible for reelection.
- 5.3 Duties of Officers

As executive officer of the Society, the President shall preside at all meetings and shall carry out the decisions of the Executive Committee (see 8.1) and the Society. In consultation with the Executive Committee, the President shall be responsible for overseeing the lecture season and delegating related tasks as necessary. This includes corresponding with the speakers, assisting speakers with local travel, and arranging for hospitality while speakers are in the DC area.

The Vice President shall oversee planning and local arrangements for the lectures, including reserving rooms and equipment, planning for any dinners and/or refreshments, and making other arrangements as needed. The Vice President shall also serve as Chair of

the Howland Lecture Committee. In the absence of the President, the Vice President shall serve as President, and if the Vice President is not available, a member of the Executive Committee shall serve.

The Secretary shall maintain files with important society documents, keep minutes of business meetings and Board meetings of the Society, give notice to the membership of all meetings of the Society, supervise dissemination of information through other means such as letters, flyers, and posters, and keep a roster of membership. This roster must be updated based on the roster sent from the headquarters of the AIA. The Secretary is also responsible for receiving election ballots, tallying ballots, and reporting results at business meetings.

The Assistant Secretary shall be responsible for administering the competition for the Elizabeth Craft Student Travel Fellowship and for other matters as requested by the Secretary.

The Treasurer shall handle the funds of the Society, including monitoring the endowed funds of the Society, keeping records of transactions and expenditures of the Society, reimbursing officers and members for expenses incurred for Society programs, overseeing Society tax matters, and preparing budget reports for Board meetings and business meetings.

The National AIA Liaison shall work with the President and Vice President and be responsible for maintaining communication and relations with the main office of the AIA.

- 5.4 There shall be a Board of Governors consisting of the above-named officers and of nine other persons. The members of the Board of Governors, except the officers, shall serve for three years, one third of the members being elected each year. In addition, a President upon retirement automatically becomes a member of the Board of Governors for two years. The duties of the Board of Governors shall be to determine the number, time, and place of meetings, to provide lecturers, and in general, to manage the affairs of the Society, except such functions as are inherent in the duties of the officers listed above. The Board of Governors may, in addition, propose for election as Honorary President a person of distinction in the archaeological field.
- 5.5 All officers of the Society may appoint committees as provided for by Article 8.3.
- 5.6 Vacancies among officers or in the membership of the Board of Governors, which occur between annual business meetings, shall be filled by appointment of the President. Persons so appointed shall hold office until the next business meeting.

## **Article VI**

### **Elections, Assumption of Office, and Removal from Office**

- 6.1 The officers and members of the Board of Governors shall be elected by any combination of mail ballot, electronic ballot, and vote at a meeting called for that purpose by the President in accordance with the decision of the Executive Committee or at the annual business meeting.
- 6.2 The election shall be held in the spring of each year between early March and early May, the time, place, and date to be determined by the Board of Governors.
- 6.3 Elected officers shall assume office as of the last Board meeting in the spring or June 1 following their election, whichever occurs first.
- 6.4 In order to hold office or serve a term on the Board of Governors, all members of the Board of Governors must provide a signed statement indicating their acceptance of and adherence to

the AIA's Code of Ethics, Conflict of Interest Policy, and, in the case of professional members, the Code of Professional Standards.

- 6.5 Any Officer or member of the Board of Governors may be removed at any time by a confidential written two-thirds vote of the remaining members of the Board of Governors, by procedures established by the Board of Governors, if, in their judgment, such member of the Board of Governors, either by neglect, lack of interest or other cause, shall not have adequately attended to his/her duties or acts in violation of the Regulations, Code of Ethics, the Conflict of Interest Policy, or the Code of Professional Standards of the AIA.

## **Article VII**

Delegates to the Council of the Institute

- 7.1 In accordance with Article IV of the Regulations of the Archaeological Institute of America, the Washington DC Society may select one delegate to the Council of the Institute for its first 25 members and one further delegate for each additional 50 members. The President of the Society is also a delegate, in addition to those selected.
- 7.2 The Society's delegates shall be appointed by the President. Since the number of delegates to which the Society is entitled varies with the Society's membership, delegates will be designated as "Delegate #1", "Delegate #2", etc. Delegate #2 will not serve if, according to the Institute's records at the time the list of the Councilors is being constituted, the Society's membership has dropped below 75.

## **Article VIII**

Committees

- 8.1 The Executive Committee shall be the executive organ of the Society. It shall consist of the President, Vice-President, Secretary, Assistant Secretary, Treasurer, and National AIA Liaison.
- 8.2 A Nominating Committee shall be appointed annually by the President. It shall consist of at least two members of the Society and shall nominate the list of nominees to serve as officers and members of the Board of Governors for the ensuing year. The Nominating Committee shall distribute a list of nominees to the membership at least two weeks prior to the scheduled election.
- 8.3 Ad hoc or standing committees may be appointed as necessary by the officers of the Society to help with the fulfillment of their duties. All committees must receive the approval of the Executive Committee at its next meeting to remain in force.

## **Article IX**

501(c)(3) Tax Exempt Status

- 9.1 No part of the earnings of the Society shall inure to the benefit of, or be distributed to, its members, governors, or officers, or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the charitable and educational purposes of the Society. No substantial part of the activities of the Society shall be the carrying out of propaganda, or otherwise attempting to influence legislation, and the Society shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these By-laws, the Society shall not carry on any activity not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States internal revenue law) or by an organization contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States internal revenue law).

## **Article X**

### Meetings of the Society

- 10.1 The meetings of the Society shall present lectures by visiting lecturers from the Archaeological Institute of America and such other programs as the Executive Committee shall consider appropriate. Such meetings must be open to the public.
- 10.2 An annual business meeting shall be held for the election of officers and members of the Board of Governors for the ensuing year, for the presentation of reports on the Society's activities, reports on membership and finances or and for consideration of other appropriate matters. The annual business meeting will be scheduled by the President and the Executive Committee with the agreement of the Board of Governors. The annual business meeting should take place between early March and early May. Written notification shall be given of the time and place of the annual business meeting to all members at least thirty days prior to the meeting.
- 10.3 If elections do not occur at the business meeting, the Executive Committee will arrange for an election of officers and members of the Board of Governors by mail or electronic ballot.
- 10.4 Other business meetings may be called at any time by the President with the approval of the Executive Committee provided thirty-day notice is given to members.

## **Article XI**

### Dissolution

- 11.1 Upon the dissolution of the Society, the Board of Governors shall, after paying or making provision for payment of all of the liabilities of the Society, dispose of all of the assets of the Society exclusively for charitable and educational purposes, or to such organizations organized and operated exclusively for charitable and educational purposes as shall at the time qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States internal revenue law), as the Board of Governors shall determine. Any such assets not so disposed of shall be disposed of by the court of the requisite jurisdiction in the District of Columbia exclusively for charitable and educational purposes or to such organizations as the court shall determine which are organized and operated exclusively for such purposes.

## **Article XII**

### Liability

- 12.1 Except as otherwise provided by law, no member of the Board of Governors or Officer of the Society serving without compensation shall be liable to any other person other than the AIA based solely on such member of the Board of Governors' or Officer's conduct in the execution of such office unless such conduct constituted gross negligence or was intended to cause the resulting harm.
- 12.2 All persons, corporations and governmental entities extending credit to, or contracting with, or having any claim against the Society, the Board of Governors, or the Officers shall look only to the funds and property of the Society for the payment of any such contract or claim, or for the payment of debt, damage, judgment or decree or of any money that may otherwise become due or payable to them from the Society or Board of Governors, so that neither the members of the Board of Governors or Officers of the Society, present or future, shall be personally liable.

**Article XIII**

Non-Discrimination

13.1 The Washington DC Society of the Archaeological Institute of America shall not, in its conduct of society affairs, restrict or limit participation on the basis of race, color, religion, sex, age, national origin or sexual orientation.

**Article XIV**

Amendments

14.1 These bylaws may be amended by mail or electronic ballot. Amendments shall pass by a two-thirds majority of valid ballots returned. Alternatively, these bylaws may be amended at any business meeting of the Society, provided notices of the meeting and the proposed amendments have been provided to all members by the Board of Governors at least thirty days before the date of assembly. Provisions shall be made for voting by proxy, or by mail, on the part of members who are unable to attend the meeting. Amendments voted on at a business meeting shall pass by a two-thirds majority of the votes received via mail or electronic ballot prior to the business meeting plus the votes of those present at the business meeting.

**3. Articles of Incorporation**

**The following is an example of Articles of Incorporation:**

We, the undersigned,

*Names* *Addresses*

being natural persons of the age of twenty-one years or more and citizens of the United States, for the purposes of forming a corporation under the “General Not For Profit Corporation Act” of the State of \_\_\_\_\_, do hereby adopt the following Articles of Incorporation:

1. The name of the corporation is ARCHAEOLOGICAL INSTITUTE OF AMERICA, \_\_\_\_\_ SOCIETY, INC.
2. The period of the duration of the corporation is perpetual.
3. The address of its initial Registered Office in the State of \_\_\_\_\_ is *c/o name, address* and the name of its initial Registered Agent as said address is *name*.
4. The first Board of Directors shall \_\_\_\_\_ in number, shall serve until their successors shall be elected and qualified, and their names and addresses are as follows:

*Names* *Addresses*

Except as to number of the first Board of Directors, number of Directors shall be fixed by the Bylaws. The number of Directors may be increased or decreased from time to time by amendment to the Bylaws.

5. The purpose or purposes for which the corporation is organized are:  
The corporation is organized and shall be operated exclusively for charitable and educational purposes, within the meaning of Section 501(c)(3) of the Code (or the corresponding provision of any future law). Specifically, the corporation is formed for the purpose of promoting in this area

the interests of the Archaeological Institute of America and more specifically, advancing interest in the science of archaeology through education, the presenting and supporting of lectures, classes, seminars and other educational programs in the field; the supporting of archaeological expeditions, excavations, and other research in the field; the supporting of learned publications in the field; and all other related activity directly or indirectly advancing and promoting the science of archaeology in this area.

6. The corporation shall have as members all residents of this area who have been permitted to membership in the Archaeological Institute of America and who have paid in full all membership dues of the said Institute and of this corporation.

7. Upon dissolution and liquidation of the corporation, all assets of the corporation remaining or adequate provisions shall be made therefore, shall be transferred, conveyed, and distributed to such non-profit organization or organizations as may be specified in or provided for under the plan of distribution adopted by the corporation pursuant to Chapter \_\_\_\_\_ of the Revised Statutes of *state, date*; provided, such distribute organization(s) shall be organized and operated exclusively for charitable, educational, literary, or science purposes as shall at the time qualify as an exempt organization(s) under Section 501(c)(3) of the Code (or the corresponding provision of any future law).

8. Notwithstanding anything herein to the contrary:

a. No substantial portion of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

b. The corporation is not organized and shall not be conducted for pecuniary profit, and no part of its funds, however acquired, shall inure to the benefit of, or be distributed to, its members, directors, or other individuals, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein.

c. The corporation shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Code (or the corresponding provision of any future law), or (ii) by a corporation, contributions to which are deductible under Section 170(a)(2) of the Code (or the corresponding provision of any future law).

d. It shall be the policy of the corporation to admit members of any race to all the rights, privileges, programs, and activities generally accorded or made available to members of the corporation and the corporation shall not discriminate on the basis of race in administration of its educational policies, admissions policies, scholarship programs, or any other programs.

## **F. Communications**

### **1. Society Newsletter**

A local newsletter focusing on local events and activities can be used to supplement any communications that come from the AIA office in Boston. Local newsletters can promote society events, feature local members, include content created by members for the newsletter, and make announcements. They are also a great way of supplying information to those who cannot attend all the local meetings. Today, most newsletters are posted online or sent to an email list to help save money and to be more environmentally friendly. Each society can determine the frequency of its newsletters; some societies send out a quarterly newsletter.

## **2. Email, Society Website, and Social Media**

Using email is a quick, easy way to get information out to members of your society. At a society meeting or lecture, you can announce a move towards electronic means of communication and provide an email sign-up sheet for your members. Give them an email address where they can contact your society. Several societies have found it useful to create a free email account strictly for the society (i.e. *yoursociety@gmail.com*). A society email address will remain the same even if there is a change in officers and log-in information is easily passed along.

We encourage all societies to create and maintain a webpage where you can announce upcoming events and post information relevant to your members. For more on creating a society website, you can see Section VIII: L in the Society Programs Guide. Make sure that your society website information is available to the AIA office in Boston so a link can be placed on the AIA website.

We also encourage societies to host their own Facebook page and maintain a social media presence. Social media is an easy and effective way to communicate with your members and is very helpful in familiarizing non-members with your society and its activities.

## **G. Society Awards and Contests**

Please visit [www.archaeological.org/awards](http://www.archaeological.org/awards) for further details and deadlines for all the awards listed in this section.

### **1. The Golden Trowel Award**

The Golden Trowel Award honors the society whose membership proportionally increases the most during the past fiscal year (July 1<sup>st</sup> to June 30). The Golden Trowel Award is presented at the Annual Meeting and is a way for the AIA to recognize the society with the highest growth rate. Visit [www.archaeological.org/awards](http://www.archaeological.org/awards) for more details.

### **2. Best Society Event Poster Contest**

The AIA encourages all its societies to produce informative and creative lecture flyers or posters for society lectures. Send your best efforts to Deanna Baker at [dbaker@aia.bu.edu](mailto:dbaker@aia.bu.edu). Entries will be displayed at the Annual Meeting and the society that produces the best lecture flyer or poster will be recognized at the Society Representatives' Breakfast at the Annual Meeting. The contest has a cash prize of \$150. Visit [www.archaeological.org/awards](http://www.archaeological.org/awards) for criteria and deadlines.

### **3. Best Society Website Contest**

The AIA encourages each of its societies to create a website that provides information about the AIA Local Society and the AIA, lists upcoming lectures and other events, and encourages people to join and get involved. To be considered for the contest send your website information to Deanna Baker at [dbaker@aia.bu.edu](mailto:dbaker@aia.bu.edu). The Society that presents the best-designed website will be recognized at the Society Representatives Meeting at the Annual Meeting. The contest has a cash prize of \$200. Visit [www.archaeological.org/awards](http://www.archaeological.org/awards) for more details.

#### **4. Foot Soldier Award**

Dedicated members who provide years of service at the Local Society level are the backbone of AIA societies. These hardworking members serve as officers and are involved in every aspect of their society, donating an incredible amount of time and expertise to keep their societies vibrant. This award recognizes the important contributions made by these exemplary AIA members at the local level. This award is open to any AIA member of a local society who has served as an officer and is nominated by their society. Visit [www.archaeological.org/awards](http://www.archaeological.org/awards) for more details.

#### **5. Life Saver Award**

We have all had it happen: the event where Murphy's Law takes over and threatens to cancel the best laid plans--a freak storm, delayed flights, power outages and other venue issues, etc. This award recognizes those individuals who persevere and show that even when things go wrong, it can all work out right! In fact, these inspiring stories from our trenches often become the impetus for societies to create new kinds of events or simply remind us not to worry about our existing ones as our intrepid members will always find a way to make it work. This award is open to any AIA member who has gone above and beyond the call of duty in their efforts to make an AIA sponsored event the best it can be. Visit [www.archaeological.org/awards](http://www.archaeological.org/awards) for more details.

### **VI. PROGRAMMING**

#### **A. General Information**

AIA Societies organize and host programs throughout the year. These range from lectures to archaeology fairs. Events are generally open to the public and are designed to provide and share archaeological information with the local community. For a list of possible programs, please consult the Society Programs Guide available in the Society Officers section on the AIA website. We also recommend that society officers and members familiarize themselves with the AIA Code of Professional Standards and Code of Ethics before organizing programs (both documents are included in this guide).

#### **B. AIA Lecture Program**

One of the resources that the AIA provides for its societies is the Lecture Program. Begun in 1895, the Lecture Program follows the academic calendar and begins in September and runs into May. Top scholars from North America and abroad present a wide range of current archaeological topics at societies throughout the United States and Canada. The AIA lectures are free and open to the public. Each year over 20,000 people attend AIA lectures.

All active societies, with a membership of at least 35, within the U.S. and Canada are entitled to participate in the AIA Lecture Program and to receive up to two national lectures and a \$200 payment to assist with the organization of a local event. Societies with between 25 and 34 members are eligible to receive two lectures. Societies with fewer than 25 members can receive one lecture. Additionally, societies that are in formation with 25 or more members and had their new society approved by the AIA office in Boston are eligible to receive a single lecturer.

### *Opting out of the National Lecture Program*

Each society in good standing has the option to receive a \$200 lecture supplement in lieu of any of their national lectures. This choice should be indicated in the annual Lecture Program Society Questionnaire, which is sent to societies each December.

### **C. Society Outreach Grant**

*NOTE: The AIA received contributed funds for the Society Outreach Grants and maintained the program through August 2014. As of August 2014, the Institute has been seeking new funding sources for the grants. Society Officers will be notified when the program is once again available.*

The AIA Society Outreach Grant Program encourages societies to plan and implement outreach activities in their local community. Any event that promotes archaeology, the AIA's mission, and focuses on public outreach and education will be considered for funding. Attracting new members to the AIA and the society should also be a goal. This grant is meant for innovative outreach programs, replicable by other societies and beyond the regular lecture program. For more information go to [www.archaeological.org/grants](http://www.archaeological.org/grants).

### **D. International Archaeology Day**

International Archaeology Day is a celebration of archaeology and the thrill of discovery. Each year on the third Saturday in October the AIA, its Local Societies, and other archaeological organizations across the United States, Canada, and abroad present archaeological programs and activities for people of all ages and interests. To read more about this program and how you can participate, please visit [www.archaeologyday.org](http://www.archaeologyday.org).

## **VII. FINANCIAL MATTERS**

### **A. Society Bank Account**

To open or maintain a bank account the AIA requires a society to adhere to recent federal legislation and use an EIN (federal Employee Identification Number).

Accounts should not be opened or maintained using an individual's social security number, which is now actively discouraged by recent federal legislation and which may expose that individual to financial reporting requirements on personal income tax returns.

Filing for an EIN is simple and free: go online to [www.irs.gov](http://www.irs.gov) and type EIN in the search box, or telephone (800) 829-4933 to receive form SS-4. You will receive an EIN immediately if you file online. Use this number and the nomenclature "AIA—[Name of Society]" - when filling out the bank account signature card. Of course, when society officers change positions, the financial institution will require new signature cards for those officers authorized to access the society's account. The account, however, will remain in place and will facilitate ongoing transfers of funds from the AIA office in Boston to the society's account.

You may wish to contact several financial institutions in your community to see if any would reduce or waive any account management fees. You could certainly recognize a supportive bank as a sponsor in society mailings or at public event announcements.

Special note to society officers with uncashed AIA checks: If for some reason you cannot deposit the checks previously issued to your society's new bank account, please let the Finance Department know 617-353-8702. To avoid issuing an expensive stop order on the uncashed checks, the AIA can issue replacement checks to the society when you send the uncashed checks back to the AIA.

*An EIN is not a determination of federal or state status; it is only a reporting number for the financial institution that holds the society's funds. A society may also want to be considered a non profit organization under applicable state law and may also want to be considered as a charity allowed to receive gifts that the donors may deduct from their federal income taxes.*

## **B. State Nonprofit and Federal Tax Exempt Status: United States**

State law varies regarding the requirements for being recognized as a nonprofit and regarding the requirements to be tax exempt under state law or purposes of sales or property tax. Some states follow the federal guidelines outlined in the next paragraph while others require additional registration with the state's corporation office or attorney general's office. Society officers should ensure that they are compliant with the nonprofit registration requirements, if any, of their state (See Section II on society structure).

With regard to federal law, a society with both (1) annual revenue of less than \$5000 and (2) either an organizing document such as corporation bylaws or an unincorporated association agreement which states the society's charitable purposes will be assumed to be a non profit organization operating for federal tax exempt charitable purposes without having to file for a determination of tax-exempt status under IRS regulation 501 (c) (3). Thereafter, these societies will not have to file federal income tax reports (a "990" return).

*[Societies that have already secured federal income tax 501(c) (3) designation will continue to operate under their own determination letters but should inform Headquarters of this designation].*

## **C. Societies in Canada**

Societies in Canada should follow applicable federal and provincial laws regarding the establishment of society bank accounts and the determination of non-profit status.

Canadian societies receive the same financial support (membership rebates, payment in lieu of the third lecture, and opt-out payments) from the Headquarters as identified in Section II:C:3 "Membership Rebates".

## **D. Societies outside USA and Canada**

Chartered societies outside the USA and Canada will receive annual membership rebates based on the number of members in the society. When first chartered, societies will receive one payment of \$500 to organize local programs. The AIA will not provide a lecture. Going forward societies with membership between 25 and 34 will receive \$500 annually and societies with membership above 35 will receive \$1000 in addition to the annual membership rebates.

## **E. Local Fundraising for Operations**

The AIA encourages members and friends to support the Institute's mission of the preservation and study of the record of the human past through contributions at the national level.

In addition, donors may want to make charitable contributions to a society in support of that society's local operations.

Some organizations, such as museums or local businesses, may offer "in-kind" support to a society through free use of lecture halls or provision of free advertising or refreshments. These underwriting opportunities are often seen as a marketing expense and may not require such contributions to be recognized as federally tax-exempt.

Many societies have been very successful in soliciting funds and in-kind gifts from their members and other local entities for their societies' activities. If you decide to help solicit funds locally for your society, it is a good idea to suggest a gift amount; otherwise, people who would like to give may not make a gift, because they do not know what is considered an appropriate amount. Gift amounts vary widely from community to community around the country, and only you and your fellow society officers can decide what is appropriate for your community. You might say something like, "A gift of \$— or \$— would be of tremendous help in meeting our goal. But no gift is too small—or too large. I hope that you will join your fellow members of the XYZ Society in making this special activity possible."

Garnering support for your society can take many forms besides asking for outright cash contributions. In-kind gifts are an important resource and may include a wide range of goods and services such as:

- Printing services for meeting announcements
- Accommodating a lecturer in a member's home
- Providing refreshments for the reception following a lecture
- Legal services for incorporating your society or obtaining non-profit status

Special events are a good way to involve people in your society and to raise funds for your program. Special events are limited only by your imagination. Several societies have set up innovative development programs. For example, the Orange County Society developed the "Excavators' Circle" as a way to raise money to fund speakers other than those provided by the Institute. The program has three contribution levels: for a \$150 contribution a plaque with a gold trowel is presented; a \$100 contribution receives a silver trowel; and a \$50 contribution earns a bronze trowel. Each contributor receives recognition in the Orange County Society monthly newsletter as a supporter of a particular lecture and is invited to a special reception to honor the speaker. The contributor is presented with the trowel/plaque and is recognized before the audience at the lecture. These funds are managed locally.

The New York City Society has a program known as "Friends of the Society." Members in the society who contribute \$125 or more are enrolled in the program. Friends are invited to exclusive tours of museum exhibitions. The money raised by the program is used to fund additional lectures and the publication of the newsletter.

## **United States**

For donors who want annual contributions for operating support of societies to be eligible for federal tax-deductibility, please refer to the IRS regulations regarding donations that are available through the Documents link on the Society Officer section of the AIA website: [www.archaeological.org/officers](http://www.archaeological.org/officers). This is a password-protected portion of the site. Please contact Headquarters to create an account.

Donors who are interested in establishing perpetual endowments, making gifts of stock or making provision in their estate plans should in all cases be referred to AIA office in Boston, since the unique nature of these gifts must be handled in a consistent fashion over long periods of time.

Be certain to thank all donors for their gifts!

### **F. AIA Development Office**

The AIA Development Office is responsible for all of the Institute's fundraising activities and associated special events with the purpose of generating income necessary for both the maintenance and enrichment of existing programs, as well as the establishment of new endowment programs.

#### **1. Gifts for Current Programs**

The AIA Annual Fund is the lifeblood of the organization. Annual Fund gifts are used to supplement the Institute's operating income, supporting programs such as the Lecture Program, fellowships, the website, and other initiatives, which are not fully covered by membership dues.

In addition to general support the AIA solicits support for a number of specific programs, such as the "Society for the *American Journal of Archaeology*," the Annual Meeting (speakers and special programs such as the archaeology fair), Jane C. Waldbaum Archaeological Field School Scholarships, the Site Preservation Program, and more.

#### **2. Endowments**

The endowment funds are restricted to the support of a variety of activities, including lectures, fellowships, publications, student memberships, and others. Although many of these funds were established long ago, the AIA gladly accepts gifts to augment existing funds, and contributions to new funds are gratefully accepted.

#### **3. Planned Giving**

Donors who have included the AIA in their estate plans or who have made the AIA a beneficiary of another form of planned gift (such as an annuity, trust, or retirement or insurance plan), are eligible for membership in the Charles Eliot Norton Legacy Society. Members of the Norton Society are publicly recognized for their generosity, are given a silver pin available only to Norton Society Members, and are invited to attend an exclusive reception held every year at the Annual Meeting. Currently, there are more than 60 members of the Norton Society.

## **G. How to Get Tax Savings for Your Volunteer Work**

Your volunteer efforts on behalf of the AIA are crucial to our success and the law allows you take some tax deductions. Although the value of your donated time is not tax deductible, you can deduct out-of-pocket expenses you incur while working for the Institute and your society. Make sure you take into account the following tax deductions—commonly overlooked by many volunteers—when doing your next tax return:

### **1. Car Expenses**

You can deduct such car expenses as gas and oil, parking fees, and tolls you incur doing charitable work or take an easy government-approved alternative to detailed record keeping. Check the IRS website for more information and current rates. However, you cannot deduct any amount for general repairs, insurance, or depreciation. You must keep detailed records of your car expenses to get a tax deduction. See [www.irs.gov](http://www.irs.gov) for more information.

### **2. Overnight Travel**

If you travel out of town for the AIA you can take a deduction for non-reimbursed travel expenses. These include lodging, airfare, telephone, and meals. But there cannot be a “significant” element of personal recreation or vacation to the trip for it to be a charitable deduction.

*If you attend the AIA Annual Meeting you can take the same travel expense deductions as long as you're officially designated as a delegate to the Council, or participating in Committee or Board Meetings.*

### **3. Giving a Party**

If you sponsor a party in order to raise funds for the AIA you can claim a charitable deduction for all of the party-related expenses.

## **VIII. GENERAL AIA INFORMATION**

### **A. AIA Directory**

Please visit the AIA website [www.archaeological.org](http://www.archaeological.org) for a complete and up-to-date listing of our staff directory. Here are some general contact numbers and emails for quick reference:

AIA Headquarters	(617) 353-9361	<a href="mailto:aia@aia.bu.edu">aia@aia.bu.edu</a>
Membership	(617) 353-8705	<a href="mailto:membership@aia.bu.edu">membership@aia.bu.edu</a>
Development	(617) 353-8709	<a href="mailto:development@aia.bu.edu">development@aia.bu.edu</a>
Lecture Program	(617) 358-4184	<a href="mailto:lectures@aia.bu.edu">lectures@aia.bu.edu</a>
Societies	(617) 358-5909	<a href="mailto:societies@aia.bu.edu">societies@aia.bu.edu</a>
Accounting	(617) 353-8702	
Education		<a href="mailto:education@aia.bu.edu">education@aia.bu.edu</a>
Site Preservation		<a href="mailto:sitepreservation@aia.bu.edu">sitepreservation@aia.bu.edu</a>
AIA Tours	(800) 748-6262	<a href="mailto:aia@studytours.org">aia@studytours.org</a>

## **B. AIA Calendar (general)**

*The calendar follows the AIA fiscal year.*

NOTE: Each month, membership records are updated. Society roster updates listing new and renewing members are sent monthly to the societies.

### **JULY**

- Fiscal year-end rosters distributed to societies, along with information on society rebates and membership cards. Year-end rosters are based on the membership file as of the June 30 fiscal year-end date.

### **AUGUST**

- Lecture Program information emailed to the societies and lecturers.
- Deadline for submitting session and paper abstracts for the Annual Meeting (NOTE: colloquia proposals must be submitted in March).

### **SEPTEMBER**

- Annual Meeting preliminary information available online.
- Rebate checks issued and mailed.
- Lecture season begins.

### **OCTOBER**

- Fall Governing Board meeting.
- International Archaeology Day (third Saturday).

### **NOVEMBER**

- Society Outreach Grant applications due (*if program is available*).
- All fellowship applications due by November 1st (with the exception of the Colburn Fellowship which is due in January on alternate years).
- Annual Meeting Travel Grant for Graduate Students applications due.
- Society designation of Council Delegates deadline.
- Deadline to register with reduced fee for Annual Meeting.
- Societies and current year's Lecturers are asked for nominations for the AIA Lecture Program.
- Preliminary list of invitees for the AIA Lecture Program sent to Lecture Program Committee to review before the Annual Meeting.

### **DECEMBER**

- Delegate packages sent to Council Delegates (30 days in advance of the Council Meeting).
- Lecture Program Questionnaire sent to societies.

### **JANUARY**

- Annual Meeting.
- Winter Governing Board Meeting in conjunction with the Annual Meeting.
- Committee meetings in conjunction with the Annual Meeting.
- Committee Chairs asked for their recommendations for committee positions.

- Lecture Program Committee meets to finalize invitees for following year's program.
- Fellowship Committee meets to deliberate on fellowship and publication grant applications.
- Council Meeting in conjunction with the Annual Meeting.
- Colburn Fellowship applications due 15th January (this award is made in even-numbered years).

## **FEBRUARY**

- When speakers accept invitations, forms are sent to them asking for their C.V., available dates, lecture abstracts, etc.

## **MARCH**

- Number of lectures allocated to each society determined based on membership on February 1st
- Committee invitations sent
- Committee terms end March 31st.
- Deadline for submitting colloquia proposals for the Annual Meeting (NOTE: Paper and session abstracts submission deadline is August).
- Scheduling for coming year's Lecture Program.

## **APRIL**

- Spring Governing Board meeting (or May).
- Committee terms begin April 1st.
- Society Outreach Grant applications due (*if program is available*).
- Program Committee meets to select colloquia program for the Annual Meeting.
- Scheduling of coming year's Lecture Program.

## **MAY**

- Lecture Program schedule sent to lecturers and societies.
- Lecture title preferences due from societies.

## **JUNE**

- Wrap-up of past year's Lecture Program, all lecture follow-up forms due from Societies

AIA Fiscal Year ends June 30th.

## **C. Governing Board and Council**

**The Governing Board** of the AIA is comprised of the President, the First Vice-President, Vice-President for Professional Responsibilities, Vice-President for Societies, Vice-President for Research and Academic Affairs, Vice-President for Outreach and Education, the Treasurer, the Executive Director, and the Trustees: General, Academic, and Society. Please see Articles IV and VI in the Regulations of the AIA (Section VIII:E.3) for detailed descriptions of each office. Current members of the Governing Board are listed on the AIA website.

All Board members are expected to act in accordance with the AIA Code of Ethics and Code of Professional Standards, and are expected to attend the three Governing Board meetings per year (April, October, and January). Trustees are expected to join at least one of the Institute's committees in order to be directly involved with some part of the Institute's work. It is imperative that all Trustees contribute to the Annual Fund.

**The Council** is the Institute's largest governing body. It includes all members of the Governing Board, the General Council, and delegates of the Societies and Members-at-Large. Local Society delegates are chosen by their societies each fall; each Society with no fewer than 25 members is allowed to send one delegate and can send one more for every 50 additional members. The AIA President chooses one delegate for every 50 Members-at-Large.

A detailed description of who makes up the Council can be found in Article V of the Regulations. Additional invitees include all past presidents (other than the immediate Past President—who is considered a Board member) and the chairpersons of the managing committee of the following affiliated organizations:

- American Institute of Iranian Studies (AIIS)
- American School of Classical Studies at Athens (ASCSA)
- American Schools of Oriental Research (ASOR)
- American Research Institute in Turkey (ARIT)
- School of Classical Studies of the American Academy in Rome (AAR)
- American Research Center in Egypt (ARCE)
- Institute of Nautical Archaeology (INA)
- School of American Research (SAR)

These organizations were either founded or co-founded by the AIA, or are related to us in other ways and are allowed one Member of Council each.

The Council's greatest functions are to elect new Trustees and Officers to the Governing Board and vote on any proposed changes to the structure of the AIA. The Council meeting also includes reports from the Institute's Officers and the presentation of charters to any new Local Societies meeting the requirements.

## **D. AIA Committees**

### **1. AIA Committee Procedures**

Committee Appointments: Committee members must be members of the Institute. All committee chairs and members are appointed by the President. Each Trustee must sit on at least one committee but committee members need not be Trustees of the Institute. Committee appointments will be made by the President in writing, after consultation with committee chairs and overseeing officers, and must be accepted or rejected by written reply.

All Academic Trustees are automatically members of the Professional Responsibilities Committee. All newly elected Trustees will receive a list of committees and their charges to help in selecting their committee preferences.

#### **a. Committees**

Committees may be formed only by Presidential request, to be approved by the Executive Committee or Governing Board. The charge for a new committee must be approved by the Executive Committee or Governing Board, but this may take place at a time subsequent to the official founding of the committee.

Committees may be dissolved only by Presidential request, to be approved by the Executive Committee or Governing Board.

**b. Subcommittees and Task Forces**

Permanent and *ad hoc* subcommittees may be formed and dissolved by the President, Vice-Presidents, or by committee chairs. If a committee chair chooses to create a new subcommittee, he/she will immediately inform the appropriate overseeing officer, who will in turn inform the Executive Committee. In the event that a subcommittee appointee is not a member of the original committee, he/she must be officially appointed by the President. The President may create special Task Forces of finite duration to address specific issues, problems, or projects.

**c. Roles and Responsibilities of Committee Chairs**

Committee chairs are responsible for organizing the business of their committees, informing the committee members of current business, issues, and decisions appropriate to the committee's charge, calling meetings at appropriate times and places, drafting committee recommendations to the Governing Board and Council, recording and transmitting votes by the committee when appropriate, and requesting reports on committee activities. All recommendations and decisions made by the committees are to be transmitted by the chairs to the appropriate overseeing officers before further action may be taken.

**d. Committee Terms**

Unless otherwise mandated by the AIA Regulations, or as a result of staggered terms for new committees, committee terms will be for three years beginning on April 1 of the year of appointment and expiring on March 31 of the third year. For those committees with term limits, all members of the committee, including the chair, will normally serve no more than two three-year terms. Under certain circumstances, chairs or members of committees may be asked to serve more than two terms. Trustees whose terms of office end in January retain their committee memberships through March 31, except for the Executive Committee, where the term ends with the election of new Trustees by the Council. When appropriate, newly elected officers will become co-chairs of committees under their purview for the first six months of their terms. Terms for *ad hoc* committees will last only as long as the business of the *ad hoc* committee demands, but should not exceed three years. The President may charge any standing committee with a specific task to be carried out over a finite period of time, which may or may not become a permanent addition to the existing charge of the committee.

**e. Resignation of a Committee Member**

In the event of the resignation of a committee member, the President, in consultation with the appropriate committee chairs, may appoint a replacement for the remainder of the existing term or for a complete three-year term.

**f. Reimbursement of Expenses**

Under normal circumstances, most committee members, including chairs, do not incur reimbursable expenses. In the event that reimbursable expenses are anticipated, they must be authorized in advance by the Executive Director.

**g. Meetings**

All active committees must meet at least once during the fiscal year. Meetings may take place at the Annual Meeting, during the fall or spring Governing Board meetings, or by

conference call coordinated by Headquarters. If committees wish to meet at another time and/or place that will involve expense to its members, this must be approved in advance by the Executive Director. Committee decisions should be circulated in writing to all members of that committee.

#### **h. Awards and Honorary Memberships**

All committee recommendations regarding Institute awards and honorary memberships must be circulated to all members of the appropriate committees for final comments and approval. Committee recommendations must be submitted to the appropriate overseeing officer who is responsible for submitting them to Headquarters and to the Executive Committee and/or the Governing Board for final approval.

## **2. Committee Charges**

For a listing of current AIA Committees and their charges, visit [www.archaeological.org/about/committees](http://www.archaeological.org/about/committees)

## **3. AIA Interest Group Guidelines**

### **a. What are Interest Groups (IGs)?**

Interest groups bring together AIA members with shared interests in specific topics, usually regional or scholarly areas of study. Structurally, these groups operate more autonomously than AIA committees by allowing members to self-identify instead of being appointed by the AIA President.

### **b. Guidelines for the Formation of IGs**

Membership in IGs is open to all AIA members. New IGs may be formed by a group of 8 or more AIA members, with one person taking responsibility as Chair. The Chair of a new IG is required to submit the following materials to the Vice-President for Professional Responsibilities: 1) a “Charge” describing the IG (see below); 2) a one-page long proposal providing the rationale for the formation of the new IG; 3) a list of the names and contact information of the members. The Vice-President for Professional Responsibilities will bring these materials to the Professional Responsibilities Committee for consideration. The formation of a new IG must be approved by a majority vote of the Professional Responsibilities Committee.

### **c. The Charge of the IG**

As part of the application process for the formation of a new IG, the Chair must draft a Charge (a document describing the charge of the new IG). The Charge should be a brief statement that conforms to the following language: “The XYZ Interest Group consists of AIA members with an interest in [the archaeology of] XYZ, and in promoting its understanding to members of the AIA through its various programs and publications.”

### **d. Governance**

IGs are expected to meet at least once a year at the Annual Meeting, where they may request assigned meeting room space. The members of the IG are responsible for choosing and electing their own Chair. IG Chairs must agree to abide by the AIA Code of Ethics and Code of Professional Standards. Chairs serve a three-year term with the possibility of reelection for a second term. Chairs are responsible for maintaining an up-to-date list of members of the IG. AIA members in good standing may join an IG by indicating their interest to the Chair, and submitting their contact information, AIA

membership number and society affiliation to the Chair. Any member of an IG who has been inactive for three or more years (by not attending meetings, not participating in email discussions, etc.) may be dropped as a member of the IG at the discretion of the Chair. Members may belong to an IG indefinitely, as long as they remain active.

IG Chairs are required to submit an annual activity report or minutes of their annual meeting in March to the Vice-President for Professional Responsibilities. This report must be submitted in writing and should be at least one page long. It should include a list of the current IG members. Any activities or recommendations promoted or sponsored by the IG must conform to the AIA's Code of Ethics and Code of Professional Standards. Members or Chairs of IGs who are dissatisfied with the governance of an IG should contact the Vice-President for Professional Responsibilities.

#### **e. Dissolution of IGs**

IGs may be dissolved by a majority vote of the Professional Responsibilities Committee if: 1) no annual report has been submitted for more than two consecutive years; or 2) the membership drops to fewer than 8; or 3) the group is unable to select a Chair; or 4) there is an unacceptably low level of activity, or activity that does not conform to the AIA's Code of Ethics and Code of Professional Standards.

#### **f. IG Activities**

IG activities may include (but are not limited to) the following:

- encouraging IG members to submit proposals for colloquia, workshops, or other types of sessions for the Annual Meeting;
- disseminating information on lectures, meetings, new discoveries, new publications, etc. in the field of interest;
- providing information or recommendations to the AIA upon request (for example, suggesting possible lecturers in certain fields to the Lecture Program Committee).

A list of IGs with the chairs' contact information is available on the AIA website. The IG list may be accessed by clicking on the "About" tab at the top of the AIA home page and then clicking on "AIA Interest Groups". IGs may submit announcements for posting in the AIA e-Update and on the website (such as lectures, excavations, and members' activities), and may operate discussion boards on the AIA website. In this case, the IG chair will be responsible for ensuring that the discussion board is properly monitored and moderated.

For a list of current Interest Groups and their charges, visit  
<http://archaeological.org/interestgroups>

### **E. Documents**

#### **1. AIA Charter**

The following act of incorporation of the Archaeological Institute of America was approved by President Theodore Roosevelt on May 26, 1906, and appears as Chap. 2560, 34 Stat. 203 (1906):

## **An Act Incorporating the Archaeological Institute of America**

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, that Simeon E. Baldwin, Frederick C. Bartlett, William N. Bates, W.K. Bixby, Charles J. Bonapart, Charles P. Bowditch, Henry F. Burton, H.W. Callahan, John Campbell, Mitchell Carroll, R.R. Converse, J.T. Edmundson, Howard P. Fells, John W. Foster, Harold N. Fowler, Basil L. Gildersleeve, John S. Gray, J.E. Harry, John B. Jackson, Francis W. Kelsey, John O. Keopfli, William A. Lamberton, John B. Larnier, Seth Low, Charles F. Lummis, G.F. Moore, Edward Delavan Perry, Henry Kirke Porter, John Dyneley Prince, Edward Robinson, J.G. Schurman, Thomas Day Seymour, F.W. Shipley, M.S. Slaughter, Charles F. Smith, George S. Sykes, Frank B. Tarbell, Andrew F. West, Benjamin Ide Wheeler, James R. Wheeler, John Williams White, John H. Wright, their associates and successors be, and they are hereby, created a body corporate and politic on the District of Columbia by the Name, title, and style of the Archaeological Institute of America, and by that name shall have perpetual succession for the purpose of promoting archaeological studies by investigation and research in the United States and foreign countries by sending out expeditions for special investigation, by aiding the efforts of the independent explorers, by publication of archaeological papers, and reports of the results of the expeditions which the Institute may undertake or promote, and by any other means which may from time to time be desirable.

SEC. 2. That the government of said corporation shall be vested in a Council consisting of the following *ex officio* members: The presidents, the honorary presidents, the vice presidents, the treasurer, and the secretary of the Institute and the editor-in-chief and the business manager of its journal, the presidents of affiliated societies and the chairmen of the managing committees of any American schools founded by the Archaeological Institute of America in foreign countries for classical or archaeological studies and research (including those now affiliated with the voluntary association known as the Archaeological Institute of America), and the chairman of the committee on American Archaeology, and of additional members annually chosen by the members of affiliated societies, as may be provided by the by-laws.

SEC. 3. That said corporation may make all by-laws, rules, and regulations not inconsistent with law that may be necessary or expedient to accomplish the purposes of its creation; and it may hold real estate and personal property in the United States and any foreign country for the necessary use and purposes of said organization to an amount not to exceed twenty\* million dollars. The principal office of said corporation shall be in Washington, in the District of Columbia, and its annual meetings may be held in such places as its by-laws may provide.

\*As amended by Public Law 994, Chap. 982, 84th Congress—2nd Session, 70 Stat. 1060 (1956), approved by President Dwight D. Eisenhower on August 6, 1956.

## **2. Code of Professional Standards**

*The following Code of Professional Standards was approved by the Council at its December 29, 1994 meeting, and amended on December 29, 1997 and January 5, 2008.*

### **Preamble**

This Code applies to those members of the AIA who play an active, professional role in the recovery, care, study, or publication of archaeological material, including cultural resources located under water. Within the Institute they enjoy the privileges of organizing sessions and

submitting papers for the Annual Meetings, of lecturing to local societies, and of participating in the AIA committees that shape and direct the discipline.

Along with those privileges come special responsibilities. Our members should inform themselves about and abide by the laws of the countries in which they live and work. They should treat others at home and in the field with respect. As primary stewards of the archaeological record, they should work actively to preserve that record in all its dimensions and for the long term; and they should give due consideration to the interests of others, both colleagues and the lay public, who are affected by the research.

The AIA recognizes that archaeology is a discipline dealing, in all its aspects, with the human condition, and that archaeological research must often balance competing ethical principles. This Code of Professional Standards does not seek to legislate all aspects of professional behavior and it recognizes the conflicts embedded in many of the issues addressed. The Code sets forth four broad areas of responsibility and provides examples of the kinds of considerations called for by each.

### **I. Responsibilities to the Archaeological Record**

Professional archaeologists incur responsibilities to the archaeological record — to the physical remains, including those located under water, and to all the associated information about those remains.

1. The purposes and consequences of all archaeological research should be carefully considered before the beginning of work. Approaches and methods should be chosen that require a minimum of damage to the archaeological record. Although excavation is sometimes the appropriate means of research, archaeological survey, study of previously excavated material, and other means should be considered before resort is made to excavation.
2. The recovery and study of archaeological material from all periods should be carried out only under the supervision of qualified personnel.
3. Archaeologists should anticipate and provide for adequate and accessible long-term storage and curatorial facilities for all archaeological materials, records, and archives, including machine-readable data, which require specialized archival care and maintenance.
4. Archaeologists should make public the results of their research in a timely fashion, making evidence available to others if publication is not accomplished within a reasonable time.
5. All research projects should contain specific plans for conservation, site preservation, and publication from the very outset, and funds should be secured for such purposes.

### **II. Responsibilities to the Public**

Because the archaeological record represents the heritage of all people, it is the responsibility of professional archaeologists to communicate with the general public about the nature of archaeological research and the importance of archaeological resources. Archaeologists also have

specific responsibilities to the local communities where they carry out research and field work, as well as to their home institutions and communities.

1. Professional archaeologists should engage in public outreach through lecturing, popular writing, school programs, and other educational initiatives.
2. Plans for field work should consider the ecological impact of the project and its overall impact on the local communities.
3. For field projects, archaeologists should consult with appropriate representatives of the local community during the planning stage, invite local participation in the project, and regularly inform the local community about the results of the research.
4. Archaeologists should respect the cultural norms and dignity of local inhabitants in areas where archaeological research is carried out.
5. The legitimate concerns of people who claim descent from, or some other connection with, cultures of the past must be balanced against the scholarly integrity of the discipline. A mutually acceptable accommodation should be sought.

### **III. Responsibilities to Colleagues**

Professional archaeologists owe consideration to colleagues and project members.

1. Archaeologists involved in cooperative projects should strive for harmony and fairness; those in positions of authority should behave with consideration toward those under their authority, while all team members should strive to promote the success of the broader undertaking.
2. The Principal Investigator(s) of archaeological projects should maintain acceptable standards of safety and ascertain that staff members are adequately insured.
3. Professional archaeologists should maintain confidentiality of information gleaned in reviewing grant proposals and other such privileged sources.
4. Professional archaeologists should not practice discrimination or harassment based on sex, religion, age, race, national origin, disability, or sexual orientation; project sponsors should establish the means to eliminate and/or investigate complaints of discrimination or harassment.
5. Archaeologists should honor reasonable requests from colleagues for access to materials and records, preserving existing rights to publication, but sharing information useful for the research of others. Scholars seeking access to unpublished information should not expect to receive interpretive information if that is also unpublished and in progress.
6. Before studying and/or publishing any unpublished material archaeologists should secure proper permission, normally in writing, from the appropriate project director or the appointed representative of the sponsoring institution and/or the antiquities authorities in the country of origin.

7. Scholars studying material from a particular site should keep the project director informed of their progress and intentions; project directors should return the courtesy.
8. Members of cooperative projects should prepare and evaluate reports in a timely and collegial fashion.

#### **IV. Responsibilities to the Discipline**

The Code of Professional Standards encourages all professional archaeologists to keep ethical considerations in mind as they plan and carry out their research.

1. In their research and publications professional archaeologists should adhere to the guidelines of the AIA Code of Ethics concerning illegal antiquities.
2. Professional archaeologists should not participate in projects whose primary goal is private gain. This does not apply to cultural resource management and similar projects, even if carried out by a for-profit firm, as long as they otherwise comply with the provisions of the Code of Professional Standards.
3. Professional archaeologists must not engage in plagiarism or the fabrication or falsification of data. Professional archaeologists should be explicit and accurate in acknowledging their use of words, ideas, data, and research findings of other scholars, and they should respect the property rights of copyright holders. Intellectual integrity requires the accurate and truthful reporting of the results of excavation and scholarship.

#### **3. Regulations of the AIA (Bylaws)**

*(Adopted by Council on December 29, 1991, at the 93rd Annual Meeting in Chicago, Illinois; Amended by Council on December 29, 1995 at the 97th Annual Meeting in San Diego, California; on December 29, 1998 at the 100th Annual Meeting in Washington, D.C.; on January 6, 2002, at the 103rd Annual Meeting in Philadelphia, Pennsylvania; on January 5, 2003, at the 104th Annual Meeting in New Orleans, Louisiana; on January 3, 2004, at the 105th Annual Meeting in San Francisco, California; on January 7, 2005, at the 106th Annual Meeting in Boston, Massachusetts; on January 7, 2006, at the 107th Annual Meeting in Montréal, Québec; on January 6, 2007, at the 108th Annual Meeting in San Diego, California; on January 5, 2008, at the 109th Annual Meeting in Chicago, Illinois; on January 8, 2010 at the 111th Annual Meeting in Anaheim, California; on January 7, 2012 at the 113<sup>th</sup> Annual Meeting in Philadelphia, Pennsylvania; on January 5, 2013 at the 114<sup>th</sup> Annual Meeting in Seattle, Washington; and on January 4, 2014 at the 115th Annual Meeting in Chicago, Illinois.)*

### **ARTICLE I Archaeological Institute of America**

1. The Archaeological Institute of America, hereinafter referred to as the “Institute,” is a not-for-profit organization founded in 1879 and incorporated in 1906 for the purposes stated in its Charter.
2. The mission of the Archaeological Institute of America is:

The Archaeological Institute of America (AIA) promotes archaeological inquiry and public understanding of the material record of the human past to foster an appreciation of diverse

cultures and our shared humanity. The AIA supports archaeologists, their research and its dissemination, and the ethical practice of archaeology. The AIA educates people of all ages about the significance of archaeological discovery and advocates the preservation of the world's archaeological heritage.

3. The government of the Institute shall be vested in the Council, as defined in Article V, the Governing Board, as defined in Article VI, and the Executive Committee, as defined in Article VII. All persons serving in the government of the Institute must be members of the Institute, as defined in Article II, Section 1.

## **ARTICLE II Membership**

1. The members of the Institute shall be those persons who join the Institute in any of its membership categories and those persons who are named Honorary Members. All of these categories combined shall constitute the membership of the Institute.
2. The division of the membership into categories made heretofore is hereby recognized and confirmed, but the Council may from time to time create new categories and may discontinue, or alter the qualifications, obligations and privileges of any category of membership.
3. Any member may resign from membership in the Institute by writing to the Executive Director. The Council may prescribe the grounds and the procedures for the temporary suspension of membership privileges or the termination of membership by the Institute. Failure to renew an annual membership shall be considered a de facto resignation.
4. Members shall not use the name of the Archaeological Institute of America ["AIA"] in connection with or in the furtherance of commercial transactions involving antiquities. Upon warning from the Executive Director, future failure to comply will result in suspension or termination of membership.

## **ARTICLE III Affiliated Societies**

1. In order to facilitate the conduct of the affairs of the Institute, and to accomplish the purposes of its creation, the Council may permit the members in a particular geographical region to form themselves into an affiliated Society of the Institute upon such terms and conditions as the Council may prescribe. All members of an affiliated Society must be members of the Institute as defined in Article II.1. Such affiliated Societies shall have only those powers conferred by the Council, and no affiliated Society shall have the power to create any obligations against the Institute or the property of the Institute. The existing affiliated Societies are hereby recognized and confirmed.
2. Each affiliated Society may use the design of the official seal of the Institute in any desired size on its letterhead and other printed papers. Each affiliated Society shall be designated by its local name in the following style:

**Archaeological Institute of America  
Boston Society**

3. After a hearing, the Council may withdraw its sanction of any affiliated Society for cause, whereupon the affiliated Society shall cease to exist and its members shall become members of the Institute at large. These at large members may choose to affiliate with another Society of the Institute.

**ARTICLE IV  
Officers**

1. The officers of the Institute shall be a President, a First Vice-President, a Vice-President for Professional Responsibilities, a Vice-President for Research and Academic Affairs, a Vice-President for Outreach and Education, a Vice-President for Societies, a Treasurer, a Secretary, and such subordinate officers as the President may from time to time appoint. The Executive Director shall act as Secretary of the Institute pursuant to Section 2 of its Charter.
2. Former Presidents of the Institute who are living shall be Honorary Presidents.
3. The President, First Vice-President, and Treasurer shall hold office for three years from the date of election and until their successors are elected and assume office. All other Vice-Presidents shall hold office for two years from the date of election and until their successors are elected and assume office. These officers shall be elected at the appropriate Annual Meeting of the Council from persons who are voting members of the Institute, and they shall be eligible for re-election. The President and First Vice-President shall be eligible to serve one three-year term, the Treasurer two consecutive three-year terms, and all other Vice-Presidents two consecutive two-year terms.
4. A vacancy in the office of President shall be filled by the First Vice-President for the unexpired term. Any vacancy in the offices of the Vice-Presidents, or Treasurer, however arising, may be filled with an acting officer by the President. The Executive Committee, on behalf of the Governing Board, or the Governing Board, whichever body meets first following the vacancy, shall have the power to fill the vacancy for the remainder of the unexpired term. The President shall have the power to accept the resignation of any officer, Trustee, or member of any other committee of the Institute.
5. The President shall be the elected head of the Institute and shall exercise general supervision over all the affairs of the Institute. The President shall enforce the provisions of the Act of Incorporation and these Regulations with discretionary power and authority. This person shall be a scholar and bring distinction to the Institute. The President may call and shall preside at all meetings of the Institute, of the Council, and of the Governing Board; shall be, *ex officio*, a member of all committees; and shall, with the Treasurer and the Executive Director, present to the members an annual report of the transactions of the Council, and the Governing Board. This report shall note the status of the Institute's investments for the prior fiscal year and the amount of the Institute's funds appropriated and actually expended since the last annual report. This report should include a statement of the purposes for which such appropriations and expenditures were made. The President shall have authority to appoint delegates to represent the Institute for such special occasions as are deemed appropriate, as well as authority to appoint such consultants and committees as are deemed to be necessary and desirable, provided, however, that no such appointment or appointments shall create any

obligations against the Institute or the property of the Institute unless authorized by the Governing Board.

6. The First Vice-President shall be a scholar who will bring distinction to the Institute and shall have a record of significant service to the AIA. In order to secure continuity in the administration of the affairs of the Institute, the First Vice-President shall serve as President during any vacancy in the office of President. The First Vice-President shall automatically, with the First Vice-President's consent, be a candidate for President upon the announcement of retirement by the President or at the conclusion of the maximum number of terms allowed the President. The duties and responsibilities of the First Vice-President shall be designated by the President.
7. Four Vice-Presidents shall serve, one each, in the areas of Professional Responsibilities, Research and Academic Affairs, Outreach and Education, and Societies. The Vice-Presidents for Professional Responsibilities and for Research and Academic Affairs shall have academic backgrounds and the Vice-President for Societies shall be or have been a Society Trustee or an officer of a local AIA society. The Vice-Presidents report to the President and shall have duties and responsibilities as designated by the President.
8. The Treasurer or his or her delegate shall receive and disburse the funds of the Institute under the direction of the Governing Board and shall deposit all funds in the name of the Institute and all securities in such depository or depositories as the Governing Board may designate or approve. The Treasurer or his or her delegate shall also have custody of and preserve all records and documents relating to the property of the Institute, and keep proper books of account which shall be open at all times to inspection by the Council and the Governing Board. At the Annual Meeting of the Council the Treasurer shall present a report of all transactions of the Institute for the preceding fiscal year, including a statement of the financial condition of the Institute, certified by independent accountants. This certified report shall consist of a balance sheet, related statements of income and expenses, and statements of changes in all funds of the Institute for the preceding fiscal year.

## **ARTICLE V**

### **The Council**

1. The Council of the Institute, which shall manage, preserve and protect the property of the Institute and shall have full power to manage and conduct its affairs, shall consist of the *ex officio* members listed in Section 2 of the Act of Incorporation, approved by the President of the United States on May 26, 1906, (i.e., the president, the honorary presidents, the vice presidents, the treasurer, and the secretary of the Institute and the editor-in chief of its journal, the presidents of affiliated societies and the chairmen of the managing committees of any American Schools founded by the Archaeological Institute of America in foreign countries for classical or archaeological studies and research [including those now affiliated with the voluntary association known as the Archaeological Institute of America]) the remaining members of the Governing Board, the Legal Counsel of the Institute, one delegate for each fifty Members-at-Large to be appointed by the President prior to the Annual Meeting to represent the Members-at-Large, and those delegates designated annually by the members of the Institute in affiliated Societies as hereinafter provided. Subscribing Members are not considered Members-at-Large and are not represented in the Council. Delegates appointed by the President to represent Members-at-Large shall serve until their successors are appointed, and the delegate or delegates designated to represent an affiliated Society shall serve until the Executive Director receives notice of a new designation or designations from the Secretary of

such affiliated Society. This notice must be received by the Executive Director at least ten days before the scheduled date of the Annual Meeting. The Executive Director shall maintain a current, official list of the names and addresses of all members of Council.

2. Any affiliated Society consisting of not less than twenty-five members of the Institute may elect one delegate as a member of the Council. For each fifty additional members of the Institute, an affiliated Society may elect one additional delegate as a member of the Council.
3. Any member of the Council, except an officer of the Institute, may, if unable to be present at the Annual Meeting, vote by absentee ballot on any nominations, amendments to Regulations, or resolutions submitted to them by the Executive Director in advance of the Annual Meeting. Absentee ballots containing all voting items indicated on the preliminary agenda will be sent to all named delegates before the meeting of Council and must be returned to the Executive Director before the meeting. This absentee ballot may include a limited proxy to a named individual, or the President of the Institute. In the event that additional nominations or amendments to regulations are made or other items requiring a vote are offered at the Annual Meeting of the Council, only those present at Council and designated proxies will be eligible to vote on those positions and issues. Designations of limited proxies are strongly encouraged and must be made in writing before the meeting of Council.
4. Thirty percent of the Council or their proxies shall constitute a quorum at the Annual Meeting, or a special meeting of the Council. Any such meeting is subject to the rules for calling a meeting of the Council pursuant to Article V, Sections 5 and 6.
5. The Annual Meeting of the Council shall be held at the time and place designated by the Council at its last Annual Meeting, or at such time and place as a majority of the Council shall designate to the President in writing at least sixty days in advance of the suggested date of the meeting. The Executive Director shall distribute notices of the Annual Meeting to each *ex officio* member of the Council and to each affiliated Society at least thirty days in advance of the date of the meeting.
6. During intervals between the Annual Meetings of the Council the Governing Board shall have and exercise all the powers and responsibilities of the Council. If required, special emergency meetings of the Council, to be convened at the business office of the Institute, may be called by the President, or upon written request of ten members of the Council. The call, which shall be sent to all members of the Council at least ten days before the scheduled date of a special meeting, shall state clearly the business to be transacted at the meeting, and no other business shall be considered. The provisions relating to voting by proxy, or by mail ballot coupled with a limited proxy, stated in Article V, Section 3, shall also be applicable to special emergency meetings.
7. The power to approve the Annual Budget of the Institute and the power to authorize increases in the over-all total of the budget are hereby vested in the Governing Board, which shall also have the primary responsibility for fund-raising and securing additions to the endowment of the Institute. Notwithstanding the power herein vested in the Governing Board to approve the Annual Budget, the Council reserves full power to review the budget at its Annual Meeting and to ask the Governing Board to prepare budget modifications to be presented to the Council within 30 days. These modifications shall not impair legal obligations incurred by the Institute in reliance upon the budget as adopted by the Governing Board.

## ARTICLE VI The Governing Board

1. There shall be a Governing Board consisting of the President, the First Vice-President, four Vice-Presidents, the immediate past President, and the Treasurer, (each *ex officio*), and not fewer than twenty-four and not more than thirty elective Trustees who shall be elected by the Council. Candidates for these positions must be members of the Archaeological Institute of America at the time their nomination is presented to the Council. For the purposes of election the elective members of the Governing Board shall be divided into three Divisions as described below. The Executive Director, as Secretary of the Institute, shall be a member *ex officio* of the Governing Board.
  - a. The first Division, to be known as the General Trustees, shall consist of not fewer than twelve nor more than eighteen elective members and shall be divided into three classes of four to six members each. The term for each class shall be for three years from the date of election, until their respective successors are elected and assume office. At the Annual Meeting of the Council each year a class of four to six members shall be elected to fill the places of the class whose term expires at that time. In nominating candidates for election as General Trustees, it shall be the policy of the Institute to seek persons who are willing and able to devote the necessary time to the affairs of the Institute and whose business and professional experience qualifies them to discharge the managerial, budgetary and fund-raising responsibilities of the Governing Board.
  - b. The second Division, to be known as the Academic Trustees, shall consist of nine elective members, who shall be elected by the Council and shall be divided into three classes of three members each. The term for each class shall be for three years from the date of election and until their respective successors are elected and assume office. At the Annual Meeting of the Council each year a class of three members shall be elected to fill the places of the class whose term expires at that time. In nominating candidates for election as Academic Trustees, it shall be the policy of the Institute to seek persons who are willing to devote the necessary time to the affairs of the Institute and whose demonstrated academic and administrative capacity qualifies them to discharge the academic and professional responsibilities of the Governing Board.
  - c. The third Division, to be known as the Society Trustees, shall consist of no fewer than three and no more than five elective members who shall be elected by the Council and shall be divided into three classes. The term for each class shall be for three years from the date of election and until their respective successors are elected and assume office. At the Annual Meeting of the Council each year a class of one or two members shall be elected to fill the place of the class whose term expires at that time. In nominating candidates for election as Society Trustees, it shall be the policy of the Institute to seek persons who are willing to devote the necessary time to the affairs of the Institute and whose proven experience in administering the affairs of the local Society of the Institute qualifies them to discharge the responsibilities of the Governing Board to the non-professional members of the Institute.

General, Academic, and Society Trustees, i.e., elective members of the Governing Board, are eligible to serve as Trustee for two consecutive terms of three years each. Former Trustees may be elected for additional terms as Trustee, provided that at least one year will have elapsed between the completion of their term in office and the beginning of their next term as Trustee. Former Officers, including the Past President, may be elected for additional terms as Officer or

Trustee provided that one year will have elapsed between the completion of their term in office and the beginning of their next term as Officer or Trustee. Current elective members of the Board may be nominated to any of the offices of the Institute during the course of, or at the conclusion of, their first or second term as Trustee, i.e., without a one-year absence from the Board. If elected, their term as Officer shall supersede their remaining term, if any, as Trustee. Those elected to fill out the remaining portion of a Trustee's three-year term will be considered to have completed a normal three-year term only if they hold that position for more than one half of the term.

From time to time the Institute may wish to honor a retiring Trustee who has performed exceptionally long and exemplary service to the Institute. Such individuals may be elected to Trustee Emeritus status. Appropriate candidates for this status must be nominated by unanimous consent of the President, First Vice President and Executive Director. Nominees so chosen will be forwarded to the Council for their vote. Trustees Emeriti must maintain their membership in the AIA and may attend meetings of the Governing Board in an *ex officio*, non-voting capacity without term limits.

In addition to the Elected members of the Governing Board and the Executive Director, the Editor-in-Chief of the *American Journal of Archaeology* and the Editor-in-Chief of *Archaeology*, shall attend meetings of the Governing Board, in an *ex officio* and non-voting capacity.

2. In the event that a current Trustee is elected as an Officer of the Institute before the completion of a three-year term, the nominee for Trustee who received the greatest number of votes among those candidates in that Division, but was not elected by the Council, shall fill out the remainder of the Trustee's term. If there was no other nominee, or there is no other nominee currently available, the President of the Institute may appoint an individual to serve in that position until the next Annual Meeting of the Council. Any vacancy among the elective members of the three constituent Divisions of the Governing Board that occurs between Annual Meetings of the Council, may be filled by the President of the Institute for the period until the next Annual Meeting of the Council, at which time the Council shall vote to fill such vacancy for the unexpired term, if any.
3. As stated in Article V, Section 6, during intervals between the Annual Meetings of the Council the Governing Board shall have and exercise all the powers and responsibilities of the Council. Subject to the power reserved by the Council under Article V, Section 7, the Governing Board shall have the power to approve the Annual Budget of the Institute and to authorize changes in the overall total of the budget. The Governing Board shall be vested with control of the endowment funds of the Institute, and shall have primary responsibility for fundraising and securing additions to the endowment of the Institute.
4. The Governing Board shall meet not less than three times a year, with one of the meetings to be held concurrently with the Annual Meeting of the Institute and the Annual Meeting of the Council. The Governing Board shall determine the manner, form, time, and place of its proceedings and how notice is to be given of its meetings. The constituent Divisions of the Governing Board may meet separately when assigned by the Governing Board or the President to deal with matters falling within their expertise.
5. A majority of the members of the Governing Board in office shall constitute a quorum at all meetings of the Governing Board, and no proxies shall be recognized.

6. Any action in which a majority of the members of the Governing Board in office shall concur in writing shall be valid and have the same force and effect as an action approved or adopted at a meeting of the Governing Board. Each such action shall be set forth in the minutes of the next meeting of the Governing Board.

## **ARTICLE VII**

### **The Executive Committee**

1. An Executive Committee shall be established which may exercise all the power and authority of the Governing Board between meetings of the Governing Board.
2. The Executive Committee shall be convened to meet for those actions that are necessary to be accomplished before the regularly scheduled or succeeding Governing Board meeting. The minutes of the Executive Committee meetings must be distributed to the Governing Board within two (2) weeks of Executive Committee approval.
3. The Executive Committee shall have 12 (twelve) members: the President, First Vice-President, Vice-President for Professional Responsibilities, Vice-President for Research and Academic Affairs, Vice-President for Outreach and Education, Vice-President for Societies, Treasurer (all of whom shall serve *ex officio*), and four Trustees, at least one of whom must be an Academic Trustee. These Trustees will be appointed to the Executive Committee by the President on an annual basis. The Executive Director shall be a member, *ex officio*, of the Executive Committee.
4. The President shall serve as Chair of the Executive Committee.
5. The Executive Committee shall meet not less than six times annually and shall determine the manner, form, time, and place of its proceedings and how notice is to be given of its meetings. The majority of the members of the Executive Committee shall constitute a quorum and no proxies will be recognized.
6. Governing Board ratification of Executive Committee actions is not required.
7. Executive Committee terms of the President, First Vice-President, Vice-President for Professional Responsibilities, Vice-President for Research and Academic Affairs, Vice-President for Outreach and Education, Vice-President for Societies, and Treasurer shall correspond to the terms stipulated for these positions in Article IV, Section 3. Terms for each of the four Trustees will be from the time of appointment until the next elections by Council and may be renewed annually for as long as the Trustee remains on the Governing Board.

## **ARTICLE VIII**

### **The Nominating Committee**

1. The President, with the advice of the Executive Committee, shall nominate persons, two for each vacancy, to be elected by the Council to serve on the Nominating Committee for a one-year term with the option of renewal by running unopposed for a second year from the date of election and until their successors are elected. To maintain a Board that represents significant community interests and that effectively guides the Institute's activities and operations, the Nominating Committee shall be responsible for selection, nomination, and evaluation of members of the Board, according to the policies of the Institute.

2. The Nominating Committee shall consist of five persons who either are serving or have served on the Governing Board. The President shall make every effort to ensure that at least one member representing each of the Board divisions (General, Society, Academic Trustee) is included in each Nominating Committee. A minimum of one year must elapse between completion of two one-year terms of service on the Nominating Committee and the beginning of another term. Members of the Nominating Committee cannot be nominated by the Nominating Committee for any other AIA office during a year in which they are serving on the Nominating Committee.
3. The Committee shall carefully review potential candidates to ensure that each of them subscribes to the AIA Code of Ethics and, in the case of professional nominees, to the AIA Code of Professional Standards as well. As part of this review, the Chair of the Committee shall consult with the Vice President for Professional Responsibilities, whose advice is non-binding. A signed statement shall be obtained from each of the candidates nominated indicating their adherence to the Code of Ethics, and for professional nominees, to the Code of Professional Standards. The Committee shall then transmit to the Secretary of the Council by November 15 a list of candidates for election as elective officers to succeed those officers whose terms expire at that time, and a list of candidates for election as Trustees on the Governing Board to fill the places of the Trustees whose terms expire at that time. The Secretary shall give such publication of the nominations as the Board shall from time to time direct. Other nominations for Trustees and Officers may be made in writing, signed by any ten members of the Institute. Subscribing Members may not make or sign such nominations. Any such nominee must affirm that (s)he understands the responsibilities of the position for which (s)he has been nominated, agrees to fulfill the expectations associated with that position, subscribes to the AIA Code of Ethics, and for professional nominees, subscribes to the AIA Code of Professional Standards. An affirmation form will be made available to nominees by the Secretary. The form may be prepared ahead of time or signed at the time the nomination is made from the floor. In the case where the nominee is not present at Council, the affirmation must be sent electronically or by mail to the President or Secretary in advance of the Council Meeting. Nominations can be transmitted to the Secretary at any time prior to the election, or at the Council Meeting when the President opens the floor to nominations. Nominations made from the floor must be accompanied by a statement of support signed by nine members of the Institute, in addition to the member proposing the nomination, or at least nine members who are present at the meeting must indicate their support for the nomination by a show of hands. If nominations are made prior to the Council Meeting, the Secretary shall communicate these to the President.
4. A name not placed in nomination for Trustee in accordance with either of the methods described in Section VIII, Article 3, shall not be voted on at the Annual Meeting, except that in the case of there being no candidate for any office from a cause arising at least thirty days before the date of the Annual Meeting, one or more nominations for such vacancy may be made at such meeting.
5. The Nominating Committee may nominate more than one candidate for election to a single position.
6. All elections of officers and Trustees on the Governing Board shall be by secret written ballot of the members of the Council present in person, by absentee ballot or by proxy at the Council Meeting. The ballot shall set forth the positions to be filled and the candidates nominated by the Nominating Committee. The names of candidates nominated by AIA members as described in VIII.3 and not included on the ballot may be written in by voting

Council members or their proxies. Two tellers of the election shall be appointed at the Annual Meeting of the Council by the President, and they shall not be persons whose names appear as candidates in the report of the Nominating Committee.

7. Any vacancy on the Nominating Committee that occurs between Annual Meetings of the Council may be filled by the President. The Committee member appointed by the President shall represent the same category of membership as that of the vacancy to be filled.

## **ARTICLE IX**

### **Executive Director**

1. The President, with the approval of the Governing Board, shall appoint an Executive Director of the Institute. The Executive Director shall be responsible for the day-to-day administration of the affairs of the Institute under the general supervision of the Governing Board. The Executive Director shall have authority to employ personnel for the Institute, as provided by the Governing Board or Executive Committee, and to terminate the employment of such personnel. The Executive Director shall have full authority, as well as the responsibility, to supervise the work of such personnel.
2. The Executive Director shall act as Secretary of the Institute pursuant to Section 2 of its Charter, and as such shall be an *ex officio* member of the Council, Governing Board, and Executive Committee of the Institute. The Executive Director shall attend all meetings of the Institute, the Council, and the Governing Board and shall prepare and submit such reports as may be requested from time to time. The Executive Director shall cause notices to be issued for all Council, Governing Board, and Executive Committee meetings. These notices shall be accompanied by an agenda of the business to be transacted. The Executive Director shall cause to be made and kept an official record of the proceedings of all such meetings. If requested by the President, the Executive Director shall perform these same functions with respect to the meetings of any committee appointed pursuant to these regulations. The Executive Director shall attend to all official correspondence of the Institute, shall have custody of the corporate seal and shall affix the seal under the direction of the President or the Council. The Executive Director shall act as liaison between the Institute and affiliated Societies, and shall be in charge of all matters relating to the membership and the lecture program of the Institute. At the Annual Meeting of the Council the Executive Director shall present a report on the transactions of the office for the preceding fiscal year. The Executive Director shall examine and verify the credentials of all delegates at meetings of the Council.
3. The entire time of the Executive Director shall be devoted to the affairs of the Institute, and the Executive Director shall receive such compensation as the Governing Board shall provide. The term and conditions of the Executive Director's employment shall be determined by the Governing Board. Any renewal of the appointment shall be subject to the approval of the Governing Board.

## **ARTICLE X**

### **General Meeting of the Institute**

1. The members of the Institute shall meet annually for the reading and discussion of papers. This meeting shall be held concurrently with the Annual Meeting of the Council and one of the statutory meetings of the Governing Board, and notice of the time, place and program shall be distributed to each member by the Executive Director as least thirty days in advance of the meeting.

**ARTICLE XI**  
**Fiscal Year**

1. The fiscal year of the Institute shall run from July 1st through June 30th.

**ARTICLE XII**  
**Memberships and Contributions**

1. Membership contributions of all members of the Institute shall be remitted to the Institute's main office. The Institute shall remit to the affiliated Societies a fixed proportion of each annual membership contribution for each affiliated Society member. This sum shall be determined from time to time by the Governing Board for the Council. For student members a comparable proportion of each student membership payment will be paid to affiliated Societies. All other contributions to the Institute shall be used for the purposes specified by the donors and approved by the Governing Board. Those contributions that are added to the Institute's endowment will be invested and spent according to the policies established from time to time by the Governing Board.

**ARTICLE XIII**  
**Grants in Aid**

1. Grants in aid of affiliated Societies may be made by the President only if the grants are specifically included in the Annual Budget or have been approved subsequent to the adoption of the budget by special resolution of the Governing Board.

**ARTICLE XIV**  
**The Budget**

1. The President, the Treasurer, and the Executive Director, acting in consultation with the Governing Board, shall prepare an Annual Budget showing estimated operating income and operating expenses of the Institute for the ensuing fiscal year, and shall submit the same to the Governing Board for its consideration before the end of the current fiscal year. All requests for items to be included in the Annual Budget shall be submitted to the President in writing, accompanied by a detailed explanation and a justification of their necessity or desirability, in time for consideration at a formal meeting of the Governing Board before the end of the current fiscal year.
2. Any budget adopted by the Governing Board shall, without further action, authorize the Treasurer to advance the amounts included in such budget. Should the Council modify the budget as adopted by the Governing Board, pursuant to the power reserved under Article V, Section 7 hereof, such action by the Council shall supersede the budget adopted by the Governing Board and confer upon the Treasurer authority only as to the amounts included in the modified budget.
3. The Treasurer shall make no advances and no officer or employee of the Institute shall incur any expenses in addition to the amounts specified in the Annual Budget without the prior approval of the Governing Board.

**ARTICLE XV**  
**Tenure of Office**

1. Unless otherwise provided, all employees of the Institute shall hold their positions at the pleasure of the Governing Board.
2. Employees of the Institute, including the Executive Director and any subordinate officers appointed by the President in conformity with the Annual Budget, and other employees of the Institute shall receive compensation for service rendered to the Institute as the Governing Board may determine. They are not entitled to receive compensation in any form other than salary, commission, or incentive bonus, except by special resolution of the Governing Board.
3. For any or all of those officers who are elected members of the Governing Board (the President, Vice Presidents, and Treasurer), the Governing Board may approve compensation, to be paid to the officer's regular employer for time such officer spends in service rendered to the Institute. Such compensation shall be determined by the Governing Board as part of its approval of the Annual Budget that includes such compensation. At the time of approval of the Annual Budget, any officer who is the subject of such compensation shall not participate in the vote on the section of the Budget granting such compensation.
4. No member of the Council or Trustee shall be entitled to compensation for acting in such capacity.

**ARTICLE XVI**  
**Termination of Existence**

1. Should the Institute at any time terminate or cease to exist and function, the title to all its assets of whatsoever kind shall be transferred to a comparable 501(c)3 organization.

**ARTICLE XVII**  
**Amendments**

1. These regulations may be amended in whole or in part only upon the written recommendation of ten members of the Council or of a committee appointed by the President for that purpose. The affirmative vote of three fourths of the members of the Council present in person or by proxy and voting at any annual or special meeting of the Council is required. Notice in writing of the proposed change shall be distributed by the Executive Director to each *ex officio* member of the Council and to each affiliated Society at least thirty days in advance of the meeting at which such change is to be considered.

**ARTICLE XVIII**  
**Search Committees**

1. The President shall appoint a Search Committee to fill a vacancy in the position of Executive Director. Upon the recommendation of the Search Committee and with the concurrence of the Governing Board the President will appoint the Executive Director.
2. The President shall appoint a Search Committee to fill a vacancy in the position of Editor-in-Chief of the *American Journal of Archaeology*. The Executive Director shall be an *ex officio* member of any such Search Committee. Upon the recommendation of the Search Committee the President will instruct the Executive Director to appoint the Editor-in-Chief.

#### **4. AIA Code of Ethics**

*The following Code of Ethics was approved by the Council at its December 29, 1990 meeting, and amended at its December 29, 1997 meeting.*

The Archaeological Institute of America is dedicated to the greater understanding of archaeology, to the protection and preservation of the world's archaeological resources and the information they contain, and to the encouragement and support of archaeological research and publication.

In accordance with these principles, members of the AIA should:

1. Seek to ensure that the exploration of archaeological sites be conducted according to the highest standards under the direct supervision of qualified personnel, and that the results of such research be made public;
2. Refuse to participate in the trade in undocumented antiquities and refrain from activities that enhance the commercial value of such objects. Undocumented antiquities are those which are not documented as belonging to a public or private collection before December 30, 1970, when the AIA Council endorsed the UNESCO Convention on Cultural Property, or which have not been excavated and exported from the country of origin in accordance with the laws of that country;
3. Inform appropriate authorities of threats to, or plunder of archaeological sites, and illegal import or export of archaeological material.