

**ARCHAEOLOGICAL INSTITUTE OF AMERICA,
ATLANTA SOCIETY**
Chartered in 1947

AIA Society Operational Guidelines:

<https://www.archaeological.org/programs/societies/resources/operation-guide/>

Other official policy documents for the AIA may be found online at the following link:

<https://www.archaeological.org/about/governance/policies/>

ATLANTA SOCIETY BY-LAWS
Current as of 2026

Article I Name and Purpose

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

1.2 The purpose of the Society is to support and 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 (hereinafter referred to as the AIA or the Institute).

Article II Affiliation

2.1 The Society is an independent entity.

2.2 The Society is affiliated with the Archaeological Institute of America (hereafter referred to as the AIA or the Institute) through the granting of a Charter issued by the AIA after an acceptance vote by the AIA Council.

2.3 The Society has agreed to the following stipulations:

- a) To promote the AIA's mission;
- b) To function within the guidelines of the AIA and not to adopt any regulations that conflict with those of the AIA;
- c) To engage in no activity that would damage the name of the AIA or undermine its mission, including engaging in transactions that remove artifacts from public and scholarly access;
- d) To maintain a membership consisting of a minimum number of persons as required by the AIA, currently 35.

<https://www.archaeological.org/programs/societies/resources/operation-guide/#operation>

2.4 The Society understands that failure to follow these stipulations can result in the revoking of its Charter by a vote of the AIA Council. If its Charter is revoked, the Society loses its affiliation with the AIA and the right to use the AIA name.

Article III Membership and Dues

3.1 The membership of the Society shall be open to any interested individual who is a member in good standing of the AIA and resides in proximity to Atlanta.

3.2 An 'Active' member in good standing is identified as one who is up to date with dues paid at the supporting member level to the AIA and maintains an address registered through the AIA directory in association with the Atlanta area chapter, the Society.

3.3 To become a member of the Society, interested parties should register with the AIA's website to purchase membership: <https://www.archaeological.org/join/>

3.4 The Society shall have no power to levy any assessment beyond the annual dues prescribed by the Institute.

3.5 Membership in the Society ends when the member stops paying annual dues, moves out of the Society's region by change of registered address, or upon a filing of Grievance Procedure following official AIA policy. The AIA provides the Society's Executive Committee the annual membership lists and status updates. The membership count shall be determined by the Institute's membership computer system. Each month, the AIA office in Boston should send an updated Society roster, typically as an Excel file. AIA Grievance Procedure:

[\[https://www.archaeological.org/wp-content/uploads/2019/12/Grievance-Procedure-rev.-Dec.-2019.pdf\]](https://www.archaeological.org/wp-content/uploads/2019/12/Grievance-Procedure-rev.-Dec.-2019.pdf)

3.6 The President and Secretary should maintain a database of its membership, including the relevant information pertaining to that member, including such details as the date they joined the society, contact information, lectures attended, local contributions, and active or lapsed status.

Article IV Administration

4.1 The administration of the Society shall be vested in an elected officer (President). The President should be employed as faculty and/or staff at a college or university within the Society's region.

4.2 The President shall serve for three-year terms and is eligible for reelection.

4.3 Vacancies for the President occurring between elections shall be filled by appointment of the President.

4.4. The secretary of the society shall serve for three-year terms; they work closely with the president to enable communications, finances, and scheduling of speakers, and are appointed by the President.

4.5 The President may be assisted by officers. Other officers *may (but need not)* include: Student Board Member, Newsletter Editor, Outreach Chair, Membership Chair, Fundraising Coordinator, Legal Advisor, Social Chair, Past President, Webmaster, or Refreshment Chair. These titles and their responsibilities will be delegated by the

President. These officers, together with the secretary, will constitute the Society's Executive Committee, and their names shall be made public to members at the annual business meeting, in relevant public communication, and via the AIA website (<https://www.archaeological.org/society/atlanta/>).

4.6 Ad hoc or standing committees may be appointed as necessary by the President and/or Executive Committee.

4.7 No person may hold two simultaneous positions on the Executive Committee, although responsibilities outlined for suggested officer positions by the AIA may be combined under one position with overlapping duties. An example might include a Secretary handling overlapping responsibilities that might otherwise be separated under positions of Program Coordinator or Society Contact.

4.8 The AIA office in Boston must be informed via the "Officer Update Form" on the AIA website when the Society elects or appoints new officers.

[\[https://www.archaeological.org/wp-content/uploads/2025/02/New-Society-Officer-Checklist.pdf\]](https://www.archaeological.org/wp-content/uploads/2025/02/New-Society-Officer-Checklist.pdf)

Article V Elections, Assumption of Office, and Removal from Office

5.1. An election for President shall be held every three years at the Society's annual business meeting or at a later meeting called for that specific purpose by the President in accordance with the decision of the Executive Committee.

5.2 Any qualified members seeking election as President should email the current President and Secretary so that their names may be distributed to members for consideration at least sixty days in advance of the election year's business meeting.

5.3 In the event of no contest, the previous President and any willing appointees of the Executive Committee may maintain their positions as desired, provided that there is clear communication to the members.

5.4 Elected officers will provide a signed statement indicating their acceptance of and adherence to the AIA's:

a) Code of Ethics,

[\[https://www.archaeological.org/wp-content/uploads/2019/05/Code-of-Ethics.pdf\]](https://www.archaeological.org/wp-content/uploads/2019/05/Code-of-Ethics.pdf)

b) Conflict of Interest Policy,

[\[https://www.archaeological.org/wp-content/uploads/2019/04/COI-Statement-for-Members-of-Committees-Awarding-Fellowships-Grants-and-Prizes.pdf\]](https://www.archaeological.org/wp-content/uploads/2019/04/COI-Statement-for-Members-of-Committees-Awarding-Fellowships-Grants-and-Prizes.pdf)

and, in the case of professional members, c) the Code of Professional Standards

[\[https://www.archaeological.org/wp-content/uploads/2019/05/Code-of-Professional-Standards.pdf\]](https://www.archaeological.org/wp-content/uploads/2019/05/Code-of-Professional-Standards.pdf).

5.5 Any officer may be removed at any time by a confidential, written two-thirds vote of the Society's members or by procedures as established by the Executive Committee if, in their judgment, such officer is in violation of the Regulations, Code of Ethics, the Conflict of Interest Policy, or the Code of Professional Standards of the AIA.

5.6 If an officer's removal is proposed, the proposal should be submitted confidentially in writing to the President. If the President is proposed for removal, the Secretary should receive the communication proposing removal and vice versa in the event of the Secretary being proposed for removal.

Article VI Communications

6.1 All communications to membership on behalf of the Society are official correspondence and must align with the AIA Code of Professional Standards. Decorum with communications is additionally dependent on the hosting venue and its institutional policies and/or restrictions.

6.2 As per the rules and regulations of the AIA to insure acceptable standards of safety and privacy, only members of the Executive Committee are permitted to access and use the membership list for communications to the membership. Executive Committee members must not share personal or contact information of the membership body to third parties beyond the Society, including uploading the data to websites or software systems (i.e., generative AI) that may retain the data for further use.

Article VII Delegates to the Council of the Institute

7.1 In accordance with Article IV of the Regulations of the AIA, the President may select one delegate to the Council of the Institute for its first 25 members and one further delegate for each additional 50 members.

7.2. The President of the Society is also a delegate, in addition to those selected.

Article VIII Use of Earnings

8.1 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.

8.2 The Society follows the AIA Policy on Endorsements in this matter.

[<https://www.archaeological.org/wp-content/uploads/2019/04/Policy-on-Endorsements.pdf>]

Article IX Meetings of the Society

9.1 The meetings of the Society shall present lectures by visiting lecturers designated by the AIA and such other programs as only the Executive Committee shall consider appropriate and arrange. Such meetings must be open to the public.

9.2 An annual business meeting scheduled by the President and Executive Committee shall be held for the election of officers for the ensuing year (every third year), for the presentation of reports on the Society's activities, reports on membership and finances

or and for consideration of other appropriate matters. 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. presentation (typically within three weeks of the annual AIA meeting, i.e., late January or early February) by the President in conjunction with the Executive Committee.

9.3 The annual business meeting is the venue for determining speakers and events for the upcoming year. Members are encouraged to submit proposals and requests for speakers and/or events up to 14 days before the scheduled business meeting so that the full range of dates and types of events may be discussed among the membership as a whole with the President and Executive Committee presiding.

9.4 Following the AIA Policy on Endorsements, the Society will not lend its endorsement to products, projects, or any other initiatives that do not originate from the AIA and have the approval of the Governing Board. The AIA may announce outside initiatives in its publications, provided that the announcements are accompanied by a statement to the effect that these announcements do not imply Institute support or endorsement.

9.5 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.

9.6 The AIA's policy on Respectful Behavior at the Annual Meeting is a useful guideline for behavior at the Society's meetings.

<https://www.archaeological.org/wp-content/uploads/2019/05/AIA-Respectful-Behavior-at-the-Annual-Meeting-Policy.pdf>

9.7 The AIA's policy on harassment is also an important guideline for expectations and procedures applicable to the Society's meetings and members.

<https://www.archaeological.org/wp-content/uploads/2019/10/AIA-SCS-Joint-Harassment-Policy.pdf>

Article X Dissolution

10.1 In the event of the dissolution of the AIA-Atlanta Society, any funds belonging to the society at the time of dissolution shall, after all debts have been paid, be given to the AIA.

Article XI Liability

11.1 All persons, corporations and governmental entities extending credit to, or contracting with, or having any claim against the Society 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.

Article XI Non-Discrimination

11.1 The Society shall not, in its conduct of Society affairs, restrict or limit participation on the basis of race, color, religion, sex, gender identity, gender expression, age, national origin, or sexual orientation.

Article XII Amendments

12.1 These bylaws may be amended at the annual business meeting or an ad hoc meeting for the specific purpose of updating the Society. Amendments shall pass by a two-thirds majority of valid votes by active members at the annual business meeting or by a signed statement/vote submitted to the President and Secretary. Notices of the proposed amendments and voting will have been provided to all members by the President and/or Secretary at least thirty days before the date of the annual business meeting. Voting will occur in-person at the annual business meeting. Provisions shall be made for voting by proxy, mail, or email 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, including votes received via mail or electronic ballot prior to the business meeting. Notwithstanding the foregoing, no change will be made to Article II without prior approval of the AIA.

12.2 If amendments or changes are made, updated bylaws will be sent to the AIA national office in a timely fashion.