

**BY-LAWS OF THE CENTRAL ARIZONA SOCIETY OF
THE ARCHAEOLOGICAL INSTITUTE OF AMERICA**

Adopted: 10 June 2013

Revised: 2 May 2016

Article I

Name

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

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.

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

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 Phoenix metropolitan 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 Central Arizona 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.

4.4 Members are required to provide accurate contact information to the AIA national office so that they may receive documentation from the Society, including but not limited to newsletters, voting ballots, and meeting announcements. It is the responsibility of each member to ensure that his or her contact information is current. Any changes in said information should be immediately addressed with the national office.

Article V

Administration

5.1 The administration of the Society shall be vested in the following elected Officers: President, Vice-President, Secretary, Treasurer, and Program Coordinator.

5.2 These Officers shall serve for two years, and are eligible for reelection.

5.3 Duties of Officers

As the executive Officer of the Society, the President shall preside at all meetings and shall carry out the decisions of the Executive Committee 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. The President shall introduce speakers during lectures, lead fundraising efforts for the Society, develop and administer programs that serve the various audiences of the Society, develop agendas for the meetings of the Executive Committee, and act as a liaison to the AIA national office.

The Vice-President shall act as a supplementary agent for the other Officers in their respective roles. Support may include but is not limited to assisting the President through the administration of Society outreach programs, working with the Program Coordinator to make local arrangements for lectures, and aiding the Secretary with the development and production of any publications and newsletters. In the absence of the President, the Vice-President shall serve as President.

The Secretary shall maintain files with important Society documents, keep minutes of business meetings and Committee meetings of the Society, give notice to the membership of all meetings of the Society, supervise dissemination of information through other means such as e-mail, letters, flyers, and posters, maintain a website for the Society (if any), 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 Treasurer shall maintain all checking and banking accounts associated with the Society, and shall be responsible for making deposits, coordinating reimbursements, and issuing honoraria as necessary. The Treasurer shall provide a ledger recording of all financial transactions to the Executive Committee at each business meeting, and shall coordinate any tax-related documentation if such material is required.

The Program Coordinator shall oversee the logistics of the lecture series, working with both the national office of the AIA and the other local society Officers. The Coordinator shall coordinate with the national office to administer all paperwork related to the national speakers, including requests for speakers and event reports. The Coordinator shall work with the other local officers to complete the lecture series, agreeing on additional (non-national) speakers and soliciting their participation. For all speakers, the Coordinator shall determine appropriate accommodation, arrange for transportation, organize the post-lecture dinner, and arrange any other requested activities.

5.4 All Officers of the Society may appoint committees as provided for by Article 8.2.

5.5 Vacancies among Officers 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 of the Executive Committee shall be elected by any combination of mail ballot, electronic ballot, and / or 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 Executive Committee. Elections for the positions of President and Program Coordinator shall take place on odd-numbered years, while elections for the positions of Vice-President, Secretary, and Treasurer shall take place on even-numbered years.

6.3 Elected Officers shall assume office as of the last Executive Committee meeting in the Spring.

6.4 Candidates for Officer positions may be nominated by any Society member in good standing. A candidate may self-nominate, provided that he or she is a Society member in good standing. If an elected candidate is not an AIA Society member, he or she must become an AIA Society member by the first Society meeting following the election. Failure to do so shall result in a forfeiture of the position, and a new Officer shall be selected as provided for by Article 5.5.

6.5 Any Officer may be removed at any time by a confidential written four-fifths vote of the remaining members of the Executive Committee, if, in their judgment, such Officer, 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 Central Arizona 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. At all times, the President of the Society shall be considered to be the first selected delegate ("Delegate #1").

7.2 The Society's additional 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. Additional delegates 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, Treasurer, and Program Coordinator.

8.2 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

Meetings of the Society

9.1 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.

9.2 An annual business meeting shall be held for the election of Officers for the ensuing years, for the presentation of reports on the Society's activities, for the presentation of reports on membership and finances, and for consideration of other appropriate matters. The annual business meeting will be scheduled by the President in consultation with the Executive Committee. The annual business meeting should take place between early March and early May. 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.

9.3 If elections do not occur at the business meeting, the Executive Committee will arrange for an election of Officers by mail or electronic ballot.

9.4 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 X

Dissolution

10.1 Upon the dissolution of the Society, the Executive Committee 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 Executive Committee shall determine. Any such assets not so disposed of shall be disposed of by the court of the requisite jurisdiction in the State of Arizona 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 XI

Liability

11.1 Except as otherwise provided by law, no member of the Executive Committee serving without compensation shall be liable to any other person or entity other than the AIA based solely on such Officer's conduct in the execution of such office, unless such conduct constituted gross negligence or was intended to cause the resulting harm.

11.2 All persons, corporations and governmental entities extending credit to, or contracting with, or having any claim against the Society or the Executive Committee 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 the Executive Committee, so that the Officers of the Society, present or future, shall be exempt from such liabilities.

Article XII

Non-Discrimination

12.1 The Central Arizona 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 XIII

Amendments

13.1 These By-laws may be amended by mail or electronic ballot. Amendments shall pass by a simple majority of valid ballots returned. Alternatively, these By-laws may be amended at any business meeting of the Society, provided both notices of the meeting and the proposed amendments have been provided to all members by the Executive Committee at least thirty days before the meeting itself. 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 simple 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. Votes not cast by members shall be counted towards the majority votes as registered at the meeting.