

BYLAWS OF THE CENTRAL FLORIDA SOCIETY OF THE ARCHAEOLOGICAL INSTITUTE OF AMERICA

(March 16/2017)

Article I

Name

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

1.2 The Central Florida 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 that would conflict with the charter and Regulations of the Archaeological Institute of America.

Article II

Purpose

2.1 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.

Affiliation

2.2 The Society is an independent entity.

2.3 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.

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

Members

3.1 Members of the Society must be members of the Archaeological Institute of America and either residents of or students in the counties of Central Florida.

3.2 Residents of other counties may join the Society as long as they are members in good standing of the AIA.

3.3 The classes of membership in the Society shall conform to the Regulations of the AIA.

Article IV

Officers

4.1 The officers of the Society shall be:

President
Vice President
Secretary
Treasurer
Public Relations Coordinator

These officers shall constitute the Executive Committee.

4.2 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 and the Society. In consultation with the Executive Committee, the President shall be responsible for overseeing the lecture season. This includes corresponding with the speakers, assisting speakers with local travel, and arranging for hospitality while speakers are in the Orlando 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 arranging for such other needs. 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 keep minutes of business meetings of the Society, records of transactions and expenditures of the Society, and a roster of membership. This roster must be updated monthly based on the roster sent from the headquarters of the AIA. The Secretary/Treasurer shall assist in the recruitment of new members and shall send letters to those members whose AIA dues have fallen in arrears to encourage their affiliation with and support of the programs of the AIA.

The **Treasurer** shall be responsible for the financial transactions of the organization. This includes maintenance of bank account, funds, donations, and reimbursements. They will provide an Annual Financial Summary to the membership at the Annual meeting (between March 1 and May 15).

The **Public Relations Coordinator** shall inform the membership of all lectures and other meetings of the Society by using various means of communication, such as letters, fliers, posters, and email. The Public Relations Coordinator's duties include submitting publicity to the media for lectures open to the public.

4.3 Nomination of Officers

The President shall appoint a Nominating Committee. This committee shall nominate candidates for the positions on the Executive Committee and present a slate of officers to the membership at the annual meeting held between March 1 and May 15.

4.4 Election of Officers

New officers shall be elected at the annual meeting held between March 1 and May 15.

4.5 Term of Office

Following their election at the annual meeting held between March 1 and May 15, the new officers shall assume office on June 1 of each year and shall serve a term of one year or until their successors are elected or appointed.

4.6 Vacancy of Office

Any vacancy occurring in the office of Vice President or any other office other than that of President shall be filled by appointment of the Executive Committee for the unexpired portion of such term.

Article V

Delegates to the Council of the Institute

5.1 In accordance with Article V.2 of the Regulations of the Archaeological Institute of America, the Central Florida Society may elect 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 shall serve as a Delegate *ex officio*.

5.2 The Society's delegates shall be elected at the same time and in the same manner as the Society's officers. 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 VI

Meetings

6.1 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. All meetings at which visiting lecturers from the Archaeological Institute of America present lectures must be free and open to the public. Other programs arranged by the Executive Committee may be open to the public and guests as decided by the Executive Committee.

6.2 The annual meeting of the Society shall take place between March 1 and May 15. The annual meeting will be held for the purpose of electing Society officers and delegates to the Council of the Institute, for the presentation of reports on the Society's activities, membership, and finances, and for the consideration of other appropriate matters. Written notice shall be given of the time and place of any such meeting to all members at least seven days prior to the meeting.

6.3 Ten members of the Society shall constitute a quorum.

6.4 Business matters other than those of the annual meeting may be approved by mail or email ballot.

Article VII

Executive Committee and Board of Directors

7.1 The Executive Committee shall be the officers of the Society.

7.2 The Executive Committee shall have general supervision of the affairs of the Society, shall set the date, time, and place of the meetings, shall make recommendations to the Society, shall be responsible for any balloting, and shall perform such other duties as are necessary for the Society. The Executive Committee shall be subject to the orders of the Society, and one of its acts shall not conflict with action taken by the Society.

7.3 The Society shall have a Board of Directors, which shall consist of the Executive Committee and any member nominated and appointed by the Executive Committee. The Board of Directors shall hold meetings as called by the President and shall act in an advisory capacity to the Society.

Article VII

Committees

8.1 Standing and ad hoc committees may be appointed as necessary by the officers of the Society to help with the fulfillment of the objectives of the Society. All committees must be appointed by and receive the approval of the Executive Committee.

Article IX

Dissolution

9.1 In the event of dissolution of the Central Florida Society, any funds belonging to the Society at the time of dissolution shall, after all debts have been paid, be given to the Archaeological Institute of America.

Article X

Parliamentary Authority

10.1 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that the Society may adopt.

Article XI

Amendments to Bylaws

11.1 These bylaws may be amended at any business meeting of the Society or at any special meeting called for that purpose by a two thirds vote of the members present and voting, provided that notice of the meeting and the proposed amendments has been given to all members at least seven days before the date of the meeting.