

**ARCHAEOLOGICAL INSTITUTE OF AMERICA
CENTRAL TEXAS SOCIETY**

BY-LAWS

Article I Name and Purpose

- 1.1 The name of this organization shall be the Archaeological Institute of America Central Texas Society, hereinafter referred to as the Society.
- 1.2 The purpose of the Society is 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 (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.
- 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. The Society shall have no power to levy any assessment beyond the annual dues prescribed by the Institute.

Article IV Administration

- 4.1 The administration of the Society shall be vested in an elected officer (President). The President will be assisted by two additional elected officers, a Vice-President and a Secretary-Treasurer. These officers will constitute the Society's Executive Committee.
- 4.2 Officers shall serve for two years and are eligible for reelection.
- 4.3 The Executive Committee shall appoint a Local Coordinator to serve for a term of one year, with eligibility for reappointment.
- 4.4 The duties of the officers and the local coordinator shall be as follows:

President: prepares the schedule for the meetings of the local society and arranges and presides over meetings. Maintains a current list of active and past local members and communicates electronically with those members to notify them of the lecture schedule and other business. Organizes dinners for national speakers. Updates the calendar on the

central AIA website with Society lectures and events, and provides the lecture schedule to the Central Texas Classics Calendar. Submits all paperwork required by the AIA (lecture selection forms, follow-up reports, etc.). Seeks to expand the membership of the Society.

Vice President: takes the place of the President when the President is unavailable. Consults on the lecture schedule. Helps to maintain and increase membership and raise the profile of the Society in various ways, such as assisting with the organization of the Annual Archaeology Play-Date for International Archaeology Day or liaising with other heritage-focused organizations in Austin or at the University of Texas (e.g. Antiquities Action).

Secretary-Treasurer: handles the funds of the Society, including maintaining a bank account for those funds, depositing AIA membership rebates and other supplements or reimbursements, keeping records of transactions and expenditures of the Society, paying for hotel expenses, reimbursing officers and members for expenses incurred for Society programs, and preparing budget reports for the annual meeting and/or at the request of the President.

Local Coordinator: books venues on the UT campus for lectures (because lectures are traditionally held on the UT campus, this position is usually held by a graduate student at UT). Coordinates with national speakers to arrange airport transportation and book hotel rooms. Designs and distributes flyers to promote Society lectures. Prepares coffee and snacks for the lectures. Maintains a count of those present at each lecture for the Society's records, and prepares the follow-up report for national lectures for submission by the President. The Coordinator is also encouraged to publicize Society events in additional venues, e.g. on the Society's Facebook page, on Twitter, through a dedicated webpage, through campus events calendars, etc.

- 4.5 Vacancies among officers occurring between elections shall be filled by appointment of the President.
- 4.6 Ad hoc or standing committees may be appointed as necessary by the Executive Committee.
- 4.7 No person may hold two positions on the Executive Committee.

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

- 5.1. The officers shall be elected by any combination of mail ballot, electronic ballot, and in-person vote at the biennial business meeting or at a meeting called for that purpose by the President in accordance with the decision of the Executive Committee.
- 5.2 Elections shall be held biennially.
- 5.3 Elected officers will 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.
- 5.4 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.

Article VI Delegates to the Council of the Institute

- 6.1 The Society understands that, in accordance with Article IV of the Regulations of the Archaeological Institute of America and as long as it remains in good standing as a society chartered by the AIA, the 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.
- 6.2 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 VII Use of earnings

- 7.1 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.

Article VIII Meetings of the Society

- 8.1 The meetings of the Society shall present lectures by visiting lecturers from the AIA and such other programs as the Executive Committee shall consider appropriate. Such meetings must be open to the public.
- 8.2 A biennial business meeting scheduled by the President and the Executive Committee shall be held for the election of officers for the ensuing biennium, for the presentation of reports on the Society's activities, reports on membership and finances and for consideration of other appropriate matters. Electronic notification shall be given of the time and place of the biennial business meeting to all members at least thirty days prior to the meeting.
- 8.3 If elections do not occur at the business meeting, the Executive Committee will arrange for an election of officers by electronic ballot.
- 8.4 Other business meetings may be called at any time by the President with the approval of the Executive Committee provided ten-day notice is given to members.

Article IX Dissolution

- 9.1 In the event of the dissolution of the AIA-Central Texas 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 X Liability

- 10.1 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, age, national origin or sexual orientation.

Article XII Amendments

- 12.1 These bylaws may be amended by mail or electronic ballot. Amendments shall pass by a two-thirds majority of valid ballots returned. Alternatively, 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 Executive Committee at least thirty days before the date of assembly. Provisions shall be made for voting by proxy, or by electronic ballot, 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 electronic ballot prior to the business meeting plus the votes of those present at 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.