

**ARCHAEOLOGICAL INSTITUTE OF AMERICA
GAINESVILLE SOCIETY**

BY-LAWS

Article I Name and Purpose

- 1.1 The name of this organization shall be the Archaeological Institute of America Gainesville 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 the following elected officers: President, Vice-President, Secretary, Treasurer, and the National AIA Liaison, whose duties shall be divided among the other officers. These officers shall constitute the AIA's Executive Committee.
- 4.2 Officers shall serve for two years and are eligible for reelection.
- 4.3 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 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. 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 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 officers who liaise with the National AIA office shall be responsible for maintaining communication and relations on topics related to their respective positions.

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

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

- 5.1. Officers shall be elected at the Society's annual 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 biannually.
- 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 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.
- 6.2 The President of the Society is also a delegate, in addition to those selected.

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 An annual business meeting scheduled by the President and the Executive Committee shall be held for the election of officers 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. 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.
- 8.3 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.
- 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 Gainesville 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 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. 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.