

Bylaws of the Jacksonville Society of the Archaeological Institute of America

Article I

Name

1.1 The name of this organization shall be the Archaeological Institute of America--Jacksonville Society, hereafter 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 further the aims and programs of the AIA by promoting knowledge of and interest in archaeology and related subjects.

Article IV

Membership and Dues

4.1 The membership of the Society shall consist of residents and students living in the general area of Jacksonville who are members in good standing of the AIA.

4.2 Dues will be paid directly to the national office of the AIA.

Article V

Administration

5.1 The business and activities of the Society shall be conducted by the following elected officers: President, Vice President, Secretary, Treasurer, Board of Directors, and National AIA Liaison.

5.2 These officers, except the Board of Directors, shall be elected for one-year terms and shall be eligible for reelection. The Board of Directors shall be elected for three-year terms.

5.3 Duties of the Officers:

The President shall preside over all meetings and execute the decisions of the Board of Directors and the Society. The President shall also oversee the lecture season and have general management of the affairs of the Society.

The Vice President shall be responsible for the planning and local arrangements for the lectures--reserving rooms and equipment, planning dinners, and refreshments when needed. The Vice President shall serve as President during the absence of the President.

The Secretary shall: maintain files of Society documents; maintain a roster of membership; correspond with the members regarding meetings and other activities of the Society; receive and tally election ballots and announce the results at business meetings; and write minutes of business meetings.

The Treasurer shall handle the financial duties for the Society including: maintaining records of transactions and expenditures; reimbursing officers and other members for legitimate expenses; overseeing tax matters; and preparing budget documents for Board of Directors meetings and Society business meetings.

The National AIA Liaison shall maintain relations and communication with the main office of the AIA in coordination with the President and Vice President.

5.4 The Board of Directors shall consist of the above officers and five other members which will determine the number, time, and place of meetings; provide lecturers; and manage the affairs of the Society. If both the President and Vice President are unavailable, a member of the Board of Directors shall perform the duties of President.

5.5 The President shall appoint members to fill vacancies which occur among the Officers and Board of Directors. Such appointees shall serve the term of the person they are replacing.

Article VI

Nominations, Elections, Assumption of Office, and Removal from Office

6.1 After receiving the slate of nominees for officers, the President shall publish the slate to the members. Additional nominations can be submitted by entering a write-in on the ballot or by nominations from the floor.

6.2 Officers and Board of Directors shall be elected by paper ballot, electronic ballot, or voting at a meeting of the Society, the time, place, and date of which will be decided by the Board of Directors.

6.3 Elected Officers shall assume office as of the first Board meeting following their election.

6.4 All members of the Board of Directors must indicate their acceptance of the AIA's Code of Ethics and other regulations.

6.5 Any Officer or member of the Board of Directors may be removed at any time by two-thirds of the Board of Directors if such member or officer has not adequately attended to his/her duties or has violated AIA regulations or Code of Conduct.

Article VII

Delegates to the Council of the AIA

7.1 The Society may choose one delegate to the Council of the AIA for its first 25 members and one more delegate for every additional 50 members. The President will also be a delegate.

7.2 These delegates shall be appointed by the President and shall be designated Delegate #1, Delegate #2, etc. If the Society's membership drops below 75, only Delegate #1 will serve.

Article VIII

Committees

8.1 The Nominating Committee of at least two members shall be appointed annually by the President. It shall generate a list of nominees to serve as Officers for the next year (Since the members of the Board of Directors serve for three years, the Committee will need to nominate them only every three years or when a vacancy occurs.). The Nominating Committee shall provide the slate of nominees to the President, the Board of Directors, and the membership at least two weeks before the meeting during which the election will take place.

8.2 Ad hoc or standing committees may be appointed by the Officers to assist them in their duties.

8.3 Special committees shall be appointed by the President.

8.4 All committees shall have a Chairperson who shall notify committee members and the President of the time and place of the committee meetings. The Chairperson shall also record minutes of the meetings and create a report of each meeting to be sent to the Secretary for filing within 30 days after the meeting.

8.5 The Board of Directors must approve the committees for them to remain in force.

Article IX

Tax Exempt Status

9.1 None of the funds of the Society shall devolve to its members, Officers, Directors, or other private persons except as compensation for services rendered or as charitable and/or educational purposes. The Society shall not carry out propaganda, attempt to influence legislation, or participate in any political campaign. The Society shall not carry on any activity not permitted by Federal tax exempt status according to section 501 (c) 3 of the Internal Revenue Code of 1986 or by an organization whose receipts are tax deductible under section 170 (c) 2 of the same code.

Article X

Meetings

10.1 The Society shall meet two or three times in the fall and winter/spring for the purpose of presenting lectures by visiting AIA lecturers or other programs planned by the Board of Directors. All meetings shall be open to the general public.

10.2 An annual business meeting shall be held for the election of officers and/or Board of Directors and for the consideration of other matters. The President and Board of Directors shall call the meeting and shall inform the members 30 days in advance.

10.3 The President and Board of Directors may call business meetings at any time as long as they give 30-days notice.

Article XI

Dissolution

11.1 If the decision is made to dissolve the Society, the Board of Directors will pay all liabilities of the Society and dispose of the remaining assets for charitable or educational purposes or transfer the assets to a comparable 501 (c) 3 organization.

Article XII

Liability

12.1 No member of the Board of Directors or Officers of the Society shall be personally liable for claims against the Society unless their behavior constituted gross negligence or was intended to cause harm.

Article XIII

Amendments

13.1 These Bylaws may be amended by a two-thirds vote of the members via mail, email, or at a business meeting.

Article XIV

Parliamentary Authority

14.1 The business meetings of the Society will be conducted accord to the parliamentary procedures of Robert's Rules of Order.

