

BY-LAWS
SANTA FE ARCHAEOLOGICAL SOCIETY CHAPTER
OF THE ARCHAEOLOGICAL INSTITUTE OF AMERICA
(adopted January 28, 2017)

Article 1: Name	1.1	The name shall be Santa Fe Archaeological Society.
Article 2: 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	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 3: Purposes	3.1	The purposes of this Society shall be: a. To aid in the conservation of prehistoric and historic resources in New Mexico and elsewhere. b. To assist with archaeology projects and encourage individual participation. c. To support worthy movements which have as their objectives the advancement of archaeological knowledge and interest in the history of man.
Article 4: Membership	4.1	Membership of the Society must be members in good standing of the Archaeological Institute of America, except as to husband and wife, both of whom are included as members of the Society, but only one of whom must be a member in good standing of the Archaeological Institute of America.
Article 5: Dues	5.1	Membership dues shall be established annually by the Board of Directors.
Article 6: Management	6.1	The management of the Society shall be vested in the Officers and Board of Directors.

- 6.2 The Officers shall be: a President; a Vice President, who shall be the Program Chairman; a Membership Chairman responsible for local recruitment; a Secretary; a Treasurer; and an Archaeologist.
- 6.3 The Board of Directors shall consist of 10 members, including the Officers, plus the immediate Past President as a non-voting ex officio member for one year after leaving office.
- 6.4 Terms of office shall be for one year and coincide with the business year of the Society, which begins at the close of the annual meeting in the Spring of the year. Officers are eligible for reelection.
- 6.5 If an Officer or Director is unable to complete the term, the Board of Directors may appoint a member to fill the unexpired term, with the exception that the Vice President fills the unexpired term of the President.
- 6.6 The President may appoint committees outside of the Board of Directors, consisting of a Chairman and no more than three other members--the Chairman to name the other members.
- 6.9 A Treasurer's report will be made at-the expiration of the term.

Article 7: Duties of
Officers and Standing
Committee Chairs

- 7.1 The Officers and their duties shall be:
 - a. President: The President shall be the Chief Administrative Officer of the Society and shall preside at the regular membership and Board meetings. The President shall call meetings of the board, whether at random intervals or set by the calendar of club events. The single signature of the President or the Treasurer will be sufficient for financial transactions involving local Society funds.
 - b. Vice President: The Vice President shall substitute as Chief Executive Officer of the Society in the absence of the President. In cooperation with the President, the Vice President shall arrange the lecture program for the season. The Vice President shall have primary responsibility to arrange for the local speakers and to arrange for the audio-visual equipment needed at the lecture meetings. The Vice President shall assist the President in arrangements for the speakers sponsored by the National Office of the AIA.
 - c. Secretary: The Secretary will be responsible for the communications with the National Office including maintaining a list of local members in good standing with the National Office. The Secretary shall work closely with the Treasurer to maintain a list of current local members. The Secretary shall be responsible for maintaining the minutes of meetings of the Board of Directors, the annual meeting, and any other meeting, whether regularly scheduled or not, in which general society business, other than the lecture, is transacted. The Secretary shall be responsible for maintaining the archival records of the Society.

- d. Treasurer: The Treasurer shall be responsible for maintaining proper financial records of the Society and preparing a Treasurer's report for presentation at the annual meeting. The receiving and recording the payment of local dues from members, meal charges for dinner meeting, and other charges due from the members shall be collected by the Treasurer. The Treasurer will maintain the list of current members of the local Society. Together with the President, the Treasurer will have single-signature authority to deposit and withdraw funds from financial accounts of the local Society.
- e. Archaeologist: The Archaeologist shall act as consultant to the Board of Directors on proposed activities and trips of an archaeological or historical nature. He will act as chairman of a committee to recommend the location, time, and nature of any official field activities of the Society

7.2 The Chairs of the Standing Committees and their responsibilities shall be:

- a. Publicity Chair: The Publicity Chair shall be responsible for all forms of publicity for the local Society.
- b. Arrangement Chair: The Arrangement Chair and committee shall be responsible for securing the restaurant and lecture hall as needed. The committee will also act as a telephone committee to contact members about upcoming events.

Article 8: Nominations and Elections

- 8.1 At the regular March meeting the President and Board of Directors shall appoint a Nominating Committee consisting of 5 members, no more than 1 of whom may be a Board member; its term to expire with the annual meeting.
- 8.2 The Nominating Committee thus appointed must present a slate of candidates for election as Officers and Directors for the ensuing year at the last regular meeting before the annual meeting. Nominations may also be made from the floor.
- 8.3 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 Board of Directors.

Article 9: Elections, Assumption of Office, and Removal from Office

- 9.1 The election shall be held in the spring of each year between early March and late May, the time, place, and date to be determined by the Board of Directors.

- 9.2 Elected officers shall assume office as of the last Board meeting in the spring or June 1 following their election, whichever occurs first.
- 9.3 Any Officer or member of the Board of Directors may be removed at any time by a confidential written two-thirds vote of the remaining members of the Board of Directors, by procedures established by the Board of Directors, if, in their judgment, such member of the Board of Directors, 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 10: Meetings
- 10.1 The Society shall hold regular program meetings.
- 10.2 Two to three of the meetings each year will be held at the times of the lectures given under the direct sponsorship of the Archaeological Institute of America. Three or more other meetings will be held each year to hear or participate in programs to be arranged by the Program Chairman.
- 10.3 A regular annual meeting to be held in the Spring, after the program meeting series has been completed, for the election of Officers and Directors and to hear the Treasurer's report. Other business may also be conducted at this meeting.
- Article 11: Dissolution
- 11.1 Upon the dissolution of the Society, the Board of Directors 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.
- Article 12:
Amendments
- These By-Laws may be amended at any regular meeting at which at least half of the members are present. A majority vote of those present shall be sufficient to change the By-Laws.