

ARCHAEOLOGICAL INSTITUTE *of* AMERICA

SOCIETY RESOURCE GUIDES



OPERATIONAL GUIDELINES

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I. What is an AIA Society?Introduction

An AIA Society is a collection of geographically proximate AIA members that have come together to create a formally recognized local group affiliated with the AIA. Societies support the mission and goals of the AIA and maintain programs, including the National Lecture Program, International Archaeology Day, and a variety of local programs and events.

The first Local Society was established in Boston in 1884. Today, the AIA has over 100 chartered Local Societies and several more in formation. Society members include both professional archaeologists and non-archaeologists and reflects the Institute's unique character as an organization that welcomes both professionals and interested members of the public.

Society organization, activities, and programs vary considerably depending on size, location, and available resources. The AIA website, <https://www.archaeological.org/programs/societies/>, lists all of the Local Societies and provides contact information for each one. Many Societies maintain their own website and/or social media accounts and links to these are also provided on the AIA website. Checking a Local Society's online presence is an easy way to keep abreast of what Societies are doing and how they are organized.

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Membership in a Society is assigned when a person becomes a Society level member of the AIA, and is based on geographical proximity. Local Societies enable AIA members to participate directly in the programs of the Institute and to communicate with the national organization and other like-minded people in their communities.

Each Local Society is managed by a board of elected officers who are responsible for various aspects of its operations. The organization of these boards and their overall composition, however, may vary. In some Societies, the majority of the members are avocational, while others are largely comprised of professional members. While each Society is different, the information herein should be useful to all and we encourage you to contact the AIA office in Boston with any questions. It may also be helpful to view the annual Society Self-Assessment to learn more about Society structures and best practices. Local Societies are created by AIA members to promote and advance the Institute's mission in their local communities, support the outreach and educational goals of the organization, and maintain national programs, like lectures and International Archaeology Day. The first Local Society was established in Boston in 1884. . Today, the AIA has 108 many chartered Local Societies and several more in formation. Societies' membership includes both professional archaeologists and non-archaeologists and reflects the Institute's unique character as an organization that welcomes both professionals and interested avocational members.

Society organization, activities, and programs vary considerably depending on size, location, and available resources. The AIA website, www.archaeological.org/societies/, lists all of the Local Societies and provides contact information for each one. Many societies maintain their own website and/or Facebook page, and links to these are also provided on the AIA website. Checking a Local Society's website is an easy way to keep abreast of what other societies are doing and how they are organized.

Although each society operates slightly differently, there are several overarching guidelines that collectively govern Local Societies, as well as best practices that should be upheld in order to ensure the success of your each local Local societySociety. As such, we The AIA have created this guidebook in order to outline the necessary steps in creating a thriving Local Society, while also providing seasoned society officers with general information, ideas, and examples that are useful for the maintenance of a

healthy society. Society officers are also encouraged to frequently check the AIA website for updates and additional information that could be pertinent to your their societies.

II. Society Governance

The AIA Vice President for Societies oversees the Local AIA Societies and is assisted by the Society Trustees on the AIA Governing Board, and the Societies Committee members. The Societies Committee is responsible for continually reviewing the Institute's programs and benefits offered by the Institute to the Local Societies and their members, and The committee also recommends ways of improving membership benefits to the Governing Board or the President, via the AIA Vice President for Societies which ultimately in support of the aims and best interests of the Institute as a whole. In addition, the cCommittee is charged with monitoring overseeing Society membership, lecture attendance, and programs. Where it can do so, the cCommittee will also provide mentoring advisory programs advice to Societies, and committee members will serve as a resource to Societies that request support in order to more effectively further the mission of the AIA.

III. Society Structure

A. What is a Society?

AIA Local Societies are independent entities that exist to support and promote archaeology, its practitioners, and their work. The contents of this guide illustrate how Local Societies and the Institute work together to promote the mission of the AIA. The Archaeological Institute of America and its Local Societies exist to support and promote archaeology, its practitioners, and their work. The Institute's outreach in this effort is national and international, whereas the outreach done by societies tends to be local. Although the AIA and Local Societies are independent entities — none exercising control over the others — the contents of this guide illustrate how the entities work together to promote the Institute's mission.

Membership in a society is assigned when a person joins the AIA at the supporting member level and is based on member geographical proximity. Local Societies enable AIA members to participate directly in the programs of the Institute and to communicate with the national organization and other like-minded people in their communities.

Each Local Society is managed by a board of elected officers who are responsible for various aspects of its operations. The organization of these boards and their overall composition, however, may vary. In some societies, the majority of the members are avocational, while others are largely comprised of professional members; both are equally successful. While each society is different, the information herein should be useful to all and we the AIA encourages you members to contact the AIA office in Boston with any questions.

AB. The Operation of Societies

1. Maintaining Active Status

To be considered an 'Active'active Society in good standing with the AIA, Local Societies are required to maintain a minimum of 35 members, although we Societies are encouraged you to maintain at least 50 members so as to ensure the continued viability of your the Societies.

An active Ssociety shall have the following rights, privileges, and obligations:

- (1) ~~They are-It is~~ subject to all terms and conditions prescribed by the Regulations, the Council, the Governing Board, the Officers, and AIA office in Boston.
- (2) ~~They are-It is~~ entitled to fully participate in all programs established for the affiliated Ssocieties, including the Lecture Program and any future programs created for the benefit of the Ssocieties.
- (3) ~~They are-It is~~ able to name representatives to the Council. For more information regarding the number of delegates, please refer to the AIA regulations.
- (4) ~~They will-It will receive~~ be eligible to claim an annual rebate based on its membership count as determined by the Institute on June 30 each year. ~~The membership count shall be determined by the Institute's membership computer system.~~

If, however, a Ssociety's membership falls to ten or below and remains at that level for **TWELVE** consecutive months, the Ssociety will be considered INACTIVE. Moreover, an INACTIVE Ssociety will not be eligible to participate in any AIA programs offered to the affiliated Ssocieties.

~~An INACTIVE society will continue to receive the annual rebate for one year after being declared INACTIVE. After one year, if the society has not been reinstated in good standing, the annual rebate will be terminated.~~

Societies with fewer than 35 but more than 10 members may have their ability to participate in programming restricted at the discretion of the Societies Committee. -Program eligibility currently stands as follows:

- ~~Chartered societies with greater than 35-25 members receive two national lectures plus an additional \$200 payment to organize a local event.~~
- ~~Chartered societies with 25-34 members will receive two national lectures but are not eligible for the additional \$200 payment.~~
- ~~Chartered societies with fewer than 25 members are not eligible for national lectures.~~
- ~~All active chartered societies, regardless of size, may apply for a society outreach grant.~~

All societies, both chartered and in formation, are eligible to apply for International Archaeology Day grants:

<u>Chartered Societies, Societies in formation, and inactive Societies working towards active status</u>	<u>Chartered Societies</u>
<u>Access to Society Rosters</u>	<u>In person lectures (for Societies in North America)</u>
<u>Society Officer News</u>	<u>Society Choice Lecture Program</u>
<u>Complete Society Self-Assessment/receive feedback from Societies Committee member if desired.</u>	<u>Golden Trowel Award</u>

Eligible to claim annual membership rebates	Poster Award
List your Society's events on the AIA website	Website Award
Magazine address labels	Publicity Award
IAD Grants*	Foot Soldier Award
Local lecture grants*	Life Saver Award
Society Outreach Grants*	Local Society Publicity on Local or Social Media Award
Access to virtual lecture series and Society promotional materials for virtual lectures	

*priority given to chartered Societies

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Societies may apply for an additional lecture. Ten lectures are awarded by the Societies Committee proportionately as follows:

- One lecture goes to the society that won the Golden Trowel (if they applied)
- Societies are divided into three groups: Class I— Societies with fewer than 45 members; Class II — Societies with 45-90 members; Class III— Societies with greater than 90 members.
- Societies that were awarded an extra lecture the previous year are ineligible.
- In awarding the lectures, the Societies Committee places the greatest emphasis on the following factors: assessment, membership growth in the previous year, and the availability of local lecture talent. Average lecture attendance was also used to verify that any extra lectures would have a greater likelihood of being well attended.

Please note, societies with 35 or more member that receive a third lecture are not eligible for that year's additional \$200 payment.

2. Reinstatement of Active Status

In order to be reinstated as an affiliated Ssociety of the AIA in good standing, an INACTIVE Ssociety must meet the following requirements:

(1) Show an active membership of at least 35 for three consecutive months while aiming for a goal of 50.

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2. (2) ~~Present~~ ~~Write~~ ~~Submit~~ bylaws providing for the election of officers and other local regulations, if not done in the past.

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3. (3) ~~Submit a request to that~~ the Executive Director ~~to~~ petition the Governing Board for reinstatement of ACTIVE status.

If an INACTIVE Ssociety meets all the requirements for reinstatement, the Executive Director will petition the Governing Board to consider its case and upon approval, the ACTIVE status will be reinstated.

C. Membership

1. Levels

Error! Hyperlink reference not valid. ~~to view~~ View the current membership categories and prices. Information about Lifetime Membership can be found **Error! Hyperlink reference not valid.**

Please note that while ARCHAEOLOGY ~~ARCHAEOLOGY~~ magazine subscribers are not automatically granted membership to their Llocal Ssociety, they may be interested in joining, so invite them to move up to a supporting Ssociety level membership. While ARCHAEOLOGY magazine subscribers are not granted membership in their local society, there is an option to **Error! Hyperlink reference not valid.** ~~to a supporting membership for \$40.~~

2. Incentive Programs for Societies

a. New Member Reward

AIA awards extra funds to Ssocieties ~~for each new member they recruit when the member signs up by inserting the society's code when they complete their membership form.~~ **Error!**

Hyperlink reference not valid. ~~for current incentive reward information that see at least more than 10% growth within the July 1-June 30 fiscal year.~~ The following amounts will be added to a Ssociety's annual rebate depending on their growth rate in the previous year: Ssocieties with 10-19% growth—\$25; Ssocieties with 20-29% growth—\$50; Ssocieties with 30-39% growth—\$75; Ssocieties with 40%+ growth—\$100.

b. Membership Rebates

An annual Membership Rebate ~~becomes available to claim~~ ~~is sent~~ every fall. It is based on the

- number of active members in your Ssociety as of June 30th of the preceding fiscal year.
- Societies receive \$3 for each member.

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D. Membership Maintenance

1. ~~Keeping Local Records~~ Accessing Society Membership Rosters

All Society Officers may download a roster of their Society's membership at any time. To do so, first, log into the AIA website. Then, go to the list of Societies, and go to your Society's page. To the right of the Society Contact information, you will see a box with your Society's name, your name, and a link that says "Download Roster." Click on this link, and the roster will be downloaded in Excel format. If you have any questions or are unsure of your login information, please contact membership@archaeological.org. To avoid confusion and the generation of multiple lists, AIA recommends that one person be in charge of maintaining the local membership list. All society officers are emailed a link each month to download their society rosters in CSV format. In addition, society officers maintaining an active membership status can download their roster at any time through the AIA membership platform. Each month, the AIA office in Boston sends an updated society roster to the Local Societies, typically as an Excel file. Every society should maintain a database of its membership, including the relevant information pertaining to that

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member, including the date they joined the society, contact information, lectures attended, and local contributions. To avoid confusion and the generation of multiple lists, we AIA recommends that one person be in charge of maintaining the local membership list.

By downloading the AIA member list for your Society, you are agreeing to only use it to promote AIA activities affiliated with your group. AIA member lists obtained from the main office cannot be used to promote third party events. Lists should not be shared with third parties with the exception of mailhouses who are sending a mailing out on your behalf.

2. Increasing and Keeping Members

Veteran Society Officers have offered several suggestions about how to increase membership and retain your current members:

a. Increasing Membership

1. Actively recruit new members. Create and actively maintain a website and/or Facebook page and other social media platforms for your the Society. eMaintain a mailing list to communicate regularly with members and prospective members. You may consider using online tools, such as MailChimp, to regularly email this list. Remember to keep contact information up to date. We recommend having a sign up sheet at all of your events for members and non-members to sign up and to update their information regularly. If you choose to host a virtual event, require registration to ensure you have contact information for attendees. Encourage people to attend events and activities; position a member at a table at your the event (ex. outside the lecture hall) that can answer questions about the AIA and sign up new members on the spot.

1. _____

2. Advertise your lectures and special events in local papers, and community calendars (both print and online), social media, and radio and TV stations.

2. _____

3. Increase S-your society visibility to the community by organizing outreach programs; volunteering at schools and museums; and sponsoring joint symposia or other programs with your local museums, universities, or other partners. See the Society Programs Guide.

3. _____

4. The AIA Membership Department can generate labels for Ssociety members or for local ARCHAEOLOGY subscribers (provide postal codes of interest) once per year for free. These can be used for newsletters, flyers, and other publicity mailings. Please provide the AIA office in Boston with the postal codes for the areas in which you are interested. Note: These lists may only be used for one mailing, and the AIA legally cannot provide email addresses

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~~for subscribers. Each label set may only be used once; it is not to be duplicated for any purpose.~~

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~~(1)5.~~ Send lecture announcements and invitations to local people who subscribe to ARCHAEOLOGY magazine and are not ~~S~~society ~~level~~ members.

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b. Keeping Members

Once someone becomes a member of a ~~S~~society, it's important to keep them engaged so that they will renew one year later. Here are some ideas to keep ~~your the~~ membership excited about ~~your the~~ ~~S~~society:

1. Encourage them to renew online and opt into automatic renewal if they are not already.

~~2.~~

~~3.~~ Keep in touch. Announce lectures on ~~your the~~ ~~S~~society website, ~~Facebook social media~~ pages, and local newsletters. ~~W~~Write personalized e-mails or letters to ~~your~~ members. Welcome new members with a letter as soon as they join, informing them of forthcoming events. When members have not renewed, send them an e-mail reminder and let them know what they will be missing.

~~2.~~

~~4.~~ Host social events/gatherings for members. For example, the Los Angeles County Society regularly has a new members' garden party.

~~3.~~

~~5.~~ Welcome new members at lectures. Introduce yourself and invite them to the reception following the lecture.

~~4.~~

~~6.~~ Organize study groups or book clubs. For example, the Nashville Society has a book club that reads and talks about books on certain archaeological topics.

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~~5.~~

~~7.~~ Organize activities, like tours, to local museums and archaeological sites.

~~6.~~

~~(2)7.~~ Have a ~~S~~society Officer personally ~~e-mail~~, call, or write to any lapsed members.

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If you have been successful in attracting new members and/or providing increased programs for your members, please share your ideas and comments with ~~us~~ [the AIA](#)! The [AIA monthly email Society Officer News AIA Membership Messenger](#) is geared specifically for [Society Officers](#). It features updates on [Society news](#), ideas for [your Society](#), and helpful strategies, ~~and general feedback from other society officers.~~ Mailed monthly with the Society Update (a listing of your new or renewing members). ~~It~~ can be a valuable resource for [your Society](#). Please send your comments and ideas to membership@aia-bu.edu ~~archaeological.org~~.

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E. Working Models

Every [Society](#) of the AIA is unique with considerable variation in sophistication of structure and programs. Some [Societies in the United States](#) have become incorporated or have a letter of tax exemption under Section 501(c)(3) ~~(3)~~ of the Internal Revenue Code. [Canadian Societies may register as nonprofit organizations](#). Others function more as clubs or as special interest groups within a college or university structure. In many cases, a host institution (academic or museum) may absorb some of the expenses incurred during the year's programming; other [Societies](#) fund their programs independently. However, all [Societies](#) have certain elements in common, such as elected [Society officers](#), bylaws, and ~~access to the~~ lectures provided by the [National Lecture Program](#).

1. Society Officers

The AIA office in ~~Boston-Massachusetts~~ requires certain information from the [Societies](#) on a periodic basis, ranging from a [Society's](#) preferred lecture topic, to the names and ~~contact information~~ ~~addresses~~ of ~~your a~~ [Society's](#) officers.

Although the AIA office in ~~Boston-Massachusetts~~ does not regulate [Society officer](#) titles, ~~we do the AIA~~ [does](#) request that certain officers perform specific duties. When [you Societies](#) complete the [Officer Update forms](#), please keep the following guidelines for officer positions in mind and include the information for the person whose duties most closely resemble those listed below:

- [President](#): Oversees the [Society](#).
- [Vice -President](#): Assists the President.
- [Program Coordinator](#): Plans the programs of the [Society](#) and takes care of all local details involved in hosting AIA lecturers in conjunction with the AIA office in Boston.
- [Secretary](#): Maintains the records for the [Society](#). ~~The Secretary will receive an updated membership roster four times a year from the AIA office in Boston. Supplements of new members and renewals are mailed each month. If you want other society officers to also receive these notifications, please inform the Membership Department.~~
- [Society Contact](#): Responsible for disseminating the [Society's](#) activities to the public. Note that the Society Contact's name and email address are published on the AIA website.
- [Treasurer](#): Manages the [Society's](#) funds. ~~The rebate and incentive checks and any National Lecture Program opt-out. If the society has not signed up for electronic payments, checks are mailed to the Treasurer unless otherwise specified.~~

Some Ssociety officers may have overlapping duties, and in some instances, a person might ~~ful~~fill more than one position (ex. Treasurer/Vice-President). Please indicate on the Officer Update forms all the duties for which an officer is responsible.

A Local Society may also wish to have additional members of the administrative committee of their board who serve various functions unique to ~~your the S~~society's particular needs. Other officers may include: Student Board Member, Newsletter Editor, Outreach Chair, Membership Chair, Fundraising Coordinator, Legal Advisor, Social Chair, Past President, Webmaster, or Refreshment Chair.

All officers are elected by the members of a Ssociety. Other members of the ~~board administrative committee~~ are generally elected by Ssociety members but could be appointed by the elected officers. The terms of office vary among Ssocieties; some hold elections annually, while others elect officers for multi-year terms.

IMPORTANT: Please keep the AIA office in Boston informed when your Ssociety elects new officers via the "Officer Update Form" on the AIA website. All Society Officers must maintain active AIA membership.

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2. Bylaws

In compliance with the policies outlined for the operation of Ssocieties, each chartered Ssociety should have a copy of its bylaws on file at the AIA office in Massachusetts. The AIA ~~has the right to will~~ post Societies' bylaws to their pages on the AIA website unless a Society requests for them not to be posted in writing. ~~a copy of~~

Bylaws are a set of rules adopted by an organization chiefly for the governance and regulation of its affairs. The AIA has bylaw templates that AIA Societies are welcome to adopt and adapt. There are three versions (long, medium, short). Select the one that would be most applicable to your situation. Your Each society must have bylaws or articles of incorporation if it applies for federal tax exempt status or for incorporation in your a state. State laws dictate what must be included in bylaws; for example, state laws may require a minimum number of officers. You can find your sState's laws governing non-profit corporations can be found online, at your local public libraries, or they can be obtained, at no cost, from the office of your each state's Secretary of State. State requirements aside, a set of bylaws should include the following:

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- a. the full, official name of the organization
- b. the purpose of the organization
- c. the definition of membership in the organization
- d. the officers, their duties, method of their selection, terms of office, and method for removal of officers
- e. when meetings will be held and how often
- f. when elections will be held
- g. how committees will be chosen
- h. how the bylaws can be changed
- i. dissolution clause

PLEASE NOTE that all Ssociety bylaws must include the following Article verbatim -defining ~~its the~~ Ssociety's relationship with the national organization. Societies may update their bylaws with the exception of Article II:

Article II Affiliation

~~1.~~ ~~1.~~ The Society is an independent entity.

~~1.~~ ~~1.~~

~~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.~~ ~~2.~~

~~3.~~ ~~3.~~ The Society has agreed to the following stipulations:

~~3.~~ ~~3.~~

~~a.~~ ~~a.)~~ To promote the AIA's mission;

~~a.~~ ~~a.)~~

~~b.~~ ~~b.)~~ To function within the guidelines of the AIA and not to adopt any regulations that conflict with those of the AIA;

~~b.~~ ~~b.)~~

~~c.~~ ~~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~~ed~~;

~~d.~~ ~~d.)~~ To maintain a membership consisting of a minimum number of persons as required by the AIA, currently 35.

~~4.~~ ~~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.

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ALL BYLAWS MUST INCLUDE THIS ARTICLE. If your Society already has a set of bylaws, ~~you they do not need to redo them. They~~ can be amended to include the required article concerning affiliation. ~~For your Societies' convenience, we the AIA has provided~~ ~~has included templates for a set of basic bylaws with this message. There are three versions (long, medium, short). Select the one that would be most applicable to your situation.~~

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3. Articles of Incorporation

Some Societies may elect to incorporate as a nonprofit organization. Please see federal and state or provincial guidelines for information on how to register.

~~The following is an example of Articles of Incorporation:~~

We, the undersigned,

Names _____ *Addresses* _____

~~being natural persons of the age of twenty one years or more and citizens of the United States, for the purposes of forming a corporation under the "General Not For Profit Corporation Act" of the State of _____, do hereby adopt the following Articles of Incorporation:~~

~~1. The name of the corporation is ARCHAEOLOGICAL INSTITUTE OF AMERICA, _____ SOCIETY, INC.~~

~~2. The period of the duration of the corporation is perpetual.~~

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3. The address of its initial Registered Office in the State of _____ is c/o *name, address* and the name of its initial Registered Agent as said address is *name*.

4. The first Board of Directors shall _____ in number, shall serve until their successors shall be elected and qualified, and their names and addresses are as follows:

Names _____ *Addresses* _____

Except as to number of the first Board of Directors, number of Directors shall be fixed by the Bylaws. The number of Directors may be increased or decreased from time to time by amendment to the Bylaws.

5. The purpose or purposes for which the corporation is organized are:
The corporation is organized and shall be operated exclusively for charitable and educational purposes, within the meaning of Section 501(c)(3) of the Code (or the corresponding provision of any future law). Specifically, the corporation is formed for the purpose of promoting in this area the interests of the Archaeological Institute of America and more specifically, advancing interest in the science of archaeology through education, the presenting and supporting of lectures, classes, seminars and other educational programs in the field; the supporting of archaeological expeditions, excavations, and other research in the field; the supporting of learned publications in the field; and all other related activity directly or indirectly advancing and promoting the science of archaeology in this area.

6. The corporation shall have as members all residents of this area who have been permitted to membership in the Archaeological Institute of America and who have paid in full all membership dues of the said Institute and of this corporation.

7. Upon dissolution and liquidation of the corporation, all assets of the corporation remaining or adequate provisions shall be made therefore, shall be transferred, conveyed, and distributed to such non-profit organization or organizations as may be specified in or provided for under the plan of distribution adopted by the corporation pursuant to Chapter _____ of the Revised Statutes of *state, date*; provided, such distribute organization(s) shall be organized and operated exclusively for charitable, educational, literary, or science purposes as shall at the time qualify as an exempt organization(s) under Section 501(c)(3) of the Code (or the corresponding provision of any future law).

8. Notwithstanding anything herein to the contrary:

_____ a. No substantial portion of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

_____ b. The corporation is not organized and shall not be conducted for pecuniary profit, and no part of its funds, however acquired, shall inure to the benefit of, or be distributed to, its members, directors, or other individuals, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein.

_____ c. The corporation shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Code (or the corresponding provision of any future law), or (ii) by a corporation, contributions to which are deductible under Section 170(a)(2) of the Code (or the corresponding provision of any future law).

_____ d. It shall be the policy of the corporation to admit members of any race to all the rights, privileges, programs, and activities generally accorded or made available to members of the corporation and the corporation shall not discriminate on the basis of race in administration of its educational policies, admissions policies, scholarship programs, or any other programs.

F. Communications

1. Society Newsletter

A ~~local~~ newsletter focusing on local events and activities is a useful tool for promoting ~~S~~society events, highlighting local members and relevant archaeological discoveries, and making announcements, especially for those who cannot attend all the local meetings. These newsletters can be posted online or sent electronically (via free services, such as MailChimp), and their frequency is determined by the needs of the Local Society.

2. Email, Society Website, and Social Media

Using email is a quick, easy way to reach members of ~~your~~ ~~S~~societies. At a ~~S~~society meeting or lecture, provide an email sign-up sheet for ~~your~~ members and give them an email address where they can contact ~~your~~ ~~a~~ ~~S~~society officer. It is useful to create a free email account strictly for the ~~S~~society (i.e., ~~your~~society@gmail.com), as this email address (and log-on information) will remain the same, even if there is a change in officers.

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We encourage all ~~S~~societies to create and maintain a webpage, ~~as well as a Facebook page, and/or social media account(s)~~ where ~~your~~ officers can announce upcoming events and post information relevant to ~~your~~ members. Social media in particular is helpful for familiarizing non-members with ~~your~~ ~~a~~ ~~S~~society and its activities. Make sure that the ~~your~~ ~~S~~society website information is available to the AIA office in Massachusetts, so a link can be placed on the AIA website.

G. Society Awards and Contests

The AIA Societies Committee manages and distributes the following awards. Please visit www.archaeological.org/awards the Society Awards page of the AIA website for further details and deadlines for all the awards. ~~The awards are given out each year in January in conjunction with~~ during the Society Breakfast (or Luncheon) Society Sunday ~~at~~ the AIA's Annual ~~Meeting in January.~~ Meeting.

1. The Golden Trowel Award

~~The Golden Trowel Award honors the society whose membership proportionally increases the most during the past fiscal year (July 1 to June 30). It is presented at the Annual Meeting as a way for the AIA to recognize the society with the highest growth rate. The contest has a cash prize of \$100.~~

2. Best Society Event Poster ~~Contest~~ Award

~~The AIA encourages all its societies to produce informative and creative lecture flyers or posters for society lectures. Entries The winner will be displayed at the Annual Meeting and the award goes to the society that produces and submits the best lecture flyer or poster. The contest has a cash prize of \$150.~~

3. Best Society Website Award ~~Contest~~

The AIA encourages each of its societies to create a website that provides information about the AIA Local Society and the AIA, lists upcoming lectures and other events, and encourages people to join and get involved. The Society that presents the best designed website will be awarded a cash prize of \$200.

4. Local Society Publicity on Local or Social Media Award

5. Foot Soldier Award

This award recognizes the important contributions made by exemplary AIA members at the local level. This award is open to any AIA member of a local society who has served as an officer and is nominated by their society.

65. Life Saver Award

This award recognizes the efforts of an individual that has gone above and beyond when disaster strikes (cancelled flights, storms, etc.) to ensure that the lecture/event goes on. This award is open to any AIA member who has gone above and beyond the call of duty in their efforts to make an AIA sponsored event the best it can be.

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