

UTAH STATEWIDE ARCHAEOLOGICAL SOCIETY

BYLAWS

ARTICLE I. - MEMBERSHIP

Section 1.

Members: Membership in the Utah Statewide Archaeological Society shall be composed of all members of 11 duly organized and affiliated chapters in the state of Utah, any member-at-large interested in promoting the aims of the Society, and any honorary members.

Section 2.

Application for Membership: Any prospective chapter desiring admission to the Society shall apply, in writing, to the Recording Secretary of the Society, giving its name, the names and addresses of its President and Vice President, who shall serve on the Board of Directors, its complete roster, a copy of its bylaws, and the month in which its officers were elected. A check covering the dues in an amount to be specified by the Board of Directors shall accompany the application. These dues shall be a prorated share of each member's chapter dues, but shall be paid to the Statewide Society's Treasurer by each chapter's treasurer, except for members-at-large.

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Section 3.

Admission to Society: Any person desiring admission to the Society shall submit to the designated officer of the Society, his and/or her name, address, and phone number, accompanied by a check in an amount to be specified by the Board of Directors.

Section 4.

Honorary Membership: Honorary membership shall be given to the State Archaeologists and selected assistants and to the Anthropology Department of the University of Utah. Additional honorary memberships- may be given to the head of any anthropology or archaeology department and their designated representatives and any other representatives from any college or university with the unanimous approval of the Board of Directors, or to any selected individual when such membership, in the unanimous view of the Board of Directors, furthers the

stated aims of this Society.

Section 5.

Expulsion: The Board of Directors may, at its annual meeting, expel any member whose attitude or conduct is considered extremely detrimental to the welfare and objectives of the Society. Such expulsion may be made only after the member has been given an opportunity to show cause why expulsion is not justified. A quorum vote of the Board of Directors is necessary for the expulsion of any member.

* Section 6.

Voting Membership: Voting membership shall be evidenced by a dated membership card issued annually, after receipt of annual dues. No voting privileges are extended to honorary members.

Section 7.

Junior Members: Junior Members must have a parent or sponsor who is a member in good standing and shall be given a complimentary card, but must be accompanied on field trips or digs by an adult who shall be responsible for their conduct. They shall have no voting privileges.

ARTICLE II - OFFICERS

Section 1.

Officers: The Officers of this Society shall be President, Vice President (who is President-elect), Recording Secretary, Corresponding Secretary and Treasurer. These officers shall constitute the Executive Board. The immediate Past President shall serve as an ex officio member of the Executive Board, but shall have no vote and shall act merely in an advisory capacity. In the event the immediate Past President is unable to serve, the Board of Directors may appoint any member from the roster of Past Presidents to so serve.

Section 2.

Term of Office: The term of office shall be for one year, effective as of the Annual Meeting and lasting until the next Annual Meeting.

* Section 3.

Vacancies: The office of President, if vacant, shall be

filled by the Vice President (President-elect). Other offices, if vacant, shall be filled by appointment by the Executive Board for the unexpired term; except for the office of Vice President, which may be filled by the USAS membership in a special election.

Section 4.

Succession: The President shall not succeed himself or herself in office except when he or she has previously served only the unexpired term of office when vacated. However, nothing in this section shall prevent a person from serving another term in later years, as long as the terms are not consecutive.

ARTICLE III - BOARD OF DIRECTORS

Section 1.

Board of Directors: The Board of Directors shall be composed of the officers of the Society and the President and Vice President from each affiliated chapter. The officers of the Society shall also serve as the officers of the Board of Directors.

Section 2.

Voting: A majority vote of the Board members in attendance shall carry any motion except the motion for expulsion, which shall require a three-fifths vote of the Board members in attendance.

Section 3.

Term of office: The term of office on the Board of Directors for chapter Presidents and Vice Presidents shall be for one year, effective the first annual meeting after elected in a chapter. Consecutive terms of office may be held if such officers are re-elected in their respective chapters.

Section 4.

Vacancies: A vacancy of any chapter's members of the Board of Directors shall be filled in accordance with the Chapter's bylaws.

Section 5.

Advisor: A member of the Anthropology or Archaeology

Department of any University or College designated by the head of such department, may serve as an Advisor to the Board of Directors.

ARTICLE IV - MEETINGS AND QUORUMS

Section 1.

Annual Meeting:

- a. The Society shall hold an Annual Meeting in June at a place, time and date to be designated by the Board of Directors. All members of all affiliated chapters, members-at-large, and honorary members shall be invited to attend the Annual Meeting and shall be permitted to advance and discuss ideas and business, but only members in good standing shall be permitted to vote. The host chapter at this meeting shall be one or more of the member chapters selected by the Board of Directors at the previous Annual Meeting, when the date and place shall have been agreed upon.
- b. Election of Officers: The election of officers shall take place at the Annual Meeting with each voting member in attendance having one vote. Elections shall be by secret ballot and conducted by the Parliamentarian who shall also appoint two tellers to count the votes.
- c. Committee Reports: All standing or special committee reports shall be given at this meeting.
- d. Treasurer's Report: The Treasurer shall give the annual treasurer's report. The chairman of the auditing committee shall read the report of the previously audited books.
- e. A majority vote of the voting membership in attendance shall carry any motion, except for amendments to these Bylaws as provided for in Article XI, or for expulsion of a member as provided for in Article I, Section S, or for the election of officers.

Section 2.

Special Meetings: Any business of such urgency that it cannot be held over for the annual meeting shall be transacted at

special meetings called by the President or upon written request of any three members in good standing, provided such request has been submitted to the Recording Secretary and that all members-at-large and all affiliated Chapter Presidents and Secretaries are notified at least ten (10) days in advance of such meetings.

Section 3.

Quorums: A quorum shall be three-fifths of the voting membership in attendance, with each member having one vote.

ARTICLE V - DUTIES OF THE BOARD OF DIRECTORS

Section 1.

Duties:

- a. It shall be the duty of the Board of Directors to attend the Annual Meeting, any special meeting, and upon the President's request. It is recommended that the Board shall meet at least bi-annually or more often if possible.
- b. It shall be the duty of the Board of Directors to name an auditing committee, consisting of at least two persons, other than the incumbent Executive Board members. This committee shall examine the Treasurer's books prior to the annual meeting and make its report at that meeting.
- c. It shall be the duty of the Board of Directors to appoint, prior to the Annual Meeting, a nominating committee composed of the presidents of all chapters, but not to include the Society President.
- d. It shall be the duty of the Board of Directors to correlate all activities under the guidance of the head of the Anthropology or Archaeology Department of any university or college, or his designated representative, or the State or Assistant State Archaeologist.
- * e. It shall be the duty of the Board of Directors to appoint all standing and special committees, other than

Parliamentarian and Archivist, which are appointed by the President.

- f. It shall be the duty of the Board of Directors to select honorary members.

ARTICLE VI - DUTIES OF OFFICERS

Section 1.

Duties of the President:

- a. It shall be the duty of the President to preside at all meetings of the Society and to perform such other duties as are customary to the office.
- b. It shall be the duty of the President to appoint a pro-tern committee chairman or members when such position is vacant for any reason.
- c. It shall be the duty of the President to appoint a Parliamentarian.
- d. It shall be the duty of the President to appoint an Archivist.

Section 2.

Duties of the Vice President: It shall be the duty of the Vice President to preside at any meeting and to perform all the duties of the President in the event of his/her absence or inability to serve.

Section 3.

Duties of the Recording Secretary: It shall be the duty of the Recording Secretary to keep an accurate and permanent record of the proceedings of all meetings of the Society and its Board of Directors. Within thirty (30) days after the close of such meetings, he or she shall submit copies of the meeting minutes to each affiliated chapter of the Society. The Recording Secretary shall maintain an up-to-date list of all names and addresses of all members of the Society, either affiliated with a chapter, members-at-large, or honorary members. The Recording Secretary shall receive applications for membership to the Society and shall submit to each chapter the slate of nominees for office at least sixty (60) days

prior to the Annual Meeting.

Section 4.

Duties of the Corresponding Secretary: It shall be the duty of the Corresponding Secretary to conduct all correspondence of the Society and to retain copies of such correspondence as a part of the permanent record. It shall be the duty of the Corresponding Secretary to assist the Editor in the publication of the periodic Newsletter, Utah Archaeology, and to submit copies to members in good standing. He or she shall submit all notices of annual or special meetings, including amendments to the Constitution and Bylaws, and if affirmed, file these with the Secretary of the state of Utah. He or she shall also assist the Archivist by keeping a record of all the Society's general activities.

Section 5.

Duties of the Treasurer: It shall be the duty of the Treasurer to receive all monies and to disburse them when authorized by the Board of Directors, to keep a full and accurate account of such transactions, and to render a written report of receipts and expenditures at every Annual Meeting.

ARTICLE VII - DUES AND FINANCES

Section 1.

Finances: This Society shall have the power to raise and disburse funds to further the aims and purposes set forth herein.

Section 2.

Dues for Members: The dues of this Society shall be determined annually by the Board of Directors and shall be a pro-rated portion of each affiliated member's chapter dues. These dues shall be paid to the Society by each chapter's treasurer and shall be due in January and delinquent by March 30 of each year. Members-at-large shall pay independently.

ARTICLE VIII - STANDING COMMITTEES

Section 1.

Membership Committee: It shall be the duty of the Membership Committee to assist in the organization of any group of persons interested in the aims of the Society and desiring to form a chapter, and to assist any persons desiring a membership-at-large.

Section 2.

Publications Committee: It shall be the duty of the Publications Committee to publish, under the direction of the Chairman (Editor), a periodic Newsletter named Utah Archaeology. With the assistance of the Corresponding Secretary, the committee shall submit a copy of the newsletter to each member and to all honorary members.

Section 3.

Nominating Committee: The Nominating Committee shall select a dual slate of candidates to run for office, but shall obtain the consent of each nominee. The report of the Nominating Committee shall be sent to the Corresponding Secretary ninety (90) days prior to the Annual Meeting.

Section 4.

Parliamentarian: It shall be the duty of the Parliamentarian to attend the Annual Meeting and any special meeting and to rule on all parliamentary procedures. It shall also be the duty of the Parliamentarian to conduct the annual election and to appoint two tellers to count the ballots.

Section 5.

Auditing Committee: It shall be the duty of the Auditing Committee to audit the Treasurer's books immediately prior to the Annual Meeting and to read such report at that meeting.

Section 6.

Publicity and Photography: It shall be the duty of the Publicity and Photography Committee to publicize the Society in all ways agreeable to the Board of Directors. Good photographs should be taken at all events for possible release to newspapers.

Section 7.

Archivist: It shall be the duty of the Archivist to be responsible for keeping a history of the Society, a record of its general activities, projects, field trips, social activities, contributions of all members of the Society to the field of archaeology, and other events of lasting interest. The Archivist shall be responsible for the safekeeping of all records, bulletins, papers, photographs, maps, reference books and other items of a historical nature pertaining to the Society.

ARTICLE IX - ELECTIONS

Section 1.

Nominations: Three months prior to the Annual Meeting, the Nominating Committee shall submit to the Recording Secretary a dual slate of candidates for the offices of the Society, except for the office of President. However, the Nominating Committee shall have acquired, from the proposed candidates, an approval and willingness to serve before inclusion of their name to the slate of nominees presented. Any member of the Board of the Society may serve on the nominating committee except the President. The report of the Nominating Committee shall be sent to the Recording Secretary who shall forward the report to each Chapter President and member-at-large at least sixty (60) days prior to the Annual Meeting.

Section 2.

Election of Officers: The election of the Executive Officers of the Society shall be held at the Annual Meeting in June. Officers shall be elected by a plurality vote of the voting membership in attendance and shall take office immediately following the close of all of the activities associated with the Annual Meeting.

a. **Procedure:** In electing the Officers, the Nominating Committee shall present again their report of the list of candidates at the Annual Meeting. The Parliamentarian will then accept further nominations from the floor by any member in good standing, provided the consent of the nominee has first been obtained.

* b. **Limitation:** The office of President of this Society shall not be held by any one individual for two

consecutive terms. No officer shall hold more than one Executive Office at a time at the state level, nor hold the same office in consecutive years. The Vice President automatically takes the President's chair for the next term of office. In case the Vice President takes the chair because of the President's inability to serve, at any time other than the Annual Meeting and election, the office of Vice President may be filled by the USAS membership in a special election.

- c. Members must be present to vote, with no proxies allowed.

ARTICLE X - CANCELLATION CLAUSE

Section 1.

Cancellation: On the adoption of these Bylaws, any or all previous Bylaws and amendments heretofore of this Society are automatically canceled.

ARTICLE XI - AMENDMENTS

Section 1.

These Bylaws may be amended at the Annual Meeting or any meeting called for such purpose by a three-fifths (3/5) vote of the voting membership in attendance, after the following provisions have been complied with:

- a. Any proposed amendment to these Bylaws must be submitted to the Corresponding Secretary.
- b. The name of the person or persons proposing the amendment, together with an explanation of why the amendment has been proposed, must accompany the copy of such proposed amendment and be submitted to the Corresponding Secretary at least ninety (90) days prior to the Annual Meeting or any special meeting to be called for amending purposes.
- c. A copy of proposed amendment shall then be sent by the Corresponding Secretary to each Chapter President and Secretary and all members-at-large at least sixty (60) days prior to such meeting.

ARTICLE XII - PARLIAMENTARY ORDER

Section 1.

Parliamentary Order: Robert's Rules of Order, Newly Revised, shall be authority on all questions of parliamentary procedure not covered herein.

ARTICLE XIII - CANCELLATION CLAUSE

Section 1.

Cancellation: The adoption of this Constitution automatically cancels any or all previous constitutions and amendments hereto of this Society.

USAS Bylaws adopted at a duly called Special Meeting of the Utah Statewide Archaeological Society on September 18, 1971; amended at the regular Annual Meeting on April 12, 1975; amended again at the regular Annual Meeting on June 20, 1987; amended at the regular Annual Meeting on June 13, 1992.