

CONSTITUTION AND BY-LAWS  
OF THE  
ARKANSAS ARCHEOLOGICAL SOCIETY

**CONSTITUTION**

**ARTICLE I. Name**

**Section 1.** The name of this organization shall be the Arkansas Archeological Society.

**ARTICLE II. Purpose**

**Section 1.** This organization is formed for the purpose of uniting all persons interested in the archeology of Arkansas, for the recognition and preservation of our cultural heritage and prehistory, and for fostering and encouraging the public's interest in the preservation of the past.

**Section 2.** It is a further purpose of this Society to encourage the scientific investigation, study, and interpretation of our cultural heritage, and to publish and distribute the results of these investigations, particularly those relating to Arkansas.

**ARTICLE III. Organization**

**Section 1.** The officers of this organization shall consist of a President, the Immediate Past President, four Vice-Presidents, a Recording Secretary, a Treasurer, and a Board of Advisors.

**Section 2.** The President, Vice-Presidents, Board of Advisors, Recording Secretary, and Treasurer shall be elected by the membership at large. The President and Vice-Presidents shall not be eligible to succeed themselves more than one elected term in the same office.

**Section 3.** The Arkansas Archeological Survey at Fayetteville shall be the central office and official repository for the Society.

**Section 4.** The President, Immediate Past President, Vice-Presidents, Recording Secretary, Editor(s), Treasurer, Chairperson of the Board of Advisors, and Chairperson of the Committee on Site Stewardship, and Survey Coordinator shall constitute an Executive Committee. The positions of Recording Secretary, Editor(s), and Treasurer may be combined as necessary. Any individual assuming multiple positions shall have only a single vote in the Executive Committee. The Survey Coordinator, appointed by the Arkansas Archeological Survey, is an ex-officio member of the Executive Committee with no voting privileges.

**ARTICLE IV. Powers**

**Section 1.** Management of the affairs of the Society shall be vested in the Executive Committee. Powers and duties of the Executive Committee shall be set forth in the By-Laws.

**Section 2.** The Society may receive, maintain, and hold by bequest, devise, or gift, or otherwise either absolutely or in trust, for any of its purposes, any property, either, real or personal, any fund or funds, without limitation as to amounts or values, to convey such property and to invest and reinvest any principal and interest, to direct, to manage, and expend the income and principal of the association, to administer any special funds for various purposes as agreed upon by the Society and the agency or agencies making such funds available for the uses and purposes herein set forth.

**Section 3.** The organization may buy, lease, hold, and exercise all privileges of ownership over real or personal property as may be necessary for the conduct and operation of the business of this organization or incidental thereto.

**Section 4.** The Society will do each and every thing suitable or proper for the accomplishment of any one or more of the purposes or the attainment of any one or more of the objectives enumerated herein, or conducive to or expedient for the interest and benefit of the organization, to contract accordingly, and, in addition, to exercise and possess all the powers, rights, and privileges necessary or incidental to the purposes herein set forth, or to the activities in which this organization is engaged, or to any other right, power, or privilege granted by the laws of this state to ordinary associations, except those which are inconsistent with the express provisions of these Articles.

**Section 5.** In the event of the dissolution of this organization, the total monetary assets of the Society, including all funds, cash, and invested accounts will be transferred to the established endowment at the University of Arkansas, Fayetteville, called the *Davis Internship in Public Archeology*. All publications, equipment, or other assets not included above, shall be given free and without encumbrance to the Arkansas Archeological Survey for the furtherance of archeological research in Arkansas.

**Section 6.** No part of the net earnings of this organization shall accrue to the benefit of any individual officer or individual member of this organization.

#### **ARTICLE V. Meetings**

**Section 1.** The Society shall meet annually in the fall at a time and place designated by the Executive Committee.

**Section 2.** The attending members shall constitute a quorum. At this meeting the business of the Society shall be transacted and programs of interest to members shall be presented.

**Section 3.** Special meetings may be called by the President at any time upon approval of the Executive Committee.

**Section 4.** Notice of meetings must be mailed to all members at least three weeks prior to such meetings if Society business is to be conducted.

**Section 5.** The Executive Committee shall meet quarterly, which may include the fall meeting of the Society. The President may call special meetings of the Executive Committee upon request of any three members of the Committee. Five members present or voting by signed statement received by the Recording Secretary one day prior to the meeting shall constitute a quorum of the Executive Committee.

**Section 6.** All meetings shall be conducted according to "Robert's Rules of Order."

#### **ARTICLE VI. Membership**

**Section 1.** Membership in the Society is open to any persons in sympathy with the stated purposes of the Society upon payment of a fee as prescribed in the By-Laws for the type of membership desired.

**Section 2.** Application for membership shall be submitted to the Treasurer who will act as an agent for the Society in accepting members.

**Section 3.** The Executive Committee may, by three-quarters vote, remove from the membership rolls any member who willfully destroys or distorts archeological data, who violates the Society's Code of Ethics or state or federal laws regarding the proper treatment of all burial remains and burial furniture, or who otherwise makes improper use of membership. The action of the Executive Committee may be subject to an appeal to the Society at its annual meeting.

#### **ARTICLE VII. Ethics**

**Section 1.** Members shall not willfully destroy or distort archeological data.

**Section 2.** All persons who participate in Society sponsored excavations of human skeletal burial sites shall behave in accordance with state and federal laws and in a manner that acknowledges the sanctity that the site may hold for all people. Skeletal materials shall be handled with respect at all times. Visitors to burial sites under excavation shall be informed of this Code and the state or federal laws regarding the excavation of burial remains, either by posted message or personal explanation.

**Section 3.** Artifacts recovered in any activity sponsored by the Society or any Chapter shall not remain in the hands of the individual excavators, but shall become the property of the State of Arkansas or appropriate federal governmental agency.

**Section 4.** Arkansas Archeological Society members will promote the use of proper archeological techniques. All excavations by Society members shall be performed according to proper archeological techniques. Society members will seek professional assistance as needed. Society members will offer assistance and/or instruction to non-Society members with an interest in preservation and/or legitimate research. Members, to the best of their ability, shall properly record and catalogue their private collections. Members are encouraged to donate their private collections to the State of Arkansas or the Arkansas Archeological Society.

**Section 5.** Members shall actively discourage the looting of archeological sites and encourage the preservation of such sites by informing the public of archeology's importance to the recovery of information.

**Section 6.** Members shall not sell, buy, or barter artifacts derived from archeological sites for personal gain.

## **ARTICLE VIII Amendments**

**Section 1.** This Constitution may be amended by a two-thirds vote of the members present at an annual meeting or by mail ballot provided that a proposed amendment is approved by two-thirds of the votes cast.

**Section 2.** Amendments to both the Constitution and the By-Laws may be proposed by the Executive Committee or by any ten (10) members of the Society. Notice of the proposed amendments to be considered at a meeting shall be mailed to members at least thirty (30) days before the meeting. When voting by mail, only ballots postmarked within thirty days of the original mailing by the Secretary shall be counted. An amendment shall go into effect immediately upon approval, unless otherwise specifically provided.

## **BY-LAWS**

### **ARTICLE 1. Membership**

**Section 1.** Membership in the Society shall consist of nine classes with the following dues:

Benefactor	\$500.00
Life	300.00
Joint Life	350.00
Business	100.00
Supporting	35.00
Active	25.00
Family	2.00
Student	10.00

**Section 2.** If a family contains one Active member of the Society, each other member of the family may become a member of the Society upon payment of the Family Membership fee. Family members 18 years of age and older will have voting privileges. They will not receive the publications of the Society.

**Section 3.** Student membership is available to elementary, high school students, and undergraduate college students. Student members will receive only the newsletter. If there is an archeological club recognized by a high school with an official sponsor and if four or more of its members are Arkansas Archeological Society members, the Society shall deposit an issue of the journal for that year with the school library.

**Section 4.** Institutions or other organizations may subscribe to all regular publications of the Arkansas Archeological Society upon payment of an annual fee to be set by the Executive Committee. No rights or privileges of membership shall accrue to such subscribers.

**Section 5.** Active, Family, Student, Supporting, and Contributing members shall pay annual dues at the beginning of each fiscal year. Life members, Joint Life members, and Benefactors pay one membership fee and retain privileges of membership throughout their lives. If one member is a Life member, the spouse may become a Joint Life member upon payment of the additional fee. Only one copy of the publications will be furnished to the Life and Joint Life members. In the event of death of the Life member, the Joint Life member shall become a Life member with all the resulting privileges thereof. Benefactors, Life members, and Joint Life members may pay for their memberships in two or three annual payments.

**Section 6.** Business membership will be in the name of the business, and one set of newsletters and the bulletin will be sent to the business, not to any individual. Fifty dollars of the membership fee will go into a fund to help with the costs for Archeology Week/Month. Up to three members of the business may attend the annual Training Program without becoming individual Society members, but they must pay the regular registration fee.

### **ARTICLE II. Publications**

**Section 1.** The Society, under the direction of the Editor(s), shall publish a newsletter at least six times a year and a peer-reviewed journal when finances and material permit.

**Section 2.** All members (other than Family and Joint Life) shall receive all the regular publications for the fiscal year covered by their dues. Student members shall receive the newsletter only. If such a member wishes a separate set of all publications, these will be provided upon payment of a full annual membership.

### **ARTICLE III. Duties of Officers**

**Section 1.** The President, Immediate Past President, and Vice-Presidents shall serve for two years; the Board of Advisors for three years, one-third being elected each year; and the Recording Secretary and Treasurer for three years. The Immediate Past President shall serve in an advisory capacity in order to provide continuity and shall serve as Chairperson of the Nominating Committee.

**Section 2.** The President shall be the presiding officer of the Society and Chairperson of the Executive Committee, and appoint and remove for cause the Chairperson of the Board of Advisors, the Chairperson of the Committee on Site Stewardship, Editor(s) of Society publications, and other members of the Society to special committees as necessary. Committee appointments shall be for a period of one year unless otherwise stated in the By-Laws. The President shall exercise all duties and responsibilities commonly associated with the office and such others as are provided for by the Constitution and By-Laws.

**Section 3.** The Vice-Presidents shall serve as Chairpersons of standing committees as appointed by the President, attend Executive Committee meetings, aid in establishing local Chapters, and perform other duties as assigned by the President.

**Section 4.** The Recording Secretary shall record the minutes of the annual meeting of the society and of all Executive Committee meetings.

**Section 5.** The Editor(s) shall have charge of all publications of the Society, enter into agreements with individuals and institutions for financing publications, and may appoint Associate and Assistant Editors who shall serve concurrently and under the direction of the Editor.

**Section 6.** The Treasurer shall receive and administer the finances of the Society subject to the regulation of the Executive Committee, maintain proper and adequate records which are open at all times to inspection by the Executive Committee, prepare and present an annual budget for the coming year at the December Executive Committee meeting, publish an annual financial report in the newsletter, present a financial statement at the annual meeting, maintain the current membership list, and have charge of the care and sale of surplus publications.

**Section 7.** The Executive Committee shall be charged with the management of the business and activities of the Society. It shall appoint three (3) Society members to the Committee on Site Stewardship, encourage and assist in the formation of local Chapters of the Society, set time and place of the annual meeting, create standing committees as necessary, approve the slate of officials presented by the Nominating Committee, approve the budget, hold special meetings at the call of the President, appoint a committee to audit financial accounts of the Society annually, and remove from membership any member who violates the provisions so stated in the Constitution and By-Laws.

In the absence of the President at an Executive Committee meeting, the immediate Past-President will chair the meeting. In the case of vacancy of the office of President, the immediate Past-President shall preside at the Executive Committee meetings and at the Annual Business Meeting and shall assume the duties of the President, until such time as a regularly scheduled election can be held. In the event of a vacancy in any elective office other than the President, the Executive Committee shall have the power to make interim appointments to the office. This appointment shall terminate at the fall meeting at which time a regular election will be held to fill the office. The Executive Committee shall carry out such other duties and responsibilities as are outlined in the Constitution and By-Laws.

**Section 8.** The Board of Advisors shall consist of three individuals from each of the Arkansas Archeological Survey districts and shall be elected by the membership at large. The three individuals from each Arkansas Archeological Survey district shall be called the Station Advisors, and shall serve three years, one being elected each year.

The entire Board of Advisors shall meet at least twice a year to review past activities of the Society and of the Survey, make suggestions for future activities, and conduct such other business as would be expected of a Board of Advisors. The first meeting shall be the second Saturday of each February, to be called by the Chair of the Board of Advisors. The second meeting shall be on the Saturday of the annual meeting of the Society, to be held prior to the beginning of the Society meeting.

The senior member of each Station Advisors shall arrange a meeting of the Station Advisors during the month of August, to be held at the respective Survey Research Station office, and at the convenience of the Station Archeologist. The purpose of this meeting is to prepare a written report on the Survey Station's activities, needs, and problems, and submit this report to the Chair of the Board by September 1<sup>st</sup>. The Station Archeologist shall be present at this meeting, to guide and offer recommendations to the Station Advisors.

The Chair of the Board shall review and combine the Station Advisors' Reports and make a written report of the Board of Advisor's activities and recommendations to the Executive Committee at the annual meeting of the Society, and the President of the Society shall forward the Report to the Director of the Survey. The UA System president will receive a summary signed by the Board of Advisors chair and the President of the Society, with copies going to the Society President and the Survey Director.

**Section 9.** The Committee on Site Stewardship shall consist of the Chairperson and three (3) members appointed by the Executive Committee. The committee shall assist in the location and survey of sites in Arkansas and shall undertake to solicit such local aid as is possible for the preservation of sites and archeological information. An annual report will be presented to the Executive Committee and to the membership at the annual meeting. The Chairperson of the committee shall be appointed by the President and shall serve on the Executive Committee for a term of two years to coincide with the term of the President.

#### **ARTICLE IV. Elections**

**Section 1.** The Nominating Committee shall consist of the Immediate Past-President and the Recording Secretary. The Nominating Committee shall provide each person agreeing to be on the slate with a copy of the job description for the office in which each has agreed to serve.

**Section 2.** At the meeting prior to the annual meeting, the Executive Committee shall review the slate of officers prepared by the Nominating Committee. The Nominating Committee shall submit the slate of officers to the membership to be voted upon at the fall meeting or by mail ballot as decided by the Executive Committee. In case of mail ballot, members shall address the ballots to the Recording Secretary and place them in the mail not more than thirty (30) days from the date they were mailed out by the Secretary.

**Section 3.** The candidate for an office who receives the highest number of votes shall be declared elected to that office.

**Section 4.** Officers shall assume their duties at the beginning of each calendar year.

#### **ARTICLE V. Local Chapters**

**Section 1.** Ten or more members of the Society living near each other may organize for the purpose of furthering the interests and objectives of the Society and may apply to the Executive Committee for authorization to become a Chapter by submitting their By-Laws and list of officers. So long as the number of Society members in the Chapter does not fall below ten (10), not all members of the Chapter have to be Society members; all officers of the Chapter, however, must be Society members.

**Section 2.** The purposes and organizational function of the Chapters and the actions of its members shall be and shall remain consistent with those of the Society as set forth in the Constitution and By-Laws.

**Section 3.** Whenever membership in a Chapter falls below ten (10), or the Chapter otherwise fails to meet requirements set forth in the Constitution and By-Laws, the Executive Committee may terminate the Chapter. The Chapter will also be terminated by the Executive Committee upon a request by a majority of the Chapter's members.

**Section 4.** Insofar as possible, the Society will aid Chapters in preparing programs and suggest ways and means whereby the Chapters may furnish group assistance toward accomplishing the purposes of the Society.

#### **ARTICLE VI. Finances**

**Section 1.** The fiscal year of the Society shall begin January 1.

**Section 2.** Annual dues shall become due the first of January. Persons whose dues have not been paid by April 1 shall not receive the publications of the Society until their dues are paid; at which time they will receive the back issues for that year.

**Section 3.** The income from annual dues, gifts, and other sources shall constitute the working capital available for operation, publication, and other current expenses consistent with the purpose of the Society. Funds donated to the Archeological Research Fund and Native American Consultation Fund shall remain separate from operational funds, and shall not be used for any expense except those that meet the guidelines of the Archeological Research Fund and the Native American Consultation Fund. The Executive Committee may create other special monetary funds as deemed necessary.

**ARTICLE VII. Amendments**

**Section 1.** These By-Laws may be amended by a majority vote at the annual meeting or the majority of the returned votes in a mail ballot.

Approved 4 October 2008