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## BY-LAWS OF THE SOCIETY FOR ARCHAEOLOGICAL SCIENCES

### ARTICLE I: NAME

The organization shall be known as the ‘Society for Archaeological Sciences’ (SAS).

### ARTICLE II: OBJECTIVES

Section 1. The general objective of the Society for Archaeological Sciences shall be to provide a professional society for those involved and interested in physical and natural science applications in archaeology, paleoanthropology, and material culture studies.

Section 2. The specific and primary purposes are to:

- (a) establish a forum from which current issues and advancements in archaeological science and archaeometry may be presented and discussed;
- (b) promote awareness and provide information that will inform archaeologists, anthropologists, and other related professionals of the problems and the potential of the application of techniques adopted from the physical and natural sciences as used in archaeological research;
- (c) maintain an active program for the promotion and implementation of interdisciplinary research in archaeology;
- (d) encourage research and the preparation of papers and reports on archaeological science topics, especially by students and emerging scholars;
- (e) encourage high technical standards by all who are active in the field of archaeological science and related studies;
- (f) uphold ethical standards in the scientific analysis of archaeological material, including adherence to the UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property 1970;
- (g) cooperate with other archaeological, anthropological, archaeological scientific, and

- archaeometric associations and societies;
- (h) advance relations with governmental agencies and the public in general, all without pecuniary profit to any director, officer, or member;
- (i) encourage diversity within the Society and the profession;
- (j) treat all members professionally, with no toleration for discrimination or harassment by the Society, its officers, or its members towards others.

### ARTICLE III: POWERS

Section 1. The Society shall have the power to: receive, administer, and disburse dues, assessments, and other grants to further its ends; acquire, hold absolutely or in trust for the purposes of the Society, and to convey property, real and personal; publish newsletters, reports, bulletins, journals, conference proceedings, and monographs; affiliate with other organizations in the pursuit of common aims, and to appoint delegates or representatives to such organizations; establish branches, sections, or divisions, on a regional or functional basis; engage in such other activities as are in keeping with the objectives of the Society.

Section 2. No part of the net receipts of the Society shall insure to the benefit of or be distributable to its members, officers, committee members, or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the Society as set forth in the Articles of Incorporation and these By-laws.

Section 3. The Society shall not promote propaganda or otherwise attempt to influence legislation; nor shall the Society participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of the candidate for public office. Notwithstanding any other provision of the Articles of Incorporation and these By-laws, the Society shall not administer or conduct any other activities which are proscribed for organizations exempt from Federal income tax under paragraph 501(c)(6) of the U.S. Internal Revenue Code of 1986 (or the corresponding provision of any future Internal Revenue Code) or which are proscribed for organizations to which contributions are deductible under paragraph 170(c)(2) of the Internal Revenue Code (or the corresponding section of any future Internal Revenue Code).

### ARTICLE IV: MEMBERSHIP

Section 1. Membership in the Society is open to any person in sympathy with the objectives of the

Society, as set forth in Article II. Membership shall be by payment of dues, or as part of an SAS-sponsored award, on the basis of the calendar year, unless otherwise determined by the Executive Board.

Section 2. The Society shall have several classes of membership as determined by a vote of the Executive Board. Each member in good standing shall have one vote in the transaction of the business of the Society and shall be eligible for any elective or appointive office in the Society, subject only to restrictions defined elsewhere in the Articles of Incorporation and these By-laws.

Section 3. Annual membership dues shall be set at a level as recommended by the Executive Board. The rates for dues payable to the Society by its members shall be reviewed yearly by the Executive Board and adjusted as needed.

Section 4. Any library, museum, university, school, college, or other institution may subscribe to the publications of the Society without privilege of membership. The annual cost of such subscription shall be fixed by the Executive Board and adjusted as needed.

Section 5. Each individual member in good standing shall receive all of the Society's publications issued during the year and covered by the member's dues.

Section 6. The Executive Board may, by a three-quarters ( $\frac{3}{4}$ ) vote, remove from the membership rolls any member whose acts are contrary to the ideals, objectives, and accepted standards of the Society as set forth in Article II, or any code of conduct established by vote of the membership of the Society. The action of the Executive Board may be subject to an appeal to the Society at its General Meeting.

Section 7. The General Secretary shall be empowered to discontinue the membership of any person for non-payment of dues until such dues might again be paid.

Section 8. No member shall be personally liable to any creditor of the Society for any indebtedness or liability, and any and all creditors shall look to the Society assets for payment.

## ARTICLE V: ORGANIZATION

Section 1. The Executive Officers of the SAS shall consist of a President, a Vice President/President-elect, an immediate Past President, and, if appointed, one or more ad hoc Vice Presidents.

Section 2. The Executive Board of the SAS shall consist of the Executive Officers, the General Secretary, the Treasurer, the SAS Bulletin Editor, and may include one of the editors of each professional journal with which the Society has a special arrangement. All members of the Executive Board shall be

Society members in good standing. Each member of the Executive Board shall have one vote in Board decisions, even if holding more than one position.

Section 3. The Vice President/President-elect shall be elected in the manner prescribed in Article VIII of these By-laws. Any other ad hoc Vice President shall be appointed by recommendation of the President and a majority vote of the Executive Board, and may serve for renewable one-year terms without any limitation as to length of service. Calls for nominations for the appointed Vice Presidents and other appointed members of the Executive Board shall be made to the membership. All prospective nominees made by the membership or by the Board must indicate in writing to the President their willingness to serve as an officer of the Society, after which they will be considered by the Board when making its selections.

Section 4. The Vice President/President-elect shall be elected for a two-year term, at the conclusion of which succeeding to the office of President to serve a two-year term in that capacity. The outgoing President shall remain as a member of the Executive Board for another two years after completion of the presidential term in office, becoming the Past President.

Section 5. After completion of a term as the Past President, a member can be re-elected again immediately or in the future as Vice-President/President elect. No restriction is placed on other officers being reappointed to the same or a different office within the Society.

Section 6. In the event of the absence, death, resignation, removal from office or incapacity of the President as determined by a majority vote of the Executive Board, the duties of the office shall be assumed by the President-elect.

Section 7. Any President who dies, resigns or is removed from office shall not become Past President. The current Past President shall remain in that position until the next President's term is complete.

Section 8. If the Past President dies, resigns or is removed from office, that office shall remain vacant until the President assumes that position.

Section 9. If a President-elect dies, resigns, or is removed from office, the General Secretary shall promptly organize a new election to fill that position.

Section 10. The General Secretary, the Treasurer, Editor of the SAS Bulletin, and SAS representatives to the editorial boards of the journals the Society works with shall be appointed by majority vote of the Executive Board, and shall continue to serve until replaced by action of the Executive Board.

Section 11. The Executive Board shall encourage diversity when making and soliciting nominations for appointed members of the Executive Board.

## ARTICLE VI: DUTIES OF OFFICERS

### Section 1. The President:

- (a) shall preside over all meetings of the Executive Board, be the presiding officer of the Society, have the usual appointive power, and shall exercise all the duties and responsibilities commonly associated with this office, except as provided in the Articles of Incorporation and these By-laws;
- (b) may appoint representatives of the Society to other societies, agencies, or councils or select such representatives from slates submitted by other societies, agencies, or councils;
- (c) shall recommend to the Executive Board candidates for the positions of ad hoc Vice Presidents, General Secretary, Treasurer, Editor of the SAS Bulletin, and SAS representatives to the editorial boards of the journals the Society works with;
- (d) shall, with the advice and consent of the Executive Board, appoint all necessary committees and define their duties;
- (e) may designate members in various regions to represent the interests of the Society in that region, for example with national archaeometric societies;
- (f) shall sign all written contracts authorized by the Executive Board.
- (g) The actions of the President in exercising the duties and responsibilities of the office shall be subject to review and approval of the Executive Board.

Section 2. The Vice President/President-elect shall serve during the two years prior to the assumption of the duties of President. Under the direction of the Executive Board, the Vice President/President-elect shall be responsible for planning the General Meeting of the Society. The Vice President/President-elect, the Past President, or other officer can serve or act in place of the President when so designated by the President.

Section 3. Immediate Past Presidents shall serve as a voting member of the Executive Board for two years after their term in office as President has ended. The principal role of the Past President is to provide continuity and experienced guidance.

Section 4. Any Board-appointed Vice Presidents shall be assigned specific responsibilities by the Executive Board. The actions of these Vice Presidents shall be subject to review by the President and review and approval by the Executive Board.

Section 5. The General Secretary shall be responsible for maintaining the permanent records of the Society, maintaining the membership database, supervising the annual membership renewal process, running elections, and overseeing other administrative responsibilities of the SAS not delegated to other officers.

Section 6. The Treasurer shall be responsible for supervising Society bank accounts and other financial instruments, disbursing and receiving funds, preparation of the annual budget and statement of financial position, and overall supervision of the financial affairs of the Society, subject to review and approval of the Executive Board.

Section 7. The Editor shall be in charge of the SAS Bulletin, subject to review and approval of the Executive Board. The Editor may appoint, change, or remove associate editors to the Bulletin staff.

Section 8. SAS representatives who are appointed to serve as editors for professional journals with which the Society has special arrangements will promote the interests of the SAS with those journals where appropriate.

Section 9. Any duty or responsibility delegated to any Executive Officer or other member of the Executive Board in these By-laws may be re-delegated to the General Secretary of the SAS by a majority vote of the Executive Board. Any re-delegation is subject to review by the Executive Board and may be rescinded by a majority vote of the Executive Board at any time.

## ARTICLE VII: EXECUTIVE BOARD

Section 1. Subject to the general directives and limitations imposed by the membership at the General Meetings, any Special Meeting, or by membership ballot, the Executive Board shall have authority to execute on behalf of the Society all powers and functions of the Society, as defined in the Articles of Incorporation and these By-Laws.

Section 2. A quorum of the Executive Board shall consist of a majority of its members.

Section 3. Questions shall be decided by the Executive Board by a majority of the votes cast at any Regular or Special Meeting, or if necessary by ballot. In the case of a tie vote, the decision of the President shall be final.

Section 4 The President may take the initiative to, or shall at the written request of any member of the Executive Board, ask the Board to vote on specific questions. Any member of the Board can call for a confidential vote, in which case votes will be collected and announced by the General Secretary in a timely manner.

Section 5. Reports of Executive Board members summarizing activities for the previous year shall be submitted annually to the General Secretary to be presented in full or in brief at the General Meeting. These reports will be archived and also posted on the Society website.

Section 6. The Executive Board shall approve the proposed annual budget provided by the Treasurer prior to the General Meeting. This budget shall then be submitted by the Executive Board to the members at the General Meeting for approval.

Section 7. Members of the Executive Board are expected as part of their duties to participate in online Special Meetings of the Board. Those who miss more than half of those scheduled meetings within a calendar year are subject to removal from office, as per below.

Section 8. Any member of the Executive Board may be removed from office by a two-thirds (2/3) vote of the Executive Board. Such vacated offices shall be filled in a timely fashion in accordance with Article V.

#### ARTICLE VIII: ELECTIONS

Section 1. The Executive Board shall serve as the Nominating Committee for the biannual election of the Vice President/President-elect.

Section 2. At least one candidate for the office of Vice President/President-elect shall be nominated by the Executive Board on or before a deadline set by the Board in the year in which the term of office of the President shall expire.

Section 3. The membership shall be apprised of upcoming elections in a timely fashion. Nominations or self-nominations for Vice President/President-elect are to be solicited from the membership, due by the deadline for nominations set by the Board. Any person so nominated who agrees to run shall be placed on the ballot.

Section 4. The Executive Board shall encourage diversity when making and soliciting nominations for Vice President/President-elect.

Section 5. All prospective nominees must indicate in writing to the nominating committee their willingness to serve as an Officer of the Society.

Section 6. Biographical materials and a candidate statement from all candidates will be made available online as part of the election.

Section 7. Each active member shall be entitled to vote for one candidate for Vice

President/President-elect. The method of voting shall be arranged by the General Secretary, allowing members at least two weeks to cast their votes. Ballots must be cast on or before a date specified in communications from the General Secretary. The candidate who receives a plurality (highest number of votes cast) shall be declared elected. In the event of a tie vote between the top two (or more) vote getters, the General Secretary shall organize a runoff election among any candidates involved in that tie.

Section 8. The General Secretary may appoint tellers who shall act with the General Secretary as an Elections Committee.

#### ARTICLE IX: MEETINGS

Section 1. The Society shall hold General Meetings at times and places designated by the Executive Board. The attending SAS members shall constitute a quorum. At these meetings, business of the Society shall be transacted. Non-members of the SAS may attend these meetings, but are not entitled to vote on SAS business.

Section 2. Notice of the place and time of the General Meetings shall be communicated to all active members at least one (1) month in advance of the date of the General Meeting.

Section 3. Special Meetings of the Society shall be called by the President at any time the Executive Board so directs. Any matter of business may be decided at a Special Meeting, provided notice of such business was specified in the call. Special Meetings may not be called with less than sixty (60) days notice to all active members of the Society and all members of the Executive Board. These meetings may be physical, such as at a professional conference, or online.

Section 4. The annual Regular Meeting of the Executive Board shall be held shortly before the General Meeting of the Society, either as a physical meeting or online. The General Secretary shall be responsible for notifying all members of the Executive Board of the time and place of the Regular Meeting at least ten (10) days prior to its commencement.

Section 5. Special Meetings of the Executive Board may be held at the call of the President or shall be held upon request of at least three (3) members of the Executive Board. Special online meetings may not be called with less than five (5) days notice to all members of the Board.

Section 6. All matters of the business of the Society may be decided by means of a referendum vote to be conducted online.



#### ARTICLE X: FINANCES

Section 1. The fiscal year of the Society shall be set by the Executive Board so long as not inconsistent with the laws of the State of Iowa, with which the SAS filed its Articles of Incorporation, listed as “Society for Archaeological Science, Inc.”

Section 2. The income from annual dues, investments, and other sources shall constitute the working fund of the Society, available for operating, publication, and other current expenses consistent with the purposes of the Society as the Executive Board may direct.

Section 3. No financial obligation in excess of the funds available in the treasury shall be assumed by the Executive Board or by any officer on behalf of the Society except when approved by a two-thirds (2/3) vote of the membership of the Society present at a regular General Meeting or at a Special Meeting, provided that for the purpose of this section, estimated receipts from annual dues and other accounts receivable for the current year may be considered as available funds.

#### ARTICLE XI: DISPOSAL OF ASSETS

Section 1. Upon the dissolution of the Society of Archaeological Sciences, whether voluntary or involuntary, after paying all of the liabilities of the Society, the Society shall dispose of its assets exclusively for the scientific and educational purposes set forth in the Articles of Incorporation and these By-laws by donating them to an institution or organization exempt from taxation under Paragraph 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of such future Internal Revenue law as may be in effect).

#### ARTICLE XII: AMENDMENTS

Section 1. The Articles of Incorporation may be amended by a two-thirds (2/3) majority of all voting, by online ballot.

Section 2. These By-laws may be amended by a simple majority vote, by online ballot.

Section 3. Amendments to the Articles of Incorporation or By-laws may be proposed by the Executive Board or by any ten (10) members of the Society. The proposed amendments shall be provided online to the members of the Society by the General Secretary at least fifteen (15) days before an online ballot is closed. An amendment shall go into effect immediately upon approval unless otherwise specially provided.

Section 4. The provisions of the Articles of Incorporation shall be effective immediately upon adoption and shall supersede and nullify all previous constitutional enactments in conflict with them and all amendments and provisions not mentioned herein.

Section 5. The provisions of these By-laws, as amended, shall be effective immediately upon their adoption and shall supersede and nullify all previous enactments in conflict with them.