

# Bylaws of the Grand Junction Chapter of Colorado Archaeological Society

Amended March 21, 2017

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**The Mission of the Grand Junction Chapter of the Colorado Archaeological Society is to:**

<b>FELLOWSHIP</b>	Provide a forum for lectures, discussions and other opportunities for people with similar interests in archaeology to interact, share and learn.
<b>EDUCATION</b>	Educate our members and the public about archaeology, our rich cultural resources, and the preservation of those resources.
<b>STEWARDSHIP</b>	Act as responsible stewards of our cultural and physical resources.
<b>RESEARCH</b>	Provide opportunities for members to do archaeology.

## **Article I. Name**

The name of this organization shall be the Grand Junction Chapter of the Colorado Archaeological Society aka CAS-GJ, as set forth in the charter granted by the Colorado Archaeological Society and through these Bylaws.

## **Article II. Membership**

### **Section 1. Eligibility for Membership**

Any person interested in archaeology and agreeing with the purposes of this organization and those of the Colorado Archaeological Society, and signing an agreement to abide by the code of Ethics of the Society is eligible to become a member of this Chapter.

### **Section 2. Concurrent Membership**

Membership in CAS-GJ is necessarily concurrent with membership in the Colorado Archaeological Society (CAS), state organization.

### **Section 3. Membership Types**

Memberships shall be described as follows:

- a. Individual membership with full voting rights.
- b. Family membership, which shall include all named members of one household. A family membership shall receive a single copy of CAS and CAS-GJ electronic or print communications. Up to two adult members of a family membership (those members who are at least eighteen years of age) shall have full voting rights.
- c. Institutional memberships may include libraries, schools, organizations, institutions and associations. Each shall have one vote to be cast by a designee or principal officer. One representative of an institution may attend any CAS-GJ field trip.
- d. Honorary memberships may be bestowed by the Chapter. These memberships shall include full voting rights. An honorary membership is given for one year unless the Board votes to extend the length of membership.
- e. Lifetime membership shall include those members who wish to continue their membership during their lifetimes on an uninterrupted basis. The Board shall determine on a case-by-case basis qualification for a lifetime membership.
- f. Student membership shall be a full Individual membership with dues at a discounted rate. The full Individual state CAS dues and one-half of the chapter dues shall be paid by the student. A student must be enrolled in coursework related to archaeology or have a strong interest in archaeology and hold a valid student ID.
- g. Senior Citizen/Disabled membership may be available to any person retired or permanently disabled who does not wish to pay the full dues of an Individual or Family membership. Such member shall pay one-half the State CAS dues and the full amount of Chapter dues. This membership shall not receive Southwestern Lore. They shall have voting rights and will receive chapter communications.

### **Section 4. Dues**

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- a. Dues, set in accordance with the types of membership, shall be established by the Board and approved by the membership.
- b. Dues may be subject to annual Board and/ or membership review.
- c. Dues are payable with new applications and for annual membership renewal.
- d. Dues must be current to participate in chapter field trips.

## **Section 5. Rejection or Termination of Membership**

- a. Rejection of application for membership and/ or the termination of membership shall be consistent with the rules set forth in the State CAS Bylaws.
- b. Criteria for rejection shall be: Violation of the Society's Code of Ethics or Chapter Bylaws or other good cause.
- c. Written notice of rejection or termination must be presented to the party.
- d. Rejection or termination of a membership shall be approved by a majority vote of the Board.

## **Article III. Officers**

### **Section 1. Titles of Officers**

- a. Officers of the Chapter shall be a President, a Vice-President, a Secretary, a Treasurer. The four officers shall be elected by the CAS-GJ general membership.
- b. There shall be both a CAS Representative and a PAAC Coordinator. While not 'officers', these positions shall be Board seats and elected by CAS-GJ general membership.
- c. There may be, by appointment of the President and approval of the elected officers, a Membership Secretary and up to three at-large Directors.

### **Section 2. Duties of elected representatives.**

- a. President:
  1. To preside over all Chapter regular and Executive Board meetings.
  2. To appoint positions described above in Section 1 and committee chairpersons, as necessary.
  3. To see that each Chapter member is provided with electronic access or a printed copy of the Chapter Bylaws.
  4. To see that the names of all elected and appointed board members and committee chairpersons are published in the CAS-GJ newsletter and on the CAS-GJ website
  5. To maintain the Chapter Charter and to present it to his/her successor.
  6. To serve as a member of the Board of Directors of the state level of CAS.
- b. Vice-President:
  1. To perform all the duties of the President in the President's absence.
  2. To arrange monthly speakers and/ or programs.
- c. Secretary:
  1. To record and present for publication the minutes of each monthly Chapter meeting.
  2. To record and present for publication the minutes of each Executive Board meeting.
  3. To receive and tally absentee ballots at general membership elections and votes.
- d. Treasurer:
  1. To collect, record payment of and deposit into the chapter bank account all membership dues.
  2. To collect and keep record of all special funds.
  3. To present to the Executive Board at each board meeting an itemized statement of finances.
  4. To coordinate with the state CAS Membership chairperson to maintain current, accurate dues records; and dues payments to the state CAS.
  5. To pay expenses approved by the Board.
  6. To file any necessary tax related documents.
  7. To participate in creation and updating of a budget.

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- e. Membership Secretary:
  - 1. To assist the Treasurer.
  - 2. To maintain and publish a membership list as may be requested by the Board.
  - 3. To deal with correspondence, monitor dues and resolve any membership issues.
  - 4. To provide email addresses and/ or postal addresses for membership mailings.
  - 5. To assure all emails will be sent in a way so as to protect member privacy.
- f. Directors:
  - 1. To serve in an advisory capacity to the elected officers.
  - 2. To perform special or assigned tasks at the request of the President or the Board.
- g. Representative to the Colorado Archaeological Society (CAS):
  - 1. To represent CAS-GJ as a member of the state CAS Board of Directors.
  - 2. To regularly attend the state CAS board meetings and any specially called meetings.
  - 3. To report to the Chapter board and/or membership any business transactions by the CAS organization.
- h. Program for Avocational Archaeological Certification (PAAC) Representative
  - 1. To assist the Assistant State Archaeologist in the coordination and establishment of the schedule for PAAC classes.
  - 2. To organize enrollment of participants and collect PAAC class fees.
  - 3. To serve as a liaison for PAAC business between the CAS-GJ Board and the Assistant State Archaeologist.
  - 4. To communicate and report in a timely manner to the Board and the Assistant State Archaeologist.
  - 5. To establish procedures for handling payments for PAAC classes hosted by the CAS-GJ chapter.

## **Section 3. Term of Office**

- a. Term of office for elected Officers shall be two years; from January 1 to December 31.
- b. President and Secretary shall be elected to begin service in odd numbered years.
- c. Vice President and Treasurer shall be elected to begin service in even numbered years.
- d. CAS and PAAC Representatives shall be elected annually. Each to serve a one year term.

## **Section 4. Holding Office**

- e. Any adult chapter member in good standing shall be eligible to run for and hold office.
- f. President, Vice President, Secretary and Treasurer shall not hold two of these offices at the same time.

## **Section 5. Resignations. Appointment of vacancies. Recall of officers.**

- a. The resignation of any officer or appointee shall be submitted in writing to the Chapter ~~President~~.
- b. The President shall appoint replacements for any vacancies of elected or appointed positions.
- c. Officers may be subject to recall. The reasons for recall shall be specified and limited to:
  - 1. Failure to fulfill the duties of the office, as stated in the Bylaws.
  - 2. Willful violations of the CAS Code of Ethics. The required Executive Board vote for recall shall be 3/4 of all of the Executive Board members.

## **Article IV. Election of Officers**

### **Section 1. Time of Elections**

- a. Election of officers shall be at the regular November meeting.
- b. If it is not possible to meet in November the election shall be held at the next regular meeting.

### **Section 2. Nominations for Office**

- a. A three person nominating committee shall be selected at the September meeting.

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- b. This committee shall solicit or seek nominations for the offices to be filled and report to the general membership at the October meeting.
- c. Nominations may also be accepted from the floor.
- d. A list of nominees shall be published in the November Chapter newsletter.

## **Section 3. Voting Procedures**

- a. If ballots are necessary they shall be distributed to voting members in attendance.
- b. Absentee ballots must be signed by the voter and returned to the Secretary by the November meeting. A signature on a scanned and emailed ballot shall be considered valid.
- c. Votes shall be tallied by three persons appointed by the President or Vice President at the time of the election.
- d. Election results shall be announced prior to adjournment of the election meeting.
- e. If all candidates for an elected position agree, a simple voice vote or show of hands may be used in lieu of ballots to conduct that election.
- f. If a candidate is unopposed they may be elected by voice vote acclamation.

## **Article V. Executive Board (aka The Board)**

### **Section 1. Composition of the Executive Board**

The elected Officers, appointees (detailed in Article IV, Section 1, Officers); and the past-president shall constitute the Executive Board (aka the Board).

### **Section 2. Duties of the Board**

- g. Have general supervision of the affairs of the Chapter.
- h. Fix the hour and place of meetings,
- i. See that a newsletter is published periodically.
- j. Perform such other duties as may be designated by the general membership.
- k. The Board shall be subject to the orders of the Chapter and no Board actions shall conflict with action directed by the Chapter.

### **Section 3. Board Meetings**

- a. Board meetings may be held monthly or as needed.
- b. Special meetings of the Board may be called by the President or shall be called upon written request of three Board members.
- c. All Board meetings shall be open to the general membership.
- d. Three elected members of the Board present shall constitute a quorum.

## **Article VI. Chapter Committees**

### **Section 1. Purpose of Committees**

- a. The Board may identify the need for Committee(s).
- b. Committees may include but not be limited to: Membership, Programs/ Speakers, Field Trips/Special Events, Education, Publications, Financial / Budget, and Long Range Planning.
- c. Committees shall receive direction from the Board based on interests and needs of the chapter.
- d. Some committees may be long-range, standing committees. Others may be temporary or ad hoc.

### **Section 2. Committee Membership**

Committee members may be solicited and/ or volunteer from among current Chapter members.

## **Article VII. Meetings**

### **Section 1. Regular meetings**

- a. Regular meetings of the Chapter shall be held at a date and time designated by the Board.
- b. Regular meetings shall be held monthly.

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## **Section 2. Special Meetings**

- a. May be called by the President or the Board.
- b. May be called upon the written request of ten chapter members.
- c. Purpose of any special meeting shall be stated in the call.
- d. Except in cases of emergency, at least a seven day notice shall be given to all members.

## **Article VIII. Parliamentary Authority**

Roberts Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Chapter may adopt.

## **Article IX. Amending Chapter Bylaws**

- a. Proposed Bylaw amendments shall be approved by the Board.
- b. Board-approved Bylaw amendments shall be published in the chapter newsletter for general membership review.
- c. Bylaws shall be amended by a majority vote of members present at the next regular meeting after publication.

## **Article X. Earnings/Compensation**

- a. No part of the net earnings of the society shall inure to the benefit or be distributed to its members, directors, officers, or other private persons.
- b. The Board shall have the power to authorize compensation for incidental expenses.

## **Article XI. Prohibited Activities or Actions**

### **Section 1. Political or Advocacy Activities**

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

### **Section 2. Activities related to Non-Profit Status**

Notwithstanding any other provision of these articles the society shall not carry on any other activities not permitted to be carried on (a) by a corporation except from Federal Income Tax under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

## **Article XII. Field Trips**

Each participant in a CAS-GJ field trip must be a paid member of this or another CAS chapter, current on their dues. All field trip participants will sign a waiver of liability annually. As a part of the membership application each field trip participant will have signed an ethics statement.

## **Article XIII. Dissolution**

Chapter dissolution shall be provided under Colorado Archeological Society state Bylaws Article III L, titled Chapters and Special Units, Inactive/ Dissolve.