

## **Bylaws of the Professional Archaeologists of Kansas**

(As amended March 2000, March 2002, April 2004, February 2014, July 2017)

### **Section I. Name**

The name of this organization is the Professional Archaeologists of Kansas.

### **Section II. Duration**

The period of the existence and duration of the life of this corporation is perpetual.

### **Section III. Operation**

The officers of the organization will establish the principal office and will maintain records of the organization.

### **Section IV. Purpose**

The purposes of this organization are:

1. To encourage and facilitate communication among all interested in the historic and prehistoric cultural heritage of Kansas;
2. To function as an advocacy group of professional archaeologists for the preservation of historic and prehistoric archaeological resources, including support for responsible avocational groups;
3. To promote the importance of archaeology to the general public;
4. To promote professional standards in the collection, curation, analysis, and publication of archaeological data;
5. To encourage research in archaeology and related fields that will contribute to increasing our understanding of the prehistory and history of Kansas;
6. To encourage appropriate sensitivity to the concerns of descendants of prehistoric and historic populations of Kansas as archaeological research is performed; and
7. To raise funds from the private sector as needed to carry out the purposes listed above.

### **Section V. Membership**

The organization will have three classes of membership. Regular or Joint membership is open, upon written application, to any individuals with an interest in the archaeology of Kansas and who have advanced degrees in archaeology or related fields or have equivalent experience. Student membership is open, upon written application, to undergraduate or graduate students pursuing a degree in archaeology or a related field.

Regular, Joint, and student members must be:

- a. willing to adhere to the provisions of the Bylaws;
- b. willing to pay the annual dues; and
- c. willing to comply with guidelines of ethical conduct including avoidance of conflict of interest as prescribed by the Society for American Archaeology as attested by signature on application.

All regular, joint, and student members will have voting privileges.

These classes of membership will be terminated on failure to pay annual dues. A member may resign by submitting a letter of resignation to the Treasurer of the organization. Resigning members forfeit any balance of annual dues.

### **Section VI. Officers and Board of Directors**

A. The corporation will have four (4) officers:

1. President. The President will, with the consent of the Board of Directors, serve as the corporation's representative in all business, appoint committees as deemed necessary, and preside over meetings.
  2. Secretary. The Secretary will announce the meetings to the membership, and maintain minutes of all meetings.
  3. Treasurer. The Treasurer will maintain the membership list, collect dues, maintain financial records, and disburse corporate funds. With the assistance of the members of the Finance Committee, the Treasurer will apply for financial aid (e.g., private sector donations, grants) to further the causes of the corporation.
  4. Public Media Officer. The Public Media Officer will manage the website, social media, and interactions with the press or public.
- B. The corporation Board of Directors will include the four officers listed above and one additional member, elected at-large by the membership. The Board of Directors is responsible for the operation of the corporation.
- C. The President, Secretary, Treasurer, Public Media Officer and one additional Board member will serve staggered three-year terms.
- D. The terms of office served by Officers and Directors will commence on July 1 of each year and end on June 30 of the third succeeding year.
- E. Officers of the corporation and other members of the Board will be selected by the membership voting by electronic ballot provided to all voting members within thirty (30) days of the Annual Meeting. The President will appoint a nominating committee at least ninety (90) days prior to the meeting. The nominating committee will report to the membership at the meeting. Nominations will be accepted from the floor during the meeting. Elected officers and directors will be those nominees who receive the greatest number of votes on ballots received from the voting members. Board vacancies prior to the regular date for taking office will be filled at the discretion of the Board.

#### Section VII. Meetings

- A. The corporation will meet annually for the purpose of determining the slate of candidates for officers and directors, and for conducting such other business as may be brought before the membership. The exact date and location of the Annual Meeting will be determined by the Board of Directors. The location, date and agenda will be announced prior to the Annual Meeting. The President will set the agenda. Election of officers and directors will be voted upon by mail ballot provided to all voting members within thirty (30) days of the Annual Meeting.
- B. Passage of motions developed at the Annual Meeting will be sustained by a favorable majority of the voting members present.
- C. The Board of Directors will meet at least semiannually. Summaries of those meetings will be made available to the membership. Special meetings of the Board to conduct business in need of immediate attention may be called at any time during the year by the President or any three (3) members of the corporation who petition the President.
- D. Motions developed during Board meetings will be sustained by a favorable majority of Directors present at the meeting, provided that a quorum of directors is present. A quorum at a meeting of the board will be three (3) directors.
- E. Robert's Rules of Order (most recent edition), will govern the procedure at each meeting. In the event of conflict between these Bylaws and Robert's Rules, the Bylaws take precedence.

#### Section VIII. Committees

- A. Committees may be formed to further the goals and operation of the corporation. Such committees could include Education, Action, or Finance. Members of these committees will be

appointed by the President in consultation with the Board from among the Members of the organization. The size of the committees and length of service of committee members will be at the discretion of the President.

B. Committees will oversee their own operation. Committees will act by making recommendations to the Board of Directors. The chairs of standing committees will report to the Board of Directors as necessary.

#### Section IX. Finances

There will be no capital stock and the corporation will not be for profit. Annual dues will be collected and rates set by the Board of Directors. Donations may be accepted. Disbursements in excess of \$100.00 require the prior concurrence of the Board of Directors and will be within the constraints of available funds.

#### Section X. Amendments of Articles and Bylaws

Bylaws can be amended by a favorable two-thirds (2/3) majority vote on ballots received from the voting members. Proposed amendments to the Bylaws will be submitted in writing to the Secretary and circulated to the membership at least (30) days prior to the Annual Meeting. Following discussion at the Annual Meeting, they will be stated in writing on a mail and/or electronic ballot provided the membership within thirty (30) days of the Annual Meeting.

#### Section XI. Disposal of Assets

In the event of corporation dissolution, the Board of Directors will dispose of all its assets to an educational or scientific institution that is exempt from taxation.