

WESTERN MASSACHUSETTS SOCIETY  
of the  
ARCHAEOLOGICAL INSTITUTE OF AMERICA

Constitution and Bylaws

Preamble

The Western Massachusetts Society of the Archaeological Institute of America, hereinafter called the Society, is an affiliated Society of the Archaeological Institute of America, hereinafter called the Institute. It was established as a Society and with such an affiliation in 1948 and has remained such an affiliated society until the present date. Searches in the archives of the Society and of the Institute have not located the earlier constitution and bylaws of the Society. The Society needs a formal organizational document to indicate the ways in which its affairs are to be carried out, to provide for proper assignment of its funds and records in the event of its dissolution, and to obtain tax-exempt status under section 501 (c) (3) of the Internal Revenue Code as a charitable society organized to promote the advancement of education and science.

The Institute was incorporated by an act of Congress, Chapter 2560, 34 Statute 203 (1906), approved by President Theodore Roosevelt on May 26, 1906. The Institute is recognized by the Internal Revenue Service and the United States Postal Service as a tax-exempt organization.

Any earlier Constitution and Bylaws of the Society, if these are ever found, shall, upon adoption of the present Constitution and Bylaws for the Society, be declared null and void and be superseded by the present Constitution and Bylaws, with any and all subsequent amendments that may be made by the Society to the same.

Article I. Name

The name of this organization shall be the Western Massachusetts Society of the Archaeological Institute of America.

Article II. Affiliation

The Society shall function at all times under the auspices of the Archaeological Institute of America, and shall not adopt changes in the Constitution and Bylaws of the Society that would conflict with the Charter and Regulations of the Institute.

Article III. Purpose

The purpose of the Society shall be to promote knowledge, study and interest in archaeology and related subjects and, in so doing, to further the aims of the Institute.

Article IV. Non-discrimination

The Society is committed to meeting fully its obligations of nondiscrimination in its membership, programs, and activities, as prescribed by federal and state laws.

Article V. Membership

Members of the Society shall consist of those persons who are members in good standing of the Institute and who wish to affiliate with the Society. Any further classification of members shall be as prescribed by the Institute.

Article VI. The Council of the Society

6.1 The affairs of the Society shall, except as otherwise provided by law or by this Constitution and Bylaws and any amendments thereto, be governed by the Council of the Society.

6.2 The Council shall consist of the current officers of the Society, ex officio, and at least three and no more than seven other members elected from the membership at large.

6.3 The term of membership on the Council for those members elected from the membership at large shall be one year, the term beginning on the first day of June following election. Members may be re-elected.

6.4 Any vacancy occurring within the course of a term of membership on the Council or among the officers of the Society shall be filled for the remainder of the unexpired term by election by the Council, except that a vacancy in the office of President shall be filled by the Vice-President.

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6.5 A quorum for the conduct of business by the Council shall be five members of the Council, at least one of whom shall be the president or the Vice-President. In the absence of the Secretary, the presiding officer shall appoint another member of the Council who is present to serve as Secretary pro tempore. A quorum being present, issues shall be decided by a majority vote of the members present.

Article VII. Officers

7.1 The officers of the Society shall be a President, a Vice-President, a Secretary, and a Treasurer.

7.2 The officers of the Society shall be elected by the Society's membership at large.

7.3 Each officer shall serve for a term of one year, the term beginning on the first day of June following election.

7.4 The President may serve no more than two consecutive terms.

7.5 The President shall be the executive officer of the Society, shall be responsible for directing the timely execution of the decisions of the Council and the membership of the Society, and shall, under the direction of the Council, be responsible for the general management of the Society. The President shall, at the direction of the Council, call meetings of the membership of the Society. The President shall preside over meetings of the Council of the Society as well as meetings of the membership of the Society. The President shall, with the approval of the Council, appoint members and officers of committees that may be designated for special purposes by the Council, and, with the exception of the Nominating Committee, upon which the President may not serve, the President may be a member, ex officio, of any such committee unless the Council directs otherwise. The President shall, with the approval of the Council, appoint from the members of the Society delegates to the annual meeting of the National Council of the Institute.

7.6 The Vice-President shall assume the duties of the President in the absence or incapacity of the President, such incapacity being determined by the Council. The Vice-President shall be chairman of the Program Committee, and in that role shall recommend to the Council the annual schedule of lectures and other programs sponsored by the Society and designed to foster the Society's aims and purposes, and shall be responsible for the oversight and coordination of that program.

7.7 The Secretary shall conduct the correspondence of the Society other than that directly the responsibility of other officers or committees in carrying out their duties, shall be custodian of the records of the Society and be responsible for submitting them annually to that archival

repository designated by the Council. The Secretary shall maintain the roster of membership in the Society, and shall serve as liaison between the Society and the Institute. The Secretary shall keep minutes of all meetings of the Council as well as business meetings of the membership, and shall keep a record of the speaker and topic of each of the lectures given under the sponsorship of the Society.

7.8 The Treasurer shall have custody of the funds of the Society and shall maintain its financial records. The Treasurer shall receive the funds of the Society and pay from these funds all bills of the Society approved by the President. The Treasurer shall give a report on the finances of the Society at each meeting of the Council and to the membership as a whole when directed by the Council. The books of the Treasurer shall be ready for audit on April 1<sup>st</sup> of each year, and, in case of a transfer of the office of Treasurer from one member to another, shall be ready for audit ten days prior to that transfer. The audit shall be made by two persons appointed for this purpose by the President.

## Article VIII. Nominations

8.1 The Nominating Committee shall be appointed by the Council. It shall consist of three members of the Society and include representatives from the Council as well as from the membership at large, except that no current officer of the Society may serve on the Nominating Committee.

8.2 The Nominating Committee shall prepare and submit to the membership at the annual business meeting of the Society a single slate of nominees to serve as officers of the Society and members of the Council for the ensuing year. Consent of the member to serve, if elected, shall be obtained prior to submission of that person's name as nominee.

8.3 Additional nominations may be made from the floor at the time of the election, except that no member's name may be placed in nomination without the prior consent of that member to be nominated and to serve, if elected.

## Article IX. Elections

Elections shall be by ballot at the annual business meeting of the Society or by mail ballot, the Council determining the method to be used. If the election is held at the annual business meeting of the Society, a majority vote of those in attendance and eligible to vote shall elect, except that when there is only one candidate for an office, election for that office may be made by voice vote. If the election is held by mail ballot, the ballots shall be mailed to the membership not less than ten days prior to the date set for the receipt of the completed ballot, and the majority vote of the valid ballots received shall elect.

## Article X. Meetings

10.1 There shall be meetings of the Society for the presentation of lectures or other programs designed to foster the aims and purposes of the Society. The topics and schedule for these meetings shall be determined by the Council. Such a meeting may be open to the public or may be restricted in attendance to members of the Society, as the Council determines to be appropriate.

10.2 There shall be an annual business meeting of the Society in April or May of each year for election of officers of the Society and members of the Council for the ensuing year (although, as provided for by Article IX, above, the Council of the Society may decide to hold elections by mail ballot), for presentation of reports on the Society's activities and on its membership and finances, and for consideration of other matters the Council or the President determines to be

appropriate for discussion in this forum. Written notice of the time and place of such meeting and its agenda shall be sent to all members at least ten days prior to said meeting.

10.3 Other business meetings may be called at any time by the President, with the approval of the Council, provided notice of the meeting and its agenda are given to the membership ten days prior to the meeting.

10.4 Requests from members of the Society for inclusion of particular items on the agenda of the annual business meeting of the Society shall be sent in writing to the President for consideration by the Council. Such a request must be received by the president at least three weeks prior to the date of the meeting for which the member requests that the item be included on the agenda. The Council shall decide if the inclusion of said item is appropriate. However, if a written request is received by the Council from one-fourth of the membership of the Society for the inclusion of a particular item on the agenda, that item shall be included on the agenda.

10.5 Except when a proposed amendment to the Constitution and Bylaws of the Society is to be acted upon, for which see Article XII, below, a quorum for the conduct of business shall be ten members of the Society, and a majority vote of the members present shall decide the issue.

10.6 The rules contained in the current edition of Robert's Rules of Order shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the Society and any special rules of order the Society may adopt.

#### Article XI. Dissolution

In the event of dissolution of the Society, any funds belonging to the Society at the time of dissolution, after outstanding bills to which the Society is obligated have been paid, shall be transferred to the Institute.

#### Article XII. Adoption and Amendments of Constitution and Bylaws

12.1 This Constitution and Bylaws of the Society shall be adopted and may be amended by mail ballot. Adoption shall require the approval, by valid ballots, of a majority of the membership. This Constitution and Bylaws shall take effect immediately upon adoption.

12.2 This Constitution and Bylaws, once adopted, may be amended by mail ballot or at any business meeting of the Society, provided that notice of the meeting and the wording of the proposed amendment have been mailed to all members, in the first case, at least ten days prior to the date set for receipt of the completed ballots, and, in the second case, at least ten days prior to the date set for the business meeting of the Society at which action on the amendment is to be taken.

12.3 Amendments to the Constitution and Bylaws shall require the approval, by valid ballots, of a majority of the membership of the Society. An amendment to the Constitution and Bylaws shall take effect fourteen days after its approval.

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