BYLAWS OF THE SANTA CRUZ ARCHAEOLOGICAL SOCIETY

I

The principal office of the Corporation shall be in the County of Santa Cruz in the State of California.

II

MEMBERSHIP

 Any person interested in the purposes of the Corporation may become a member on payment of the appropriate dues. There shall be seven classes of members of the Corporation: Regular Members, Senior Members, Student Members, Family Membership, Institutional Membership, Honorary Membership and Lifetime Membership.

Regular Membership: Open to any person interested in the purposes of the Corporation who does not fall into the categories listed below.

Senior Membership: Open to persons 55 years of age or older.

Student Membership: Open only to persons who are carrying more than three units and are working toward a degree or certificate in high school, college or university. Students shall have all rights and privileges.

Family Membership: Spouses and/or dependents living at the same address shall be entitled to hold one family membership. The membership shall be entitled to two votes and shall have all rights and privileges.

Institutional Membership: Any institution or business may be a non-voting member of the Corporation.

Honorary Membership: Those persons, who, in the opinion of the Board of Directors have performed services for the Corporation warranting their appointment as honorary members, shall enjoy all rights and privileges.

Paid Lifetime Membership: Any person interested in the purposes of the Corporation may become a life member upon payment of the appropriate life membership dues (current regular membership x 20).

Only members 18 years of age or older and in good standing may vote.

Each applicant, on becoming a member, shall be bound by the Articles of Incorporation and Bylaws of the Corporation.

Membership in the Santa Cruz Archaeological Society shall be for one year commencing with the payment of membership dues. Membership not renewed within thirty days from expiration shall be deemed in arrears and not in good standing. Such memberships may be cancelled after sixty days.

Membership can be cancelled by the Board of Directors if a person engages in the sale of archaeologically recovered material, makes public the locations of sites that should be kept confidential until the Board of Directors designates otherwise, or is guilty of other unprofessional acts, or is guilty of acts antagonistic to the best interests of the Corporation.

Neither the members nor the officers and directors of the Corporation shall be held personally liable for the debts, liabilities or obligations of the Corporation, nor shall the Corporation be liable for any debts or obligations incurred by any of its members.

III

MEETINGS

The Annual Meeting of the members of the Corporation shall be held in September at a time and place named by the Board of Directors. Notice of the meeting shall be mailed to all members at least thirty days in advance of the meeting.

Special meetings of the members may be called by the President or by the majority of the Board of Directors or on the written request of ten percent of the non-office-holding membership. Notice of the meeting shall be sent to all members at least fifteen days in advance of the meeting. Such meetings shall not have the power to amend the Articles of Incorporation and/or Bylaws.

 Meetings of the Board of Directors shall be at the call of the President or the majority of the Directors from time to time as required. Notice of such meetings must be given seven days in advance except when held immediately after an annual meeting or with consent of two-thirds of the Directors. Such consent shall be entered in the minutes in such cases.

 The Board of Directors shall call General Meetings from time to time, as required for the purpose of presenting educational material and programs to the membership and general public. Such meetings shall not have the power to amend the Bylaws.

 A quorum for the transaction of business of the Corporation shall be: a) At any regularly called meeting, ten members minimum, with three being current Directors; b) At a Directors’ meeting, three Officers minimum.

IV

FISCAL YEAR

 The fiscal year of the Santa Cruz Archaeological Society, Inc., shall end on the 31st day of March of each year.

V

OFFICES

 The office of the Santa Cruz Archaeological Society, Inc., will be located in Santa Cruz County at such place as designated by the Board of Directors.

VI

DIRECTORS, OFFICERS, AND COMMITTEES

 Directors: The affairs of the Corporation shall be conducted by a Board of Directors, the number of which shall not be less than four and not greater than fifteen. From here on, the Directors shall be referred to as Board Members.

 The elected officers of the Corporation shall be: President, Vice-President, Secretary and Treasurer. From here on these elected Board Members will be referred to as officers.

 The Board of Directors shall consist of all the officers and the Chair of standing committees, the past President, and the Professional Advisor.

 The term of office of an officer shall be two years and an officer may seek reelection at the completion of their term.

 Continuity of Corporation affairs shall be preserved by electing the President and Secretary on even years and the Vice-President and Treasurer on odd years.

 A Nominating Committee of three shall be appointed by the Board of Directors. The Nominating Committee shall present to the Board for approval at least two months prior to the annual meeting, the nominees for the two offices to be elected.

 By thirty days before the annual meeting, the membership in good standing shall be sent a voting document which shall have printed thereon the names of the members who have been nominated for office. Only completed voting documents received by the board member designated by the Board for that purpose at the office of the Corporation on or before the date of the annual meeting shall be counted. The candidate for each office with the highest number of votes shall be the elected official of that office.

 The Board of Directors shall hold a meeting following the annual meeting and consider confirmation by simple majority of any committees suggested by the President. Also at this meeting, the Board of Directors shall select, by simple majority from either within or without the Corporation membership, a professional archaeological adviser. This professional adviser may be removed from office by a two-thirds vote of the Board of Directors. The professional adviser shall advise and aid the Corporation in its archaeological goals.

 The Board of Directors shall have power to fill vacancies that may occur on the Board with interim appointments. The Board of Directors may charge a Board Member with prolonged absence when that Board Member has missed three regularly scheduled Board Meetings without submitting an explanation that is acceptable to a majority of the Board.

 It shall be the duty of the Board of Directors to prepare a budget for the fiscal year and submit it to the Corporation at its annual meeting. The Board shall also be responsible for the management of all grants, bequests, donations, and contributions and shall initiate and/or supervise any funds needed for this purpose. The Board shall have the authority and responsibility for establishing and altering, when necessary, the various membership fees and dues which shall appear in the standing rules.

 The Board of Directors, if it so desires, may delegate any of its powers to an Executive Committee which it shall have the power to appoint.

 President: The duties of the President shall include presiding at all Board and general meetings of the Santa Cruz Archaeological Society, exercising a general supervision over the affairs of the Corporation and generally do all matters, acts, and things as are usually done by the President of similar Corporations. S/he shall be an ex-officio member of all committees except the Nominating Committee. Additionally, the President shall delegate tasks to other Board Members as needed.

 Vice-President: The Vice-President shall arrange all the Society’s programs, oversee advertising and press releases, and perform the duties of the President when the President is unable to do so because of illness or absence, and shall assist the President in the performance of that office as needed.

 Secretary: The duties of the Secretary include attending all meetings of the Corporation, the Board of Directors and the Executive Committee and keeping detailed minutes of the proceedings of same. The Secretary shall be the custodian of the Constitution, Bylaws, and all amendments thereof.

 Treasurer: The Treasurer shall deposit all monies received by the Society in Corporate bank account of the Santa Cruz Archaeological Society, Inc. S/he shall keep proper books of all accounts containing entries of all such matter or things as are usually entered in the Chart of Accounts, and shall furnish from time to time detailed statements as required by the Board of Directors.

VII

COMMITTEES

 The President may appoint all or any of the following standing committees for the year: Membership, Publicity, Archives/History, and Hospitality. Special committees also may be appointed by the President and confirmed by the Board of Directors as deemed necessary to carry out the Corporation’s business. Any Member of the standing committees shall serve until their resignation or until the expiration of that committee’s term unless the committee member is relieved of duties by a vote of the Board of Directors.

VIII

RESEARCH ACTIVITIES

 The Board of Directors shall determine what research activities shall be engaged in by the Corporation. Research projects may be proposed by members of the Board.

 It shall be the responsibility of the project managers to ensure that these projects are carried out in a proper scientific manner, brought to a conclusion, and appropriate reports are filed. A manager of a research project or activity may continue in such capacity until the conclusion of the project unless s/he resigns or is relieved of duties by vote of the Board of Directors.

IX

PARLIAMENTARY AUTHORITY

 Robert’s Rules of Order, newly revised, where applicable and consistent with the Articles of Incorporation and the Bylaws of the Santa Cruz Archaeological Society, Inc., shall be followed at all meetings.

X

ANNUAL REPORT

 At each annual meeting, the Board of Directors shall submit a report of its acts and affairs of the Corporation. This shall include a detailed statement of the receipts and expenditures of the preceding year and of the assets and liabilities of the Corporation. A summary of the Annual Report may be available on the Society’s website.

XI

EXPENSES, INCOME AND PROPERTY

 The income and property of the Corporation shall be applied solely towards the objectives of the Santa Cruz Archaeological Society, Inc. No part thereof shall be paid or transferred directly or indirectly to any member, officer, or Board Member. However, any member, employee, officer, or Board Member of the Corporation may be reimbursed by the Board of Directors for the actual expenses incurred by such person on behalf of the Corporation.

XII

AMENDMENTS

 The Articles of Incorporation and Bylaws may be amended at any annual meeting of the Corporation by the affirmative vote of two-thirds of the members present. Notice of all proposed amendments shall be detailed in writing and given to the Secretary at least sixty days in advance of the annual meeting, and they shall be included in the notice announcing such meeting.

XIII

CORPORATE SEAL

The seal as stamped in the margin thereof shall be the corporate seal of the Santa Cruz Archaeological Society, Inc.

(Amended September, 2014, last amended December, 2005).

Santa Cruz Archaeological Society

Standing Rules

 A Standing Rule can be adopted or amended by a majority of the Board of Directors at any business meeting without prior notice and is defined as related to the details of administration of the Corporation rather than to parliamentary procedure. It can be adopted or amended under the same conditions as any ordinary act of the Corporation.

Membership Dues

 Annual payment of dues for the following classes of membership shall be:

 Regular Membership $20.00

 Senior Membership $15.00

 Student Membership $15.00

 Family Membership (2) $25.00

 Institutional Membership $25.00

 Honorary Membership No dues (indicate length of time)

 Life Membership Regular Membership x 20

 (Currently $400.00)

Artifacts

 Artifacts may not be collected by any Society members. The Society will neither own nor maintain any collections. If donated artifacts are received, the Society will work to transfer those to a proper repository and document said transfer.

September 2014