

TRAVIS COUNTY ARCHEOLOGICAL SOCIETY BYLAWS

ARTICLE I

Name and Statement of Purpose

This organization shall be known as the Travis County Archeological Society. The purpose of this Society is to encourage the conservation, study, interpretation, and publication of evidences of prehistory and history, especially in Travis County and vicinity, by promoting the scientific study of archeology in accordance with any applicable laws and with the ethical standards stated in these Bylaws.

ARTICLE II

Membership

- 1) The requirements for membership in the Society are the following:
 - a) A genuine interest in the scientific study of archeology as expressed in the Statement of Purpose of the Society and agreement (through signature) with the ethics statement cited in Article IX.
 - b) The payment of an annual membership fee for the current fiscal year, beginning January 1.
- 2) Payment of annual dues signifies agreement with the Society's ethics standards.
- 3) Honorary memberships, without the requirement of the payment of annual dues, may be granted at the discretion of the Society. Recommendations for honorary memberships may be made to the Executive Committee at any time.
- 4) Members may be dropped from the Society rolls for one or more of the following reasons:
 - a) Resignation.
 - b) Non-payment of dues.
 - c) Any action deemed to be contrary to the stated purposes of the Society by the Executive Committee and approved by the Board of Directors.

ARTICLE III

Meetings

- 1) Regular meetings shall take place at least six times annually.
- 2) A quorum for transaction of business shall be 18 members or 25 percent of the membership, whichever is less.
- 3) Except where otherwise directed by these Bylaws, business will be transacted by a simple majority vote of the members present and voting.
- 4) Meeting notices will appear in the Society's newsletter and other forms of communication such as listservs, websites, community calendars, etc.
- 5) Special meetings for a stated purpose may be called at any time by the President, Executive Committee, or by a minimum of five members in good standing.
- 6) Meetings of the Executive Committee or Board of Directors may be called at any time by the President.

ARTICLE IV
Officers

- 1) Elected officers shall be the President, Vice-President, Secretary, and Treasurer.
- 2) Officers shall serve for a term of one year, or until a successor is elected.
- 3) The elected officers shall constitute the Executive Committee, which shall be the governing body of the Society.
- 4) The President shall be responsible for organizing and presiding over all meetings of the Society, and shall make committee appointments.
- 5) The Vice-President shall preside over Society meetings in the absence of the President.
- 6) The Secretary shall take minutes of Society meetings, organize and archive the permanent records of the Society, and handle any correspondence authorized by the Executive Committee.
- 7) The Treasurer shall be responsible for collecting and depositing dues, paying expenses incurred by the Society, preparing an annual budget in consultation with the Executive Committee, maintaining financial records, and filing any necessary financial reports.

ARTICLE V
Board of Directors

- 1) The Board of Directors shall be composed of the elected officers, a member-at-large, and chairs of the standing committees.
- 2) The Board of Directors shall be responsible for developing policies and guidelines for ratification by the Society.
- 3) All Board and committee members shall be Society members in good standing, willing to serve in their respective positions.

ARTICLE VI
Standing Committees

- 1) The President shall appoint the following standing committees and their respective chairs, with the approval of the Executive Committee: a Communications Committee and a Field Committee.
- 2) The Communications Committee shall be responsible for the handling of information about the Society which is disseminated through the newsletter, listservs, website, mass media, and other forms of communication. All website content and press releases must be approved by the Executive Committee prior to posting or distribution.
- 3) The Field Committee shall be responsible for seeking out field and educational/outreach opportunities for Society members. When members are representing the Society in fieldwork, they are required to comply with such recommendations and rules of procedure as the Field Committee may formulate.
- 4) The President shall appoint such ad hoc committees as shall be required for effective functioning of the Society.

ARTICLE VII
Finances and Dues

- 1) The fiscal year of the Society corresponds with the calendar year, beginning on January 1 and ending on December 31.
- 2) An annual budget will be presented to the membership at the second Society meeting of each fiscal year for approval.
- 3) Unbudgeted expenses will be paid upon approval of the Executive Committee and brought to the Society for ratification.
- 4) Dues are assessed by fiscal year, with renewals payable January 1. Nonpayment of dues by March 1 shall be considered to be delinquent.
- 5) Dues categories and amounts shall be approved by the Society.
- 6) No part of the net earnings of the Society shall inure to the benefit of or be distributable to its members, officers, or other persons, except that the Society (through the review and approval of its Board) shall be authorized and empowered to pay reasonable compensation for services rendered or to make payments and distributions in furtherance of the purposes set forth in Article I of the Bylaws.

ARTICLE VIII
Elections

- 1) Officers shall be elected annually at the year's first meeting. If a quorum is not present at this meeting, the election shall be held at the first meeting thereafter at which a quorum is present.
- 2) There will be a Nominating Committee of three members who shall be chosen at a fall meeting by nomination from the floor and election by majority vote of those members present and voting. They shall serve until the officers for the forthcoming year are elected. If the Nominating Committee is not filled by election by the membership, the Executive Committee will thereupon appoint members to fill the Committee to its required number.
- 3) The Nominating Committee will poll the membership informally and present a slate of officers and one member-at-large at the first meeting of the year. Additional nominations may be offered from the floor.
- 4) If an office is vacated during the year, the Executive Committee shall fill the vacated office by appointment until the next annual election.

ARTICLE IX
Ethics

- 1) All individuals joining the Society agree to the Ethics Statement cited below:
A member may be expelled from the Society upon vote of the Board of Directors for violation of the terms and conditions of any applicable local ordinances and/or federal or state antiquities laws or regulations, as they exist or shall be hereafter amended or enacted; for the practice of buying or selling artifacts for commercial purposes; for the disregard of proper archeological field techniques, or for the willful destruction or distortion of archeological data.
- 2) The Executive Committee shall serve as the Ethics Committee and shall be responsible for upholding the ethical standards of the Society.

- 3) The Executive Committee shall establish and amend guidelines for the disposition of complaints, subject to approval of the Board.
- 4) All complaints alleging violation of Section 1 of this article shall be processed in accordance with the Ethics Committee Guidelines and brought before the Board for discussion and action.

ARTICLE X

Revisions of or Amendments to the Bylaws

- 1) An Ad Hoc Bylaws Committee shall be appointed by the President to address a Bylaws issue. Petitions for changes to the Bylaws may also be submitted to the Secretary in writing, undersigned by at least three members.
- 2) Proposed changes to the Bylaws must be announced to the membership during the meeting prior to the meeting when the changes will be brought to a vote. The Secretary must circulate the proposed changes to the membership at least two weeks before the meeting at which action on the changes is to be taken. The adoption of changes to the Bylaws requires a two-thirds vote of the Society members present and voting.

ARTICLE XI

Use of Assets

- 1) All assets accumulated shall be used only in the furtherance of the Statement of Purpose as stated in these Bylaws, and no part of such assets shall inure, or be distributed to, the members of the Society (see Article VII, Section 6).
- 2) In the event this Society should, for any reason, dissolve, all remaining assets will hereby be paid over to the Texas Archeological Society.

ARTICLE XII

Rules of Order

- 1) The latest edition of *Robert's Rules of Order Newly Revised* shall be the authority governing the meetings of the Society, Board of Directors, Executive Committee, and Committees, where not in conflict with the Bylaws of this Society.

The Travis County Archeological Society was founded 28 January 1959 in Austin, Texas. The Bylaws were first published on 2 September 1959. Bylaws were revised in 1966, 1981, and 2006.