

**THE ARCHAEOLOGICAL  
SOCIETY OF OHIO**

**CONSTITUTION  
AND  
BY- LAWS**

**ADOPTED 19 MAY, 2002**

# The Constitution Of The Archaeological Society of Ohio

1. The name of this Organization shall be; The Archaeological Society of Ohio.

## Article II - Objects

1. The objects of the Society shall be to locate, report and attempt to preserve archaeological sites and material within the State of Ohio; to serve as a bond among those interested in archaeology both professionals and non-professionals, and to encourage and aid in directing their efforts in publishing information relative to archaeology; to educate and act in the elimination of fraudulent material and data.

## Article III- Powers

1. The Society shall have the power to receive, administer and disburse dues, assessments, grants and other income to further its ends; to publish a journal, bulletins, reports and monographs; to establish Chapters on a regional or functional basis; and to engage in such other activities as are in keeping with the aims of the Society.
2. No part of the net receipts of the Society shall inure to the benefit of or be distributable to its members, officers, committee members or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments in furtherance of the purposes of the Society as set forth in these Constitution and By-Laws.
3. Notwithstanding any other provision of the Constitution and By-Laws, the Society shall not carry on any other activities which are prescribed for Organizations exempt from Federal Income tax under section 501 ( c ) ( 3 ) of the Internal Revenue Code of 1954 or which are prescribed for Organizations to which contributions are deductible under 170 ( c ) ( 2 ) of the Internal Revenue Code (or the Corresponding section of any future Internal Revenue Code).

## Article IV - Membership

1. Membership in the Society shall be open to any person of good character interested in archaeology, upon acceptance of written application and payment of dues.
2. The membership of the Society shall consist of four types; Active Member, Husband and Wife Members, Member and Family Member, limited to Member and (1) Family Member, Sustaining Member and Honorary Member.
3. Dues of the Society shall be fixed by the Board of Directors.

4. No Member or Chapter of the Archaeological Society of Ohio shall use the Name or Emblems of the Society without the expressed written permission of the Officers and Board of Trustees of the Society.
5. Any member believed to have committed any act or acts contrary to the objects and/or the Constitution and By-Laws of the Society, or any act which by association, would reflect unfavorably upon the other members of the Society, may be removed from the membership role by the following procedure;
  - a. A member must submit a letter or other evidence to the Board naming the accused and stating all known facts pertinent to the accusation.
  - b. The Board shall review the accusation and petition the accused and accuser to appear before the Board with evidence and witnesses for a hearing
  - c. The Board shall hear the evidence presented and arrive at decision by a two-thirds ballot vote.

#### Article V - Organization

1. The officers of the Society shall consist of a President, a Vice President, an Executive secretary, a Recording Secretary, a Treasurer, an Editor and (8) eight Trustees.
2. The Board of Directors shall consist of the Officers of the Society, and the Immediate Past President
  - a. Election of Officers shall be on even numbered years.
  - b. The Editor and Treasurer shall serve terms of four years beginning with the election of the year 2002.
3. Excepting the Editor, Treasurer and the Trustees, the Officers shall be elected for terms of two years. Elections for all offices to be on even numbered years.  
The Editor and Treasurer Shall be elected for a term of four years beginning with the election of 2002. Trustees shall serve terms of four years , four being elected each two years.
4. The President shall be the presiding Officer of the Society and Chairman of the Board of Directors; he shall have the usual appointive powers and he shall exercise all the duties and responsibilities commonly associated with this office, except as provided in this Constitution and By-Laws.
5. In the event of the absence, death, resignation or incapacity of the President, the Vice President shall assume the duties thereof. In the event of absence or incapacity of the Vice President, the Board shall elect one of their members to serve as interim President. Vacancies which may occur in any other Office are to be filled by Presidential appointment for the remainder of the term, subject to a majority of the Board of Directors. Any other office vacancy is to be filled by Presidential appointment for the remainder of the term, subject to approval by a majority of the Board of Directors.
6. The Vice President shall, in addition to the normal duties of the office, be the advisor and coordinator for the Chapters of the Society.

7. The Executive Secretary shall be the communications center for the Society. He shall maintain the official records of the Society.
8. The Recording Secretary shall record the minutes of all meetings of the Society and its Officers. He shall maintain a permanent record of minutes.
9. The Treasurer shall be responsible for the administration of the finances of the Society subject to the regulations prescribed by the Board of Directors.
10. The Editor shall have complete charge of all publications of the Society subject only to the Board of Directors.
11. The Trustees shall be selected on the basis of their knowledge in administration and or archaeology. They shall be judicially prudent in their voting on Society matters.
12. The Business Manager shall collect the membership dues and keep a permanent record of membership. He shall be responsible for the sale of the Society's publications and salable items. He shall be sufficiently bonded. He shall work directly with the Treasurer and be responsible for the reporting of the financial affairs of the Society. His records shall be audited annually by the Auditing Committee. Any Membership application being in question shall be referred to the Board for acceptance or rejection. He shall be an ex-officio member of the Board.

#### Article VI - Meetings

1. The annual meeting of the Society shall be held on the third Sunday of May. The time and place to be designated by the Board of Directors.
2. Regular and special meetings shall be held at such time and place as designated by the Board of Directors. A majority of Board members may ask for a Board meeting and the President shall be required to set a meeting date no later than 15 days after the request.
3. No human skeletal material shall be shown for display or sale at any Society meeting.
4. All material presented for display or sale at any Society meeting shall be archaeological in nature. Historical American Indian material will be permitted provided proper documentation is presented.
5. Any member exhibitor found in violation of Society regulations and guidelines will be asked to remove said material from display at the Society meeting. Failure to comply with this request will result in immediate expulsion from the subject meeting.

#### Article VII - Disposal of Assets

1. Upon the dissolution of the Archaeological Society of Ohio, whether voluntary or involuntary, after paying all of the liabilities of the Society, the Society shall dispose of all its assets exclusively for the scientific and educational purposes set forth in these Constitution and By-Laws by donating them to an Institution or Organization exempt from taxation under section 501 ( c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of such future Internal Revenue Code as may be in effect.

### Article VIII - Removal of Officers , Trustees or Members for Cause

1. In all Board meetings connected with the following procedures, two-thirds of the Board of Directors shall constitute a quorum.
2. Any member who has evidence that any Officer , Trustee or Member is guilty of malfeasance, nonfeasance, or malfeasance in office, shall present in person his accusation by the pertinent facts, before the Board of Directors. Any member or officer so accused shall be allowed to hear the charges but cannot vote on a decision to hear them.
3. The Board of Directors shall then decide whether or not impeachment proceedings should be instituted, a two-thirds majority vote of the entire Board ( the accused member, or the accuser if he is an officer not voting excepted) being necessary for a hearing.
4. The accused Officer, Trustee or Member shall then be notified in writing of the charge against him and will be supplied with complete information about the accusation and the evidence known to the Board. He will be requested to appear before the Board and his accuser at a time and place determined by the Board, provided that such a date is not less than two weeks following the date of notification to the accused.
5. Following a hearing of the accuser and the accused, the Board shall vote by secret ballot, a two-thirds majority vote of the Board members present ( neither the accuser nor the accused having a vote) being necessary to remove the accused Officer, Trustee or Member for cause.

### Article IX - Amendments

1. An amendment to this Constitution shall be accomplished by the following procedure;
  - a. Any member may propose an amendment in writing at any business meeting for the consideration of the Society, a majority vote of the members present being required.
  - b. The proposed amendments will be referred to a committee of three members appointed by the President, who will designate its chairman. The chairman will report the findings of the committee at the next business meeting of the Society.
  - c. If the final form of the amendment is then moved for adoption, a two- thirds majority of the members voting will be required for adoption.
2. The provisions of this Constitution, as approved by majority membership vote on 19 May, 2002, shall be effective immediately upon their adoption and shall supersede and nullify all previous enactment's in conflict with them.

**BY - LAWS**  
( As amended - see Article VIII (3) )

**Article I - Membership**

1. Applications for membership in the Society shall be submitted to the Business Manager. The Business Manager acting as agent for the Society, shall elect or reject applications for membership. He may consult with members designated by the President in arriving at a decision. If an applicant is rejected by the Business Manager, he, or three members acting in his behalf, may appeal to the Board of Directors whose decision shall be final.
3. Each **ACTIVE MEMBER** shall receive all of the Society's regular publications for the year covered by his dues and he shall have one vote in the transaction of the Society's business. He shall be eligible for election to any office of the Society subject only to the restrictions elsewhere in the Constitution and By-Laws.
4. **HUSBAND and WIFE MEMBERS, and FAMILY MEMBERS (1)** shall be considered as two individual members except that they shall receive only one copy of the Society's regular publication.
4. A **CONTRIBUTING MEMBER** shall be an active member who elects to contribute money in excess of the annual dues to further the aims of the Society. An individual contributing the current rate set by the Board shall be a **LIFE MEMBER** of the Society. A contribution of \$1,000.00 shall constitute an Endowment Membership. A fund raising committee is appointed by the Officers and Trustees to develop Endowment Memberships.
5. **HONORARY MEMBERS** shall have during their lives all the privileges of active membership but shall be exempt from the payment of dues. They shall be selected by a two-thirds majority vote of the Board of Directors.
6. Any library, museum, university, school, or other institution may subscribe to the publications of the Society without privilege of membership. The annual cost of subscriptions shall be the same as an active member.

**Article II - Elections**

1. In even numbered years the Nominating Committee shall submit a slate of Officers at the meeting preceding the annual meeting. At that meeting nominations will also be entertained from the floor. To be a candidate for Vice President of the Archaeological Society of Ohio, a member must first serve as an Officer or Trustee of the Society. The outgoing Vice President shall be the new President elect.
2. If only one nominee exists for any office the Chairman of the Nominating shall cast an unanimous vote for their election.
3. When any office is contested the Chairman of the Nominating Committee shall prepare and mail ballots to the membership at least one month prior to the annual meeting.

Mailed ballots shall be returned to the Business Manager before a specified time prior to the annual meeting in order to be counted.

4. The President shall appoint two neutral members who are not Officers who with the Business Manager will count the ballots and notify the President and the Chairman of the Nominating Committee of the results.
5. A majority count determines the winner. In the event of a tie vote the candidates shall call the toss of a coin to determine the winner.

### Article III - Duties of Officers

1. The President acting on the advise and consent of the Board of Directors shall appoint all necessary committees and define their duties. The actions of the President in exercising his duties and responsibilities of his office shall be subject to review and approval of the Board of Directors.
2. The Vice President shall be a non-voting ex-officio member of all committees with particular responsibility for their functioning
3. The Executive Secretary shall act for the Society in official contacts with other organizations and individuals. He shall assume the customary duties of a corresponding Secretary and maintain a permanent file of such activity. He shall maintain any archives and collections of the Society.
4. The Recording Secretary shall keep a permanent record of the minutes of all meetings. He shall forward a copy of each meetings minutes to each member of the Board of Directors as soon as practical after each meeting.
5. The Treasurer shall be sufficiently bonded. He shall maintain a membership and mailing list. He shall submit a financial report at each annual meeting based upon a fiscal year ending 31 December of the previous year. His financial records shall be audited by a committee prior to each annual meeting and the committee shall submit their findings at each annual meeting
6. The Editor shall certify all publication and other expense invoices to the Treasurer for payment.
7. The Trustees or Officers shall request special Board of Director meetings through the President when matters pertinent to the aims of the society are known.

### Article IV - The Board of Directors

1. The incoming Board of Directors shall meet (a) within 90 days after its election, and (b) within 30 days prior to each annual meeting. Other meetings shall be called by the President.
2. Written notice of each Board meeting shall be mailed at least two weeks prior to the date of the meeting. But in the event of an emergency meeting, verbal notice to each Board member by the President (and other members of the Board whom he requests to assist him) will constitute sufficient notice if given at least five days of such emergency meeting.
3. A majority of the voting members of the Board shall constitute a quorum, except as provided elsewhere in the Constitution and the By-Laws.
4. A majority vote of the Board members voting shall be sufficient for the adoption of any motion that is in order, except as provided elsewhere in the Constitution and the By-Laws.

5. The Board of Directors shall prepare a brief report of its activities and present it at each annual meeting. The report presented at the biennial election meeting shall also include recommendations for the future good of the Society. These reports shall be prepared by the Executive Secretary and shall be presented by him to the annual meeting.
6. On Board matters concerning one issue, a vote may be taken by phone, authorized by the President. A record of such action shall be presented by the President to the Board of Directors at the next meeting and made a permanent part of the record. A phone vote cannot be used in lieu of a Board of Directors meeting.

#### Article V - Meetings

1. Notice of all meetings shall be mailed to all members at least two weeks prior to the date of each meeting.
2. At each meeting of the Society the order of business shall be;
  - Minutes of the Previous Meeting
  - Reports of Officers
  - Reports of Standing Committees
  - Reports of Special Committees
  - Reports of Chapters
  - Old Business
  - New Business
  - Election of Officers (when proper)
3. 25 or more voting members present at a meeting shall constitute a quorum.
4. A majority of the votes cast by the members present at a meeting shall be sufficient for the adoption of any motion that is in order, except as a tie vote, the motion is lost.

#### Article VI - Standing Committees

1. The President upon taking office, shall appoint the following Committees;
  - a. The Program Committee shall consist of at least six members. It shall make all arrangements necessary for the meeting. Eg; Speaker(s), facilities, Refreshments etc. It shall forward all information pertinent to such meetings to the Executive Secretary with sufficient time for mailing notices to the membership.
  - b. The Membership Committee shall be active in the recruitment of new members and shall survey delinquent members. A minimum of ten members shall be appointed to this Committee.
  - c. The Exhibits Committee shall consist of at least three members. It shall arrange facilities for the display of archaeological material. It shall provide a bulletin board for the use of the membership. Archaeological material shall only be displayed in the following categories and then only if Society membership evidence;
    1. Information and competition
    2. Trading
    3. Selling



- The Exhibits Committee shall cause a set of "Rules for display" to be published and it shall be responsible for enforcing them. It shall coordinate its activities regarding questionable material with the Fraudulent Artifacts Committee. The Exhibits Committee may sponsor exhibits by non members when such a display is deemed of benefit to the membership.
- d. The Fraudulent Artifacts Committee will review displays at each State sponsored Meeting. Items deemed to be fraudulent will be identified and the owner/ exhibitor will be asked to remove the piece(s) from his/her display. If the fraudulent item(s) is not promptly removed, the exhibitor will be issued a written notice of the fraudulent display and will be instructed that unless the fraudulent display is immediately removed, the exhibitor will be asked to leave the meeting.  
Upon the sale of any artifact at a Society meeting; the buyer must notify the seller within 10 days that the artifact is questionable. If the seller does not feel the buyer is justified in his opinion, the artifact in question may be judged on by the Fraudulent Artifacts Committee no later than the next Society meeting. The buyer has 30 days to return any questionable artifact to the seller after date of purchase or date of authenticity determination by the Fraudulent Artifacts Committee to receive a refund of the purchase price. The article must be in the original condition as purchased when returned.
  - e. The Nominating Committee shall present a slate of Officers and Trustees to the membership at the meeting preceding the Annual Meeting on even numbered years. The Committee shall have the consent of each member whose name appears on the slate of nominees.
  - f. The Legislative Committee shall consist of at least three members. It shall be concerned with the aims and the best interest of the Society and shall by approval of the Board of Directors represent the Society in such matters.
  - g. The Auditing Committee (a) shall consist of two members. (b) It shall audit the books of the Society annually, prior to the 3<sup>rd</sup> Sunday in May.
  - h. The Professional Advisory Committee shall be appointed by the Board and shall consist of any number of Professional Archaeologists.

#### Article VII - Chapters

1. Chapters of the Archaeological Society of Ohio may be established by the following procedure;
  - a. Five members in good standing may submit a petition to the Vice President outlining their intent.
  - b. The Vice President shall submit the petition to the Board of Directors for approval.
  - c. After Board approval the petition shall be presented to the members at the next business meeting by the Vice President. A majority vote of the members present shall be required to establish a Chapter.
  - d. All Chapter Officers and Trustees must be current A.S.O. members.
2. Chapters shall be governed by these Constitution and By-Laws, however each Chapter may establish its own Rules of Order.

3. Each Chapter shall submit a list of officers and a summary of its yearly activity to the Vice President, and shall be reported annually
4. All Chapter correspondence should be addressed to the Vice President
5. A Chapter shall not be considered a part of the Society until the Vice President has received a list of its officers and a copy of the Rules of Order.
6. A Chapter's official membership list shall consist only of members in good standing of the Archaeological Society of Ohio.
7. Each Chapter President shall be a non voting member ex officio of the Board of directors of The Archaeological Society of Ohio.
8. The Vice President is empowered with consent of the Board to withdraw the Charter of any Chapter not conforming with ARTICLE VII, By-Laws.

#### ARTICLE VIII - STATUTORY AGENT

1. The official address of the Society shall be that of the Business Manager.
2. He shall be appointed as Statutory Agent by the President.
3. He shall be responsible for filing annually the Tax Exempt status with the Ohio Attorney Generals Office.

#### ARTICLE IX - AMENDMENTS

1. An amendment to these By-Laws shall be accomplished by the following procedure:
  - a. Any member may propose an amendment in writing at any business meeting for the consideration of the Society, a majority vote of the members present being required
  - b. The proposed amendment to the By-Laws will be referred to a committee of three members appointed by the President, who will designate its chairman. The chairman will report the findings of the committee at the next business meeting of the Society
  - c. If the amendment is then moved for adoption, it will require two-thirds majority of the members voting.
1. The provisions of these By-Laws as approved by majority membership vote on 19 May, 2002, shall be effective immediately upon their adoption and shall supersede and nullify all previous enactment's in conflict with them.

#### ARTICLE X - FINANCIAL ASSISTANCE

The Archaeological Society of Ohio may provide funds for completed archaeological research under the following provisions:

1. The Archaeological Society of Ohio may provide funds for archaeological research or radiocarbon dating under the guidelines set forth by the Board.
2. An article describing the project must be submitted for publication in the Ohio Archaeologist upon completion of the funded project.