

CONSTITUTION AND BY-LAWS
OF
THE CENTRAL STATES ARCHAEOLOGICAL SOCIETIES, INC.
AMENDED MARCH 17, 2018
Article I – VIII (pages 1 – 5)

ARTICLE I. Name

1. The name of the organization shall be THE CENTRAL STATES ARCHAEOLOGICAL SOCIETIES, INCORPORATED, hereafter called the C.S.A.S. The C.S.A.S. shall be a non-profit organization, with no paid officers or employees, but may engage independent contractors or businesses for necessary services on an as needed basis.
2. The organization shall operate under this Constitution and By-laws which shall be in full force and binding on the member societies from the time of its adoption. Upon adoption, the Secretary/Treasurer shall notify all member societies that this Constitution and By-laws are in effect. All previous Constitutions and By-laws shall be null and void.

ARTICLE II. Purposes

1. To encourage the study and preservation of Indian history and archaeology in the United States.
2. To develop a better understanding among students and collectors of archaeological material, professional and non-professional, as well as museums and institutions of learning; and to further this understanding by providing a means of publishing articles of interest by both professional and amateur archaeologists.
3. To promote a constructive public attitude toward archaeology, the preservation of Indian artifacts and the cultural heritage of the United States.
4. To further the proper and orderly recording and preservation of archaeological information and material.
5. To promote legislation favorable to this organization or the general interest in archaeology and the hobby of collecting Indian artifacts.
6. To publish and distribute the results of archaeological investigations and discoveries of interest to the members.
7. To publish and distribute an archaeological Journal to aid in the aforementioned purposes and objectives.

ARTICLE III. Membership

1. One amateur archaeological society from each state may make application for membership in the C.S.A.S. Such application shall be made in writing to the Secretary/Treasurer of the C.S.A.S. and shall include a statement that the membership of the applicant society will subscribe to and abide by the purposes and objectives of the Society as set forth in Article II.

2. The Board of Directors, which consists of two voting delegates from each state society, shall have the authority and responsibility to accept or reject any such application for membership at the annual meeting or at a called meeting specified for that purpose.

Effective date of acceptance will be January 1st, following the date of acceptance by the Board of Directors of the C.S.A.S.

3. Each member society shall have two delegates on the Board of Directors of the C.S.A.S. Each delegate shall have one vote. Subject to the President approval, if a member society's delegates are unable to attend the annual Board of Directors meeting, they may authorize a sister society to act as their proxy, provided this proxy authorization is presented in writing to the President prior to the meeting of the Board of Directors. Each attending delegate is limited to only one additional proxy vote. Only state society delegates may secure proxy votes. A C.S.A.S. officer may not secure a proxy vote unless he is also representing his state as a delegate.

4. A member society may withdraw its membership in the C.S.A.S. by submitting written notice of its intention to withdraw to the Board of Directors at the annual meeting. The withdrawal shall become effective on the following December 31st.

5. A member society may be expelled from membership in the C.S.A.S. by a three-fourths (3/4) vote of the Board of Directors at the annual business meeting or a called meeting specified for that purpose. The expulsion shall become effective on the following December 31st.

ARTICLE IV. Election of Officers

1. The elected officers of the C.S.A.S. shall be President, 1st Vice-President, 2nd Vice-President, Secretary/Treasurer, Editor-in-Chief, Business Manager, and Librarian.

2. The election of officers shall be held at the annual business meeting to be held on a weekend during March, April or May each year. The President shall notify all delegates at least four weeks in advance of the meeting.

3. The candidate receiving the majority of votes cast shall be duly elected. If no one candidate receives a majority on the first ballot, the two candidates receiving the most votes shall be voted upon in the second ballot. Election shall be by secret ballot if so requested by at least one delegate.

4. All elected and appointed officers shall serve for a term of one year, beginning on the date of the election and ending with the following election.

5. The President and Vice-Presidents shall be elected by the Board of Directors of the C.S.A.S. The President and Vice-Presidents may not succeed themselves more than twice.

6. Prior to the annual meeting, the President shall appoint a nominating committee of at least three members, which shall present a slate of nominees to the Board of Directors at the annual meeting. Nominations may also be made from the floor.

7. The President may appoint committees deemed necessary, subject to the approval the Board of Directors.

8. All non-delegate officers shall be non-voting members of the Board of Directors.

9. In case of a vacancy in any of the above mentioned offices, the President shall make a temporary appointment who shall serve until the next election

10. All officers or members of a committee must be a current member of one of the state societies. If not, they immediately forfeit their office and the Nominating Committee shall make a recommendation to the Executive Committee to be voted upon by the Executive Committee to fill the vacancy.

ARTICLE V. Duties of Officers

1. It shall be the duty of the President to call meetings of the Board of Directors, conduct all regular and special meetings as presiding officer, appoint regular and standing committees, and serve as the responsible head of the organization. The President shall be a non-voting member of all committees. The President may appoint a Parliamentarian to preside at each annual business meeting. The Parliamentarian shall be supplied with the latest revision of Roberts Rules of Order at C.S.A.S. expense. The Parliamentarian shall receive a stipend for travel expenses to the annual business meeting.

2. It shall be the duty of the 1st Vice-President to act in the absence of the President, and the 2nd Vice-President in the absence of both. Gather show and officer's data from the state societies for the website and journal. Monitor and verify the website postings for accuracy and notify the webmaster for necessary changes.

3. It shall be the duty of the 2nd Vice-President (VP) to be the society Parliamentarian at the annual business meeting. Work to update any needed changes to the Constitution By-Laws and/or Standing rules and read such changes at the annual meeting that are to be considered and voted on. The 2nd VP is in charge of securing a meeting room for the annual meeting and making arrangements for refreshments at the annual meeting which will be paid for by the C.S.A.S. Secretary/Treasurer.

4. It shall be the duty of the Secretary/Treasurer to conduct the essential correspondence of the C.S.A.S. as expeditiously as possible and to record and keep a permanent record of the minutes of the meeting of the Board of Directors. Copies of the minutes shall be published in the C.S.A.S. Journal at the earliest possible date. The minutes shall be read, amended, and approved at the next meeting of the Board of Directors. The Secretary/Treasurer shall administer the funds remitted to the C.S.A.S. and make payment of bills incurred in the operation of the C.S.A.S., shall submit a financial report to the Board of Directors at the annual meeting, and shall invest surplus funds of the C.S.A.S. in a chartered bank or insured savings and loan association. The Secretary/Treasurer shall be bonded in the amount of \$25,000.00, with the cost of the bond being paid from funds of the C.S.A.S. The Secretary/Treasurer shall file the annual tax return for the C.S.A.S. by the required due date.

5. It shall be the duty of the Business Manager to maintain a file of all the current members of the member societies of the C.S.A.S. The Business Manager shall call for individual members assessments from each society not less than once each quarter, and membership lists shall be forwarded to the Business Manager with an accompanying check to pay for the assessment on each member submitted. All moneys shall be forwarded to the Secretary/Treasurer within ten days. The membership list shall be maintained for the sole purpose of mailing the Journal and addressing any other correspondence pertaining to the societies. The Business Manager may employ necessary help to handle maintenance and addressing of Journals and correspondence, subject to the approval of the Publishing and Finance Committee. The Business Manager shall supply the Editor-in-Chief with a list of officers, a summary of

the Board of Directors meetings, and any other business items to be printed in the Journal in sufficient time for publishing. The Business Manager shall serve as a member of the Publishing and Finance Committee and as a non-voting member of the Board of Directors.

6. The Editor-in-Chief shall publish a quarterly Journal consisting of items of interest to members which pertain to the objectives and purposes of this society as outlined in Article II. The Editor-in Chief shall be advised by the Publishing and Finance Committee and may appoint a staff to help them in their publishing duties with a concurrence of the Publishing and Finance Committee. Their postage and other expenses shall be submitted to the Business Manager after each publication to obtain reimbursement from the Secretary/Treasurer. Expenses other than normal for publication of the Journal shall be approved by the Publishing and Finance Committee prior to reimbursement from the Secretary/Treasurer. The Editor-in Chief shall be a non-voting member of the Board of Directors.

7. The Librarian shall maintain a depository for all the C.S.A.S. publications. The Librarian will submit an up-to-date list of publications available for sale in the Journal. Upon receipt of an order, the Librarian will package and mail any publication available for sale from the C.S.A.S. Receipts from sales shall be turned over to the Secretary/Treasurer each quarter, and reimbursement for packaging and postage expenses shall be accounted for at that time. All costs of maintaining the depository, such as insurance, shall be paid by the C.S.A.S. The Librarian shall be a non-voting member of the Board of Directors.

8. The Publishing and Finance Committee shall be appointed by the President. The duties of this standing committee are to review and approve all publications of the Society and to guide and advise the President, Editor-in-Chief, Business Manager, Secretary/Treasurer, and Librarian on any other business that may come up during the year which cannot be delayed for a meeting of the Board of Directors. The Publishing and Finance committee may, along with a majority of the elected executive officers of the C.S.A.S., authorize funds to be spent on behalf of the C.S.A.S. during the fiscal year. The Publishing and Finance Committee shall conduct an annual audit of the C.S.A.S. books. This audit shall be conducted prior to the Board of Directors meeting.

9. In the event of the dissolution of the C.S.A.S., after paying all liabilities, the organization shall dispose of all assets exclusively (for the purposes of the corporation as stated in Article II. (#1 through #7), to educational or scientific institutions that qualify as United States Internal Revenue tax exempt organizations.

10. The C.S.A.S. Board of Directors may when it deems necessary, authorize a travel expense stipend for those executive officers of the C.S.A.S. who are required to travel out of state to attend the annual business meeting. In addition a member of the Publishing and Finance Committee shall also be given a stipend when necessary for travel in order to conduct the audit.

11. Any C.S.A.S. officer that is convicted of a felony while in office or abuses the status and privileges of his/her office may be removed from that office. An Executive Board consisting of the Publishing and Finance Committee, and other remaining elected C.S.A.S. officers shall review said officer's conduct and determine if dismissal from office is necessary. A simple majority vote of the Executive Board is required for dismissal. The dismissed officer has thirty calendar days to return all C.S.A.S. property in good condition or face criminal charges. The acting President shall appoint a temporary replacement until the next business meeting.

12. Any major decisions/problems that arise in any officer's position shall be reported to the President and/or the 1st Vice-President within (24) twenty-four hours. The President shall consult with the Executive Board to deem what steps must be taken to rectify the problem. The officer shall not make any major decisions without prior approval from the President and the Executive Board. Major

decisions/problems are defined as occurrences or situations that are beyond the natural everyday function of that office and which may have a negative financial and/or legal impact on the C.S.A.S. No officer of the C.S.A.S. may collect or deposit the membership fees funds into a personal account for any reason. To do so is grounds for immediate dismissal. The C.S.A.S. Secretary/Treasurer is the only individual authorized to deposit and maintain C.S.A.S. accounts.

ARTICLE VI. Amendments to the By-laws

1. These by-laws may be amended by a majority vote of the C.S.A.S. delegates at a meeting of the Board of Directors, provided that the proposed amendment shall have been presented to the Board of Directors at a previous meeting, or shall have been received by the Board of Directors at least four weeks prior to the meeting.
2. The amendment or amendments will be in force and binding upon the member societies when adopted by a majority of the Board of Directors.

ARTICLE VII. Fees and Dues

1. The C.S.A.S. shall derive its financial support from the following sources:
 - a. An assessment determined by the Board of Directors for each contributing and active member of the C.S.A.S.
 - b. From sales of publications.
 - c. From donations, bequests and contributions.
2. The amount of the assessment for active and contributing members shall be the same for all member societies.

ARTICLE VIII. General Regulation

1. Any phase of parliamentary procedure or any question of operation and activities of the C.S.A.S. not specified or clearly provided for in the Constitution, By-Laws or Amendments shall be resolved according to common practice as covered in the latest edition of Robert's Rules of Order.

Approved _____ (Date)

_____ President	_____ Secretary/Treasurer (Copy)
_____ Editor-in-Chief	_____ Business Manager (Original)
_____ Librarian	