

By-Laws of the Council for Maryland Archeology, Inc.  
Updated and Ratified by the Council Membership on 3/17/01

The adoption and ratification of these By-Laws were announced by the voting membership of the Council for Maryland Archeology, Inc. at a Business Meeting held on March 17, 2001. These By-Laws supersede all previous versions.

**Article I:**

Name The name of this organization shall be the Council for Maryland Archeology, Inc.

**Article II: Purposes**

The purposes of the Council shall be:

- to foster public awareness, concern, and responsibility for conservation of archeological resources in the public interest, especially in Maryland;
- to stimulate research, preservation, and management of archeological resources in Maryland;
- to serve as a forum for exchange of information about Maryland Archeology;
- to establish ethical and research standards for the conduct of archeology in Maryland.

**Article III: Membership**

**Section 1.**

- Any person, holding an advanced degree in Anthropology, Archeology, History, American Civilization, or any closely associated field, or having equivalent professional experience, and who is actively involved, or likely to be involved in Maryland archeology and subscribing to the purposes of this Council as outlined in Article II may become a member of this Council. An applicant's credentials may be requested for review by the Executive Board of the Council. Membership is activated upon payment of the specified dues.

**Section 2.**

- All members shall have the privilege of participating in meetings and activities of the Council, shall receive one copy of the Council's publications and communications, and shall have the right to vote.

**Section 3.**

- A member can be removed from membership in this Council for failing to uphold Article 2, the purposes of this Council, causing injury to the good name of this Council, or hampering this Council in its work.
- Any member may offer a resolution at a Council meeting that a Special Committee of five be appointed to investigate rumors concerning the character of another member which may render that person unworthy of membership in this Council. The Special Committee shall conduct appropriate consultations and investigations to determine the validity of the rumors and the appropriateness of an expulsion trial. The Special Committee may exonerate the accused; or if its investigations finds substance to the rumors shall submit a written report, signed by the committee members who agree, preferring charges and recommending a special closed meeting of the membership for the purposes of a formal hearing of the validity of the charges. NONE of the findings of the investigations or the minutes of the special closed meeting may be made public.

- At the special closed meeting, the Special Committee shall present its findings and evidence of misconduct. The accused may present a defense to refute or explain the actions as outlined in the charges. After both sides have presented their closing arguments, the accused must leave the room. The President shall place the question of the validity of the charges before the membership, which may then debate the issue. Upon an appropriate motion from the floor, which has been seconded and formulated as a question by the President, the question of expulsion may be put to a vote. Two-thirds of the members present at the meeting must approve the expulsion. Only the fact that a member has been expelled may be made public.

Section 4.

- An expelled member may apply for reinstatement after one year from the date of expulsion. Such application should show proof that the expelled member has acted according to the purposes of the Council. Two-thirds of the membership present at a meeting reviewing reinstatement must approve the request of application to membership of this Council.

Section 5.

- Specified dues shall be determined by the Executive Board from time to time as may be necessary. Dues shall be payable on the first day of the Council's fiscal year. Members accepted into the Council during the last quarter of the year, shall be considered as registered through the following year.

Section 6.

- Those members in arrears by March 31 shall have all privileges of membership immediately suspended and shall be so notified in writing by the Treasurer. Those members may be reinstated upon payment of specified dues.

Section 7.

- No member shall have the power to incur any debt in the Council's name unless authorized by the Executive Board.

**Article IV: Officers**

Section 1.

- The Officers of this Council shall be a President, President-Elect, Secretary, and Treasurer. These Officers shall perform the duties prescribed by these By-Laws and by the parliamentary authority adopted by this Council.

Section 2.

- The President shall have the duties pertaining to the rights and office of the President of this Council. The President shall preside over all meetings of this Council and the Executive Board; and shall serve as the representative and spokesperson for the group. The President shall have the authority to call unscheduled meetings of the Council as situations demand and may poll the council on issues requiring immediate action.
- The President shall form ad-hoc committees, as may from time to time be deemed necessary, to conduct the business of the Council. With the consent of the Executive Board, the President shall appoint the members of the various ad-hoc committees and the editor(s) of the Council's publications.
- Only the President or specified representatives shall have the authority to sign documents on behalf of this Council.

Section 3.

- The President-Elect shall exercise the duties of the President in the absence or inability of the President to render and perform those duties or exercise those powers as set forth in these By-

Laws. When so acting, the President-Elect shall have all the powers and responsibilities hereby given to or imposed upon the President. The President-Elect shall perform special duties assigned by the President with the approval of this Council.

Section 4.

- The Secretary shall perform all duties assigned to the office of Secretary. The Secretary shall be responsible for the minutes of all Council and Executive Board meetings and shall notify in writing all members of this Council of all quarterly and special meetings and items in those agendas.
- The Secretary shall keep a current membership list showing the names and addresses of the members.

Section 5.

- The Treasurer shall perform all duties assigned to the office of Treasurer. The Treasurer shall be responsible for all funds and securities of this Council, and shall deposit all funds in the name of the Council in such Bank or Banks as the Executive Board may designate.
- The Treasurer shall make, sign, and endorse in the name of this Council all checks, drafts, and orders for the payment of money, and pay out and disburse the same and receipt thereof, under the direction of the Executive Board. The Treasurer shall be authorized to make such disbursements in the course of normal business upon a signature, only with the exception that no disbursements for any amount exceeding \$200.00 shall be made without the approval of the Executive Board.
- The Treasurer shall exhibit at all reasonable times the books and accounts to any voting member of this Council and shall render a statement of the financial condition of this Council at each quarterly meeting.
- The Treasurer shall post bond as required by this Council for the faithful performance of those duties.

## **Article V: Executive Board**

Section 1.

- The Executive Board shall consist of the President, President-Elect, Secretary, and Treasurer of this Council and two (2) At-Large members elected from the membership of this Council.

Section 2.

- The Executive Board shall have general supervision of the affairs of this Council between its business meetings, fix the hour and place of meetings, make recommendations to this Council, and shall perform such other duties as are specified in these By-Laws. The Executive Board shall be subject to the orders of this Council, and none of its acts shall conflict with action taken by this Council.

Section 3.

- A majority of the Executive Board shall constitute a quorum.

Section 4.

- No officer nor member of the Executive Board shall receive compensation for duties performed. However, on a resolution of the majority of this Council, they may be reimbursed for expenses incurred in the accomplishment of their duties.

## **Article VI: Elections**

Section 1.

- The President of this Council shall appoint the Chairperson of the Nominating Committee as specified in Article IV, Section 2, no later than the second quarterly meeting. The Chairperson of the Nominating Committee shall appoint a committee of not less than three (3) members in good standing of this Council. The Nominating Committee shall, on even numbered years, secure one or more candidates for positions of President-Elect, Secretary, and Treasurer; and, on odd numbered years, two (2) At-Large Members for the Executive Board. The current President may not be nominated for the post of President-Elect. The Nominating Committee shall present all nominations to the Secretary of this Council at the last quarterly meeting.

#### Section 2.

- A ballot shall be sent thirty (30) days prior to the first quarterly meeting of the Council's fiscal year indicating the nominees for the Officers of this Council or the two (2) At-Large Members of the Executive Board. Such ballot may be returned by mail to the Chairperson of the Nominating Committee or may be delivered to the Chairperson of the Nominating Committee in person at the first quarterly meeting. All members in good-standing are eligible to vote.
- The President of this Council shall appoint three (3) members of this Council, who are not candidates nor members of the Nominating Committee, to count the ballots at the first quarterly meeting. The person receiving the most votes shall be elected. In case of a tie vote, the tie shall be broken by the voting membership present at the first quarterly meeting.

#### Section 3.

- Term of Office for the Officers of this Council and the two (2) At-Large Members of the Executive Board shall be for two (2) years commencing at the conclusion of the first quarterly meeting of their election, and running until their successors are elected. The President of this Council shall be succeeded by the President-Elect. For this reason, the President may not succeed him/herself.

#### Section 4.

- Any Officer or member of the Executive Board may be removed for cause at any regular or special meeting of this Council by a majority vote of the members in good standing present, provided that notice of such removal shall have been stated in the notice of the meeting.

#### Section 5.

- If an Officer or member of the Executive Board is unable to complete the term of office, the Executive Board shall appoint a member of this Council to fill the unexpired term. This appointment must be confirmed by a majority vote of this Council at its next duly-noted meeting.

### **Article VII: Meetings**

#### Section 1.

- This Council shall hold at least three (3) meetings per year: winter, spring, and fall. The Secretary shall give notice in writing to each member of the hour, date, place, and purpose of the meetings of this Council.

#### Section 2.

- The regular meeting in winter shall be known as the Business Meeting and shall be for the purposes of elections, receiving reports of officers and committees, and for any other business that may arise.

#### Section 3.

- Special meetings may be called by the President of this Council upon a majority vote of the Executive Board, or upon request in writing by ten (10) members. Except in cases of emergency, five (5) days written notification stating time, place, and purpose of such meeting must be sent to each member of this Council. No other business will be transacted at such special meetings.

#### Section 4.

- The members of this Council present at a meeting shall constitute a quorum, but in no event shall a quorum consist of less than ten (10) members, or 10% of the membership, whichever is greater.

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#### **Article VIII: Parliamentary Authority**

- The parliamentary authority of this Council shall be those rules contained in the By-Laws and Special Rules of Order of this Council, and then in the current edition of Robert's Rules of Order, Newly Revised.

#### Article IX: Amendments

These By-Laws shall be published by this Council.

These By-Laws may be amended by the submission of the proposed amendment sponsored in writing by five (5) members in good standing to the Secretary of this Council for the purpose of written notification and distribution of a ballot to the general membership. Such ballot may be returned by mail or delivered in person to the Secretary by the next quarterly meeting of the Council. The President shall appoint three (3) members of the Council, who are not sponsors of the proposed amendment, to count the ballots. The amendment shall be passed upon two-thirds affirmative vote.

All amendments so accepted must be published in the next meeting notice of this Council. All amendments passed during the year shall be published prior to the first yearly meeting held in the winter to be ratified by the majority vote of the membership at that meeting.

#### Article X: Ratification

These By-Laws shall become effective upon the ratification vote of two-thirds of the membership responding by ballot distributed by mail no less than one month prior to the date of the meeting at which the vote is scheduled. Ballots may be returned by mail or in person at the meeting.

#### Special Rules of Order

##### Rule 1.

This Council is an incorporated membership association and has neither applied for, nor has it been granted not-for-profit status.

Rule 2.

The Fiscal Year of this Council shall run from January 1 through and including December 31.

Rule 3.

The Council for Maryland Archeology, Inc. annually published abstracts of reports on Maryland Archeological subjects, entitled Abstracts in Maryland Archeology.