

# BYLAWS OF THE DENVER CHAPTER OF COLORADO ARCHAEOLOGICAL SOCIETY (CAS)

Revised February 25, 2022

The Mission Statement for the Denver Chapter of the Colorado Archaeological Society:

<b>STEWARDSHIP</b>	To act as responsible stewards of our cultural resources.
<b>EDUCATION</b>	To educate the public about archaeology, cultural resources, and the preservation of those resources.
<b>FELLOWSHIP</b>	To provide a forum for discussions and lectures pertaining to archaeology and to interact with people who have an interest in archaeology or other sciences.
<b>RESEARCH</b>	To provide opportunities for members and guests to learn about and practice archaeology.

## **Article I. Name**

The name of this organization shall be the Denver Chapter of the Colorado Archaeological Society, as set forth in the charter granted by the Colorado Archaeological Society, dated June 18, 1947.

## **Article II. Purpose**

The purpose of the Denver Chapter of the Colorado Archaeological Society shall be to (1) encourage the study of Colorado archaeology, (2) be involved in archaeological investigations, (3) advocate for the protection of antiquities of the state, (4) discourage exploitation of archaeological resources and inform unknowing parties about why we do so, (5) cooperate with official organizations concerned with archaeology, and (6) assist the Office of the State Archaeologist of Colorado in mapping archaeological sites in the state.

## **Article III. Membership**

**SECTION 1.** Any person interested in archaeology and agreeing with the purposes of this organization and those of the Colorado Archaeological Society, and signing an agreement to abide by the code of Ethics of the Society is eligible to become a member of this Chapter.

**SECTION 2.** Membership in the Denver Chapter of the Colorado Archaeological Society is necessarily concurrent with membership in the Colorado Archaeological Society.

**SECTION 3.** Memberships shall be divided into the following classes:

- a. Individual membership, with full voting rights.
- b. Family membership, shall include all named members of one family. Family memberships shall receive a single copy of Colorado Archaeological Society and Denver Chapter mailings. Each adult member of family memberships (those members who are married or over eighteen years of age) shall each have full voting rights.
- c. Institutional membership shall include libraries, schools, organizations, institutions, and associations, shall each have one vote to be cast by a designee or by a principal officer of that institution.
- d. Honorary membership, bestowed by the Chapter, or by the Executive Board of the Chapter, or by the Board of Directors of the Colorado Archaeological Society shall be in accordance with the limitations of the society Chapter. Honorary memberships will include full voting rights. The Honorary Membership is given for one year unless the Executive Board votes to extend the length of membership.
- e. Lifetime membership, shall include those members who wish to become a lifetime member of the Colorado Archaeological Society without interruption or reinstating membership on an annual basis.
- f. Joint life membership shall include those members with their spouses who wish to become lifetime members of the Colorado Archaeological Society without interruption or reinstating

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membership on an annual basis.

Student membership, shall receive the same privileges of an Individual membership, but with annual dues at a discounted rate. The Chapter has established a student fund, consisting of gift donations to the Chapter, from which to draw the additional cost of the dues. To be eligible, one must be a high school student, a college-level undergraduate, or a postgraduate student. The student must be currently enrolled in coursework related to archaeology or have an interest in archaeology. The Chapter will confirm student status by requesting Student members provide a valid, current student ID at time of enrollment or reinstatement of membership.

- g. Retired/Inclusive membership shall include any person retired or on a fixed income.. Retired/Inclusive memberships are charged one-half the portion of the State CAS dues and the full portion of the Chapter dues. This membership shall not receive Southwestern Lore physically but can access digital copies, and will have voting rights and receive all other mailings to members.

**SECTION 4.** Dues, set in accordance with the classes of membership, shall be established by the Executive Board and approved by the membership, and are subject to annual review. Dues are payable March 1 of each year. Members will be allowed to renew until June 1 or membership will not be renewed.

**SECTION 5.** The subscription rate for the All Points Bulletin to non-members shall be set by the Executive Board.

**SECTION 6.** Rejection of application for membership and the termination of membership shall be consistent with the rules set forth in the State CAS Constitution and/or Bylaws. The criteria for rejection shall be: Violation of the Society's Code of Ethics, Chapter Bylaws, or other good cause.

**Article IV. Officers**

**SECTION 1.** The officers of the Chapter shall include President, Vice-President, Secretary, Treasurer, Membership Secretary, Representative to the Colorado Archaeological Society and PAAC Coordinator, and four Directors. Officers shall be elected by the membership. Additionally, there shall be two positions appointed by the President: a Historian and a Librarian (who additionally serves on the CAS Library Committee).

**SECTION 2.** Officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

- a. President:
  1. To preside over all Chapter regular and Executive Board meetings.
  2. To appoint committee chairpersons as necessary.
  3. To see that each Chapter member is provided with a copy of the Chapter Bylaws.
  4. To see that the names of all appointed committee chairpersons are published in the All Points Bulletin.
  5. To maintain the Chapter Charter and to present it to his/her successor.
  6. To serve as a member of the Board of Directors of the Colorado Archaeological Society.
- b. Vice-President:
  1. To perform all the duties of the President in the President's absence.
  2. To arrange and present each monthly Chapter program.
  3. The Vice-President will also arrange for the speaker for the first quarter programs of the upcoming year.
- c. Secretary:
  1. To record and present for publication the minutes of each monthly Chapter meeting.

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2. To record and present for publication the minutes of each Executive Board meeting.
3. To receive and tally absentee ballots at general membership elections and votes.
- d. Treasurer:
  1. To collect and record payment of all dues.
  2. To collect and keep record of all special funds.
  3. To present the membership at each monthly meeting an itemized statement of finances.
- e. Membership Secretary
  1. To assist the Treasurer.
  2. To maintain and publish annually the membership list in good order.
  3. To deal with correspondence, monitor dues, and resolve other membership issues.
  4. To provide mailing labels for member mailings.
- f. Directors:
  1. To audit the previous year's records of the Treasurer at the beginning of the new calendar year and to report the results of the audit at the March meeting.
  2. To serve as an advisory body to the other officers.
- g. Representative to the Colorado Archaeological Society and PAAC Coordinator:
  1. To represent the Denver Chapter as a member of the Colorado Archaeological Society Board of Directors and to attend the Colorado Archaeological Society meetings.
  2. To report to the Chapter membership any business transactions by the Colorado Archaeological Society throughout the year.
  3. To assist in the coordination and establishment of the schedule for PAAC classes with the Assistant State Archaeologist. To organize the enrollment of participants and to collect PAAC class fees.
  4. To serve as a liaison for PAAC business between the Executive Board and the Assistant State Archaeologist.
  5. To report in a timely manner to the Executive Board and the Assistant State Archaeologist.

**SECTION 3.** The term of office of all Officers except the Directors shall be one year, from January 1 to December 31; the term of Office of the Directors shall be two years, and so arranged that two are elected annually.

**SECTION 4.** Any voting member in good standing shall be eligible to hold office. No member shall hold more than one elected office at a time. The immediate past president shall be an ex-officio member of the Executive Board.

**SECTION 5.** Resignation, appointment of vacancies, and recall of officers.

- a. The resignation of any officer shall be submitted in writing to the Chapter President.
- b. The President shall appoint all vacancies occurring during the year.
- c. Officers may be subject to recall. The reasons for recall shall be specified and limited to:
  1. Failure to fulfill the duties of the office, as stated in the Bylaws.
  2. Willful violations of the CAS Code of Ethics. The required Executive Board vote for recall shall be 3/4 of all of the Executive Board members.

**Article V. Election of Officers**

**SECTION 1.** Election of officers shall be held during the regular meeting in November of each year. If it is impossible to meet in November, the election will be held at the next regular meeting or virtually online.

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**SECTION 2.** Annually, at the statewide meeting held in July, a nominating committee of five members shall be elected by the Chapter. It shall be the duty of this committee to nominate candidates for the offices to be filled at the November meeting. The nominating committee shall endeavor to have at least one Executive Board member be a past President, Vice-President, Secretary, or Treasurer. The nominating committee shall report at the regular meeting in October. At that time additional nominations from the floor will be permitted. Any member who is unable to attend the October meeting may present nominations in writing to the secretary prior to the October meeting. A list of all nominees shall be published in the November issue of the All Points Bulletin.

**SECTION 3.** Ballots shall be printed listing all nominees for each office and shall be distributed at the November meeting to the eligible voting members in attendance as needed. Any member wishing to vote absentee must contact the Secretary of the Chapter in writing prior to the October meeting in order to receive a ballot. Absentee ballots must be signed and returned to the Secretary prior to the start of the November meeting. Votes shall be tallied by three voting members of the Chapter appointed at the time of the election by the President. In order for a ballot to be counted, no more than one name shall be checked for each office. Results of the election shall be announced prior to the adjournment of the meeting at which the election takes place. Unopposed candidates may be approved by voice vote of members present.

**Article VI. Executive Board**

**SECTION 1.** The elected officers of the Chapter, including the Directors, shall constitute the Executive Board.

**SECTION 2.** The Executive Board shall have general supervision of the affairs of the Chapter, fix the hour and place of meetings, make recommendations to the Chapter, see that the All Points Bulletin is published monthly, and perform such other duties as are designated by the membership from time to time. The Executive Board shall be subject to the orders of the Chapter and none of its acts shall conflict with action taken by the Chapter.

**SECTION 3.** Executive Board meetings will be held monthly. Special meetings of the Executive Board can be called by the President and shall be called upon the written request of three members of the Executive Board. All Executive Board meetings shall be open to the general membership. Five members of the Executive Board constitute a quorum.

**Article VII. Chapter Committees**

**SECTION 1.** The Denver Chapter of the Colorado Archaeological Society shall appoint Committees to oversee functions within the Denver Chapter at the discretion of the Executive Board. The Committees shall include but not be limited to: Membership, Field Trips/Special Events, Scientific Activities, Education, Library/Equipment, Publications, Financial, and Long Range Planning.

**SECTION 2.** These Committees will carry out the goals established by the Executive Board based on needs and interests.

**SECTION 3.** The members of the Committees shall be solicited and selected from the current members of general Chapter membership.

**Article VIII. Meetings**

**SECTION 1.** The regular meetings of the Chapter shall be held at a date and time designated by the Executive Board. These Chapter meetings will be shared with Chapter members prior to the

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meeting.

**SECTION 2.** Special meetings can be called by the President or by the Executive Board and shall be called upon the written request of ten members of the Chapter. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.

**Article IX. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Chapter may adopt.

**Article X. Amendments**

These Bylaws can be amended by a majority vote of the members present at any regular meeting, provided that the proposed change was published in the All Points Bulletin prior to that meeting.

**Article XI. Earnings/Compensation**

No part of the net earnings of the Society shall inure to the benefit or be distributed to its members, directors, officers, or other private persons, except that the society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II. No substantial part of the activities of the society shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the society shall not participate in, or intervene in (including publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles the society shall not carry on any other activities not permitted to be carried on (a) by a corporation except from Federal Income Tax under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue Law) or (b) by a corporation, contributions to which are deductible under section I 70(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

**Article XII. Dissolution**

Chapter dissolution shall be provided under Article VII-Chapters-Section 2, and Article XVII 1- Dissolution-Sections 1 and 2 of the Colorado Archaeological Society Constitution.