

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, our cultural resources, and the preservation of those resources.
<b>FELLOWSHIP</b>	To provide a forum for discussions and lectures on archaeology and to interact with people of similar interests.
<b>RESEARCH</b>	To provide opportunities for members to DO 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 encourage the study of Colorado archaeology; take part in investigations in this field; assist in the protection of the antiquities of the state; discourage exploitation of archaeological resources; cooperate with official organizations concerned with archaeology; 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, which shall include all named members of one household. 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 have full voting rights.
- c. Institutional memberships, which shall include libraries, schools, organizations, institutions and associations, and shall each have one vote to be cast by a designee or by a principal officer.
- d. Honorary memberships 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 continue their membership during their lifetimes on an uninterrupted basis.
- f. Joint life membership shall include those members with their spouses who wish to continue their memberships during their lifetimes on an uninterrupted basis.
- g. Student membership shall be a full Individual membership but with dues at a discounted rate. The Chapter shall establish a Student fund consisting of gift donations from which to draw the Chapter portion of the dues. The full Individual State CAS dues shall be paid by the student. 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 a strong interest in archaeology with a valid, current student ID.

- h. Senior Citizen/Disabled membership shall include any person retired or permanently disabled and on a fixed income who does not wish to pay the full dues of an Individual or Family membership. This category shall pay one-half the portion of the State CAS dues and the full portion of the Chapter dues. This membership shall not receive Southwestern Lore, but have voting rights and will 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 that remain unpaid by June 1 will be dropped from membership.

**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 or Chapter Bylaws or other good cause.

#### **Article IV. Officers**

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

**SECTION 2.** These 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.
  - 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 to 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 at the regular meeting held in November of each year. If it is impossible to meet in November, the election will be held at the next regular meeting.

**SECTION 2.** At the regular meeting held in July, a nominating committee of five members shall be elected by the Chapter yearly. 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.** If necessary, 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. Any member wishing to vote absentee must contact in writing the Secretary of the Chapter prior to the October meeting in order to receive a ballot. Absentee ballots must be signed and returned to the Secretary by 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 shall 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 interest.

**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.

**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 Roberts 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.