

## **Middle Atlantic Archaeological Conference Bylaws**

### ARTICLE I

#### Name

The name of this organization shall be the Middle Atlantic Archaeological Conference, Incorporated.

### ARTICLE II

#### Purposes

The purposes of the Conference shall be:

To encourage, and serve as a forum for, archaeologists to exchange knowledge on the archaeology of the Middle Atlantic region;

To publish, and/or encourage, the publication of, the general results of archaeological research in the Middle Atlantic region;

To identify significant research problems and develop strategies by which such questions can be approached;

To promote the dissemination of archaeological data to a wide audience, including the general public.

### ARTICLE III

#### Membership

Section 1. Membership in this Conference shall be open to any individual or institution sympathetic with the purposes in ARTICLE II upon the formal application and payment of specific dues.

Section 2. Members are entitled to attend and/or participate in Conference meetings, upon payment of the annual dues and Conference Registration fees. Upon payment of the specific dues, each membership category shall receive one copy of the Conference's publications and communications. Individual members are granted the right to one vote while joint members receive one vote each. Institutional members are not granted the right to vote.

Section 3. Membership in this Conference shall consist of four categories: Individual, Joint, Student, and Institutional. Joint membership is available to any two individuals sharing the same residence. Proof of student status shall consist of submitting an image of a current, valid student identification card.

Section 4. Annual dues shall be determined by majority vote of the Executive Board.

Section 5. No member shall have the power to incur any debt in the Corporation's name unless authorized by the Executive Board.

Section 6. No member shall be personally liable for payment of the Corporation's debts except as they may be liable by reason of their own conduct or acts.

## ARTICLE IV

### Officers

Section 1. The administration and operation of the Corporation shall be carried out by the elected Officers and an Executive Board, who shall be members in good standing.

Section 2. The Officers of the Corporation shall consist of a President, President-Elect, Recording Secretary, Treasurer, and Membership Secretary.

Section 3. The President shall preside over all meetings.

Section 4. The President-Elect shall serve as Vice-President and exercise the duties of the President in the absence of the President.

Section 5. If neither of these officers is present, the Executive Board shall elect one of its own members as President pro tempore.

Section 6. The Recording Secretary shall be the custodian of the records for the Conference, including preparation of minutes of all meetings.

Section 7. The Treasurer shall be responsible for all funds of this Conference. The Treasurer shall pay all Corporation expenditures that have been approved in advance by the Executive Board.

Section 8. The membership Secretary shall maintain the Official Membership List, which shall be made accessible by the Executive board.

## ARTICLE V

### Executive Board

Section 1. The five elected officers and two members-at-large shall compose the voting members of the Executive Board. One member-at-large will be appointed by the officers of the Corporation and shall serve a two-year term. One member-at large shall be the Student Committee Chairperson, which is an annually elected position. There shall be no limit on terms for any member of the Executive Board.

Section 2. The Executive Board shall generally conduct the business of the Corporation. If a member is on the Board in more than one capacity, he/she is entitled to only one vote.

Section 3. A simple majority of the authorized board shall constitute a quorum.

Section 4. A simple majority of this quorum shall constitute an official act of the Corporation, subject only to possible veto or amendment of any action by a two-thirds vote of the members present and voting at the annual business meeting.

Section 5. The Board shall meet at the call of the President (not less than once per year) or at the written request of at least four members of the Board.

## ARTICLE VI

### Elections

Section 1. At least six months before election, the President shall appoint a Nominating

Committee to prepare a slate of nominees, who are in good standing, to submit at the annual business meeting. The Nominating Committee shall obtain the consent of the nominees before submitting their names for election. The slate of nominees shall consist of President-Elect, Recording Secretary, Treasurer, and Membership Secretary.

Section 2. Additional nominations may be made from the floor by the membership at the annual business meeting.

Section 3. Officers shall be elected by a simple majority of the votes cast by the members present.

Section 4. Officers shall be elected for two-year terms at the annual business meeting of the Conference, with elections held in even numbered years. The President-Elect shall become President for the ensuing two-year term.

Section 5. Vacancies occurring between elections may be filled by appointments made by the President, with the concurrence of a majority of the Executive Board.

## ARTICLE VII

### Meetings

Section 1. There shall be an annual meeting of the Conference that may include, but not be limited to, the presentation of formal papers, round-table discussions, and workshops. Dates of the Conference shall be determined one calendar year in advance by a majority of the members present at the meeting.

Section 2. The President, with the concurrence of a simple majority vote of the membership, shall annually appoint a Program Chairperson(s) and the Arrangements Chairperson(s) for the next Annual Conference Meeting. These Chairperson(s) shall serve on the Executive Board with voice but without vote.

The Program Chairperson(s) shall arrange for the Annual Conference, selecting session Chairpersons, compiling the meeting's program and abstracts, and handling all matters pertaining thereto in such organization.

The Arrangements Chairperson(s) shall, on behalf of the organization, obtain meeting space for the sessions, with proper accoutrements, organize registration information, and obtain meeting space for the Annual Business Meeting held during one evening of the Annual Conference.

Section 3. The President with the concurrence of the Executive Board, shall as necessary appoint a person to serve as "webmaster" and maintain the Conference internet presence. This person shall serve on the Executive Board with voice but no vote.

Section 4. The President with the concurrence of the Executive Board, shall as necessary appoint a person to serve as Student Paper Advisor. The Student Paper Advisor shall oversee a small committee of volunteers who are responsible for the operation of the Student Paper Contest. The Student Paper Advisor will report to the Executive Board.

Section 5. The President, with the concurrence of the Executive Board, shall appoint as necessary two persons to serve as in addition to the treasurer to oversee the account of the MAAC Meeting Scholarship Fund . The MAAC Meeting Scholarship Fund is established to

provide funds to cover the cost of Annual Meeting Attendance for students. The Treasurer will report back to the Board on any actions taken by this group.

Section 6. The President shall form ad-hoc committees, as from time to time may be deemed necessary, to conduct specific business of the Conference.

Section 7. The annual meeting of the Conference shall also include the annual business meeting of the Corporation. The business meeting shall include on its agenda any matter deemed desirable or necessary by the President, a synopsis of actions taken by the Executive Board, elections of officers (when due), discussion and voting on motions from the floor, and discussions and voting on any action taken by the Executive Board which may be challenged by a member. An action taken by the Executive Board may be annulled or amended by a two-thirds vote of the members present and voting.

Section 8. At the annual meeting, an individual can be the primary or senior author to only one paper. However, the same person may also present a poster talk, demonstration, or other display of skill or knowledge. Any persons with an unexcused absence will be prevented from giving any sort of presentation (as senior or junior author) at the following year's conference. An unexcused absence is defined as an absence without prior notification from the person who agreed to present the paper to either the session Chairperson(s) or the program Chairperson(s).

## ARTICLE VIII

### Dissolution

The Corporation shall have perpetual existence until such time as it is dissolved. Dissolution of the Corporation shall be implemented by a resolution of the Executive Board, approved by two-thirds vote of the membership. Upon dissolution all outstanding debts will be paid. Remaining assets shall be distributed for one or more exempt purposes within meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or a state or local government, for a public use.

## ARTICLE IX

### Amendments

These Bylaws may be amended from time to time by action of the Executive Board, subject to the approval or amendment by the assembled members at the business meeting of the Conference.

## ARTICLE X

### Ratification

These Bylaws were adopted at the annual meeting of the Middle Atlantic Archaeological Conference, Inc. held at Langhorne, PA, on March 15, 2014.

## SPECIAL RULES OF ORDER

Rule 1. The Corporation shall engage in lawful acts or activities for which corporations are organized under the General Corporation Law of Delaware. The Corporation is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code.

Rule 2. The Membership Year of this Conference shall run from January 1 through and including December 31. The fiscal year shall run from July 1 through and including June 30.

The Corporation may have offices at such places as the Board of Directors may from time to time appoint or the business of the Corporation may require.

Rule 3. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Corporation 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 of these by-laws.

Rule 4. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Rule 5. Notwithstanding any other provision of these by-laws, the Corporation shall not carry on any other activities not permitted to be carried on by any organization exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Rule 6. The archives of the University of Delaware are the official archives of this organization and all official papers will be deposited therein.