FLORIDA ANTHROPOLOGICAL SOCIETY

OPERATING PROCEDURES MANUAL

UPDATE OF SEPTEMBER 2007

As of the above date, this Manual is installed in the Computer Program Microsoft Office Word 2007

Revised: March 1992, May 1993, May 1997, May 1998, May 2000, May 2001, May 2006, August 2007, February 2008, May 2008

INTRODUCTION

This operating procedure manual (OPM) was prepared to provide guidelines in the operations of the Florida Anthropological Society (FAS). Each officer, director, and chapter representative should consult the FAS web site to obtain the current version of the OPM posted therein by the Secretary. The OPM is to be used by the Board members as a guide in fulfilling the duties and responsibilities of their respective positions.

All Board members should familiarize themselves with the contents of the OPM and **BRING A HARD COPY TO EACH EXECUTIVE BOARD MEETING** where any additions or deletions (upon approval of the Board) will be made.

The guidelines contained herein will provide a continuity of operation of the FAS by informing the new Board members of their duties, responsibilities, and the internal operation of the FAS. However, this cannot replace the transfer of information from the out-going officers and/or Directors who should inform their replacements of any procedures and information relevant to that position and necessary for insuring a smooth transition from one Executive Board to the next. Upon the changing of a Chapter Representative, the Secretary should be notified as to who is the new Chapter Representative. The incoming Chapter Representative will be directed to consult the OPM published on the FAS web site.

The OPM should be updated as needed and at least annually. Each revision should be dated with the month and year. The task of updating the OPM belongs to the Secretary.

FLORIDA ANTHROPOLOGICAL SOCIETY OPERATING PROCEDURES MANUAL

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Α

ARTICLES OF INCORPORATION of the FLORIDA ANTHROPOLOGICAL SOCIETY. INC.

ARTICLE I

Section 1. The name of this organization shall be the Florida Anthropological Society, Incorporated (hereinafter referred to as the Society).

ARTICLE II. OBJECTIVES

- Section 1. The objectives of the Society shall be:
 - (1.1) to provide a formal means by which individuals interested in anthropological and archaeological studies in the State of Florida and related areas may come together for mutual benefits:
 - (1.2) to promote the continuing study of the peoples of Florida from ancient times to the present;
 - (1.3) to establish and promulgate to its members and to the general public, rules of conduct, a code of ethics, and standards of quality to govern anthropological work;
 - (1.4) to affect harmony and cooperation between the amateur and professional anthropologist and archaeologist so that the work of all will permanently enrich our knowledge of human history;
 - (1.5) to bring to the attention of the general public and of appropriate governmental agencies the need for preservation of archaeological and historical sites within the State of Florida as well as for the recording of the ways of life of extant groups in Florida and related areas;
 - (1.6) to disseminate information on anthropology and archaeology and in particular on the work of Society members through periodic, regularly scheduled meetings of the Society, through a program of publications by the Society, and through such special events and other activities as the Society may consider proper to further its objectives;
 - (1.7) to assist in establishing archaeological museums through contributions or gifts of materials or money;
 - (1.8) to encourage the scientific collections, preservation, classification, study and publication of ethnological materials and archaeological remains; and
 - (1.9) to initiate and maintain appropriate By-Laws, Rules, and Regulations in the best interest of all its members.

ARTICLE III. MEMBERSHIP

Section 1. Qualification for Membership

(1.1) Membership in the Society shall be open to all persons of good character, and institutions who are engaged in any kind of anthropological work and who are interested in furthering the objectives of the Society, who agree to abide by the Constitution, By-Laws, Rules, and Regulations of the Society, and who regularly pay to the Society the requisite dues for each class of membership as specified in the By-Laws.

Section 2. Classes of Membership

- (2.1) An Individual Membership is open to any person who meets the qualifications for membership.
- (2.2) A Family Membership is open to husband and wife (or either individually) with their (or his or her) children, who meet the qualifications for membership.
- (2.3) An Institutional Membership is open to any organized group, corporation, or institution which meets the qualifications for membership.
- (Rev 5/93) (2.4) A Sustaining Membership is open to any person who meets the qualifications for membership and who contributes to the Society the amount fixed by the Board of Directors.
- (Rev 5/93) (2.5) A Patron Membership is open to any person who meets the qualifications for membership and who contributes to the Society the amount fixed by the Board of Directors.
- (Rev 5/93)(Rev 5/08) (2.6) The Life Membership has been eliminated except that those already occupying this class of membership before May 2, 2008 shall be grandfathered.
 - (2.7) An Honorary Life Membership may be awarded by the Board of Directors of the Society to a person who has rendered eminent service to the Society or to the cause of anthropology. Honorary Life Membership bears the privileges of individual Membership without the payment of dues.
- (Rev 5/2006) (2.8) A Student Membership is open to any person who meets the qualifications for membership and can present a valid student identification card.
- (Rev 5/08) (2.9) A Benefactor Membership is open to any person who meets the qualifications for membership and who contributes to the Society the amount fixed by the Board of Directors.
 - (2.10) The term Member, unless otherwise qualified shall include all classes of membership.

Section 3. Chapters of the Society

- (3.1) Status as a Chapter of the Florida Anthropological Society is open to any group of persons who:
 - (a) As individuals meet the qualifications for membership in the Society.

- (b) Band together for establishment of a local (city, county or area) organization to pursue the objectives of the Society as well as for the purposes of their own so long as such purposes are not contrary to the Constitution of the Society.
- (c) Request formal recognition by the Society as a Chapter of the Society.
- (d) Agree that at least ten members of the Chapter shall maintain membership in the Florida Anthropological Society.
- (3.2) Application for Chapter status shall be made by the interested group to the Board of Directors of the Society. Upon approval by a majority vote, the Board of Directors shall instruct the President to issue formal recognition to the Chapter.
- (3.3) It shall be the responsibility of each Chapter to designate an appropriate institution or agency to serve as a repository for all materials recovered as a result of Chapter field activities. In addition to the cultural materials, a written summary of field methods and results should also be filed with the same institution or agency serving as repository. These procedures should be done in a timely manner.
- (3.4) Chapter status may be terminated by the Society for due cause after recommendation for such action has been submitted by the Board of Directors to the members present at any regular business meeting of the Society and such action has been approved by a two-thirds majority vote of the members present and eligible to vote. Due cause shall be construed to mean actions of the Chapter flagrantly inconsistent with the objectives of the Society as set forth in Article II above, and with the "Statement on Ethical Responsibilities," as approved and amended by the Board. Due cause for Chapter termination, pending review by the Board of Directors, shall be three un-excused absences of the Chapter Representative or Alternate from consecutive Board of Directors meetings. Un-excused absences shall be decided as those cases in which the President was not notified in advance of the absence. In the event of three un-excused absences, the President shall issue a warning letter to the Chapter, stating that if attendance is not forthcoming at the next Board meeting, the Chapter's status will be reviewed by the Board of Directors for possible termination.

Section 4. Termination of Membership

(4.1) A membership in any class except Life Membership and Honorary Life Membership may be canceled by the Board of Directors for non-payment of dues at such time as those dues become in arrears according to time limits set in the By-Laws.

(4.2) Any members, including officers and Directors, may be terminated from membership in the Society for flagrant violation of and behavior contrary to the principles outlined in the "Statement on Ethical Responsibilities." Charges against any member shall be made in writing and forwarded to the President and Chair of the Ethics Committee. The Ethics Committee shall be duly authorized by the President to make necessary investigation concerning the charges, and then, to present its recommendations for action to the Board of Directors. Recommendations for censure or termination from the Society will require a two-thirds vote of the Board. Any member terminated from the Society membership shall have one year to make formal appeal, in writing, to the Board of Directors. Reinstatement can be made by a majority vote of the Board.

Section 5. Status of Member

(5.1) No incorporator, director, officer, or member shall have any vested right, interest or privilege of, in, or to the assets, functions, affairs, or franchises of the Society or any right, interest, or privileges which may be transferable or inheritable or which shall continue if his membership ceases.

Section 6. Affiliations

(6.1) The Society may by separate mutual contract affiliate with or join as an institutional member other organizations upon approval of the contract by the membership of the Board of Directors of the Society.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. Membership of the Board

(Rev 3/92)(Rev 5/93) (1.1) The affairs of the Society shall be managed by a Board of Directors which shall consist of the officers, Editors, Resident Agent, Membership Secretary, a member from each chapter and three members at large elected as prescribed in the By-Laws, and the retiring President, who shall serve a term of one year.

Section 2. Terms of Directors

- (Rev 5/93) (2.1) The Directors-at-Large shall each serve three years. These three year terms shall be so staggered that one-third of the positions shall be filled each year. No Directors-at-Large shall serve more than three years consecutively. (Sentence relocated to (2.8) below 5/00).
 - (2.2) The Chapter Representatives shall be appointed by their respective Chapters to serve one year terms. There shall be no limit on the number of consecutive terms a Chapter Representative may serve.
 - (2.3) A Resident Agent shall be appointed by the Board of Directors each year, to serve a one year term. There shall be no limit on the number of terms of appointment the Resident Agent shall serve.

- (Rev 3/92) (2.4) Editors of the Journal and Newsletter shall be appointed by the Board of Directors each year, to serve terms of one year. There shall be no limit on the number of terms of appointment the Editors shall serve.
 - (2.5) Only a member of the Society who has been a member in good standing for at least two years prior to the nomination of said meeting shall be eligible for election as a Director.
 - (2.6) Any vacancy occurring on the Board of Directors shall be filled for the unexpired term by the Board of Directors.
 - (2.7) The term of service of a Director shall commence immediately following the annual business meeting of the Society during which the Director was elected.
- (Rev 5/93, Corrected 11/00) (2.8) The position of Director filled by the retiring President shall be for the period of one year.
- (Rev. 5/93, Corrected 11/00) (2.9) A Membership Secretary shall be appointed by the Board of Directors each year, to serve a term of one year. There shall be no limit on the number of terms of appointment the Membership Secretary shall serve.

Section 3. Powers of the Board

- (3.1) The Board of Directors may take such actions and adopt such rules and regulations as are consistent with the Constitution and the By-Laws of the Society and may alter, amend, or repeal any rules or regulations adopted by the Board.
- (3.2) No Director shall receive compensation for serving as a member of the Board of Directors.

ARTICLE V. OFFICERS

Section 1. Officers

(1.1) The officers of the Society shall be a President, a First Vice President, a Second Vice President, a Secretary, and a Treasurer.

Section 2. Election of Officers

- (2.1) The offices of President, First Vice President, Second Vice President, Secretary, and Treasurer of the Society shall be elected by a majority of the membership at large.
- (2.2) All officers shall assume office immediately after their election.
- (2.3) Any officer shall at the time of his or her nomination have been a member of the Society in good standing for at least two years.

Section 3. Terms of Office

- (3.1) All officers shall hold office for one year or until their successors have been elected.
- (3.2) No officer except the Secretary and the Treasurer may serve more than two consecutive terms in office.
- (3.3) In the event that an office becomes vacant, the Board of Directors shall appoint an interim officer to fill out the unexpired term, except that if the Presidency becomes vacant the First Vice President shall become the President and the Second Vice President shall become the First Vice President.

Section 4. Duties and Power of Officers

- (4.1) The duties and power of the officers shall be decided by the By-Laws and by the Board of Directors.
- (4.2) No officer shall receive compensation for acting as an officer.

ARTICLE VI. COMMITTEES

Section 1. Nominating Committee

- (1.1) There shall be a Nominating Committee each year consisting of three persons appointed by the President of the Society.
- (1.2) One member of the Nominating Committee shall be designated by the President from among those members of the Board of Directors and that member shall serve as the Chairperson of the Nominating Committee.
- (1.3) Two members of the Nominating Committee shall be designated by the President from the general membership and shall not be officers or Directors.
- (1.4) The President shall appoint the Nominating Committee at least one hundred (100) days in advance of the Annual Business Meeting at which members of the Board of Directors and officers are elected.
- (1.5) The Nominating Committee shall make nominations each year for officers and members of the Board of Directors in such fashion as the By-Laws prescribe.
- (1.6) No member of the Nominating Committee shall nominate him/herself for elective office.

Section 2. Auditing Committee

(2.1) There shall be an Auditing Committee each year consisting of three persons appointed by the President of the Society.

- (2.2) One member of the Auditing Committee shall be designated by the President from among the members of the Board of Directors, and that member shall serve as the Chairperson of the Auditing Committee.
- (2.3) Two members of the Auditing Committee shall be designated by the President from the general membership and shall not be officers or Directors.
- (2.4) The President shall appoint the Auditing Committee at least one hundred (100) days in advance of the Annual Business Meeting.
- (2.5) The Auditing Committee shall carefully examine the financial condition of the Society records and submit a report to the President at the Board Meeting immediately preceding the Annual Meeting.

Section 3. Other Committees

- (3.1) The President shall set up such other committees as he/she may deem advisable or as stipulated by the Board of Directors.
- (3.2) The President shall appoint the Chairperson of all committees.
- (3.3) The President shall serve as an ex-officio member of all committees.

ARTICLE VII. VOTING AND ELECTIONS

Section 1. Voting Privileges

- (1.1) Each individual member of the Society who is in good standing and of any class of membership shall have the right to cast one vote on matters brought before any business meeting of the Society.
- (1.2) Each Institutional Member shall be entitled to one vote on matters brought before any business meeting of the Society to be cast by the institution's chief elective officer or a properly accredited representative.
- (1.3) Each family membership shall be entitled to one vote and receive one copy of any publication of the Society.
- (1.4) The election of officers and members of the Board of Directors shall be made by the membership at large as prescribed by the By-Laws.

ARTICLE VIII. MEETINGS

Section 1. Annual Meeting

- (1.1) The Society shall hold at least one business meeting each year, the date and place of which shall be fixed by the Board of Directors.
- (1.2) Thirty (30) members of the Society shall constitute a quorum at any annual meeting.
- (1.3) At each annual meeting the President shall render a report of the activities of the Board of Directors during his/her tenure of office and shall call for approval by vote of the membership present and qualified to vote.

Section 2. Special Meetings

- (2.1) Special meetings of the Society may be called by the President on thirty (30) days notice to all members.
- (2.2) No business may be transacted at a special meeting which has not been specified in the call for the meeting.
- (2.3) Thirty (30) members of the Society shall constitute a quorum at any special meeting.

Section 3. Meetings of the Board

- (3.1) The Board of Directors shall hold at least two meetings each year, one of which shall immediately follow the Annual Business Meeting of the Society, the other of which shall be held at a time and place specified by the President.
- (3.2) One-third of the Board of Directors eligible to vote shall constitute a quorum at any meeting of the Board.

Section 4. Minutes

(4.1) Minutes of the proceedings of the Board of Directors shall be open to inspection by any member of the Society.

Section 5. Authorization of Meetings.

- (5.1) No Society activity or meeting shall be held without prior authorization by the Board of Directors nor shall the Society be responsible for or incur any liability for any meeting or activity not so approved.
- (5.2) It is contemplated that meetings of the Society, including the annual meeting be self-supporting financially. All activities which will incur costs which cannot be covered by foreseeable registration fees- or other meeting income must be approved in advance by the Board of Directors; otherwise they remain the responsibility of the Host Chapter.

Section 6. Liability of the Society

(6.1) The Society shall incur no liability for personal injuries or damage to property of members or visitors resulting from attendance at any meeting or activity of the Society. Recognition of this principal and acceptance of it shall be considered a necessary condition for membership.

ARTICLE IX. AMENDMENTS

- Section 1. Amendments to this Constitution may be proposed by the Board of Directors to the President or by petition in writing to the President signed by not less than ten members.
- Section 2. The President shall, as soon as practicable, inform the members of the Society in writing of such proposed amendments.
- Section 3. Amendments shall become effective if approved by a two-thirds majority vote of all members present and eligible to vote at any annual or special business meeting of the Society, provided the proposed amendment shall have been mailed to all members at least thirty (30) days previous to the meeting.

ARTICLE X. -- TERMINATION OF EXISTENCE

Section 1. The term for which the Society shall exist is perpetual or until dissolved by due process. In the case of such dissolution, all of the Society's assets remaining after payment of all costs and expenses of such dissolution shall be distributed to organizations which have qualified for exemption under Section 501 (c) (3) of the Internal Revenue Code, or to the Federal Government or to a State or local government, for a public purpose, and none of the assets will be distributed to any member, officer of trustee of this society or corporation.

ARTICLE XI. ADOPTION OF THE CONSTITUTION

Section 1. The Constitution as presented by the President or as altered and approved by two-thirds majority of membership present and eligible to vote, shall become effective and shall serve as governing instrument of the Florida Anthropological Society, Inc. Following the Annual Business Meeting at which it is adopted by two-thirds members present and eligible to vote provided that a copy of this proposed Constitution shall have been mailed to all members at least thirty (30) days previous to that annual meeting.

B REVISED BY-LAWS of the FLORIDA ANTHROPOLOGICAL SOCIETY. INC.

CHAPTER I. MEMBERSHIP

- Section 1. Any person, institution, or corporation may apply for membership in the Society by completing the current Application for Membership form as approved by the Board of Directors and by paying to the Treasurer of the Society the requisite dues for the appropriate class of membership.
- Section 2. The Board of Directors shall have the power to accept or reject any applications for membership.
- Section 3. Annual membership dues amounts for all classes of membership shall be determined and set by the Board of Directors.
- Section 4. (Rev. 3/92) (Rev. 5/08) The Life Membership has been eliminated except that those occupying this class of membership before 5/2/2008 are grandfathered.
- Section 5. Honorary Life Membership bears all rights and privileges of an Individual Membership without the payment of dues.
- Section 6. (Rev. 5/00) Dues shall be payable on the anniversary of the initial dues payment. Members shall receive copies of all publications distributed by the Society during the 12 months of their membership year.
- Section 7. (Rev. 5/00) Dues shall be in arrears if not paid within 30 days of the due date. A member whose dues are in arrears shall not be eligible to vote at any meeting of the Society and shall no longer be entitled to any of the other rights and privileges of membership.
- Section 8. (Rev. 5/00) The Membership Secretary shall mail dues notices to members 60 days prior to the dues anniversary date. The dues notice shall include a statement that a member whose dues are in arrears is not eligible to vote at any meeting of the Society.
- Section 9. (Rev. 5/00) A second dues notice will be sent to each member whose dues have not been received by the due date. This notice will state that they will be dropped from the membership rolls if not paid within 30 days.
- Section 10. A member in arrears may be reinstated by the payment of dues.

CHAPTER II. BOARD OF DIRECTORS

- Section 1. The Board of Directors of the Society shall have general control and management of the affairs, funds and properties of the Society. The authority of the Board shall extend to and include but not be limited to the right to conduct the continuing operation of the Society and to engage in the acquisition, transfer, or sale of the Society's tangible properties, including all publications.
- Section 2. The Board of Directors shall each year at its first meeting following the regular Annual Business Meeting of the Society, appoint an Editor of the Journal and monographs and an Editor of the Newsletter. There shall be no limitations on the number of terms of appointment the Editors may serve.
- Section 3. The Board of Directors may appoint an Editorial Board to assist the Editor in the selection and preparation of manuscripts for publication by the Society. The Editorial Board may also assume general control of the content, format, and quality of Society publications at the direction of the Board of Directors.
- Section 4. The Board of Directors shall from time to time assess the status of the Society funds and determine the amounts of such funds to be allotted to publications underwritten by the Society.
- Section 5. The Board of Directors may establish special funds for receiving monies of the Society and specify the purposes of such funds.
- Section 6. The Board of Directors shall, each year at its first meeting following the Annual Business Meeting, appoint a Resident Agent to serve as its official representative in dealing with forms and reports necessary to the continuance of the Society as a not-for-profit, tax-exempt organization. There shall be no limitations on the number of terms of appointment the Resident Agent may serve.

CHAPTER III. OFFICERS

- Section 1. The President of the Society shall preside at all meetings of the Society and at meetings of the Board of Directors; shall establish needed committees and appoint Chairpersons of all committees; shall be an ex-officio member of all committees except the Nominating Committee; shall attend all Board of Directors meetings as an advisor during the year following his/her term of office; and shall generally perform such other responsibilities required by the Constitution.
- Section 2. The First Vice President shall assist the President in any such fashion as the latter may deem necessary and in the absence of the President shall assume all the duties and privileges of the President. The First Vice President shall ordinarily be regarded as President-Elect of the Society.
- Section 3. The Second Vice President shall assist the President in any such fashion as the latter may deem necessary and in the absence of both President and First Vice President shall assume all duties and privileges of the President.

- Section 4. The Secretary shall record and maintain the minutes of all meetings of the Society and of the Board of Directors; shall maintain minutes of committee meetings when those minutes are submitted by committees; shall prepare the correspondence of the Society; shall maintain files of all matters pertaining to the Society; and shall perform such other duties as the President may direct or as are customarily assigned to that office.
- Section 5. The Treasurer shall be the custodian of the funds of the Society; shall collect all dues and financial contributions to the Society; shall disburse the monies of the Society in accordance with the Society's budget or with the directions of the Board of Directors; shall keep full and accurate financial accounts; shall submit a complete annual financial statement at the Annual Meeting of the Society; shall submit a financial statement at any time upon request of the Board of Directors; shall prepare at the direction of the Board of Directors an annual budget for the Society and shall perform such other duties as are customarily assigned to that office.
- Section 6. In the absence of the Secretary or of the Treasurer, the President and First Vice President shall temporarily assume the duties of the absent officer or else the Board of Directors may appoint an Assistant Secretary or Assistant Treasurer to serve on an interim basis.

CHAPTER IV. MEMBERSHIP SECRETARY

- Section 1. (Rev. 5/93) The Board of Directors shall appoint a Membership Secretary each year at the first Board of Directors meeting following the Annual Business Meeting. There shall be no limits on the number of terms of appointment the Membership Secretary shall serve.
- Section 2. (Rev. 5/2006) The Membership Secretary shall issue dues notices, and shall perform such other duties as are customarily assigned to that office.
- Section 3. (Rev. 5/93) The Membership Secretary shall be compensated for his/her expenses.
- Section 4. (Rev. 5/93) The Membership Secretary shall be a voting member of the Board of Directors.

CHAPTER V. COMMITTEES

- Section 1. The Nominating Committee and the Auditing Committee shall be the two standing committees of the Society and shall function as provided for in the Constitution. The Nominating Committee shall further function as described in the chapter of these By-Laws entitled "Nominations and Elections."
- Section 2. Special committees shall be appointed by the President. The Chairperson of all special committees shall be appointed by the President. The Chairpersons and members of such special committees shall serve during the term of the President who appointed them or until such time as a succeeding President makes new appointments.
- Section 3. Meetings of all special committees shall be held at the call of the Chairperson of the committee. The Chairperson shall be responsible for notifying each member of the committee and the President of the Society as to the time and place of the meetings.

Section 4. The Chairperson of any special committee shall be responsible for any recording of the minutes or compiling a written report of any committee meeting. A copy of the minutes or report shall be filed within thirty (30) days of the date of the committee meeting with the Secretary of the Society.

CHAPTER VI. NOMINATIONS AND ELECTIONS

- Section 1. The Nominating Committee shall prepare and submit in writing to the President the slate of Officers and Directors-at-Large to be elected at the Annual Meeting within forty (40) days of the appointment of the Chairperson. The Committee shall endeavor to name two or more persons to each of the positions for Officers and Directors-at-Large. In the event that only one person agrees to serve in any one position, this fact must be mentioned in the letter of transmittal of the slate to the President, and he/she is required to include this statement in the Newsletter required in Section 3 of this Chapter of the By-Laws. The Representative from each Chapter on the Board of Directors shall be current members of the Society and be selected by each Chapter. It shall be the responsibility of each Chapter to submit the name and address of the Representative to the President for inclusion in the Newsletter that contains the proposed slate of Officers and Directors.
- Section 2. In preparing the list of candidates for Officers and Directors-at-Large, the Nominating Committee shall actively solicit suggestions from the Executive Officer of each Chapter of the Society and may also solicit suggestions from those institutions and agencies in the State of Florida conducting professional studies in the fields of anthropology and archaeology. The Committee shall also attempt, in its selection, to choose candidates from the various sections of the State in order to achieve a broad geographical representation and will also strive for a slate which includes both amateur and professional persons working in anthropology and archaeology.
- Section 3. The President shall publish the slate of candidates for Officers and Directors-at-Large in a Newsletter to all members of the Society as soon as possible after reception of the slate from the Nominating Committee. Section 4 of this Chapter of the By-Laws shall also be published in the same Newsletter so that members may be aware of how nominations other than those submitted by the Nominating Committee may be made. In addition the slate of candidates shall contain brief biographies of each person on the slate. The President shall also include in the Newsletter the list of Chapter Representatives on the Board of Directors as selected by each Chapter.
- Nominations of persons for Officers and Directors-at-Large, other than those submitted by the Nominating Committee, may be made by petition in writing by at least ten (10) members of the Society who are currently eligible to vote. These petitions shall be in the possession of the President of the Society within twenty (20) days of the mailing of the Newsletter containing the proposed slate. The date of mailing should be indicated on this Newsletter.

- Section 5. No later than thirty (30) days prior to the Annual Meeting of the Society, the President shall send out ballots to all members containing the names of the slate prepared by the Nominating Committee and any nominations made by petition in accordance with Section 4 of this Chapter of the By-Laws.
- Section 6. The President shall submit the sealed ballots to the Election Committee, if so appointed, or to the Nominating Committee, at the Annual Meeting of the Society. The sealed ballots shall be counted by the Committee and the results announced at the Annual Meeting.
- Section 7. Nominations from the floor at the Annual Meeting shall not be permitted and shall be ruled out of order by the President.

CHAPTER VII. CHAPTERS OF THE SOCIETY

- Section 1. Under the provision of the Articles of Incorporation, the Society upon approval of the Board of Directors, will accept Chapters of the Florida Anthropological Society.
- Section 2. At the time of application for Chapter status the group will be considered a provisional Chapter and should be able to document that it has already received its State Charter, has elected officers and directors, and has a Constitution and By-Laws. Tax-exempt status is recommended but not required.
- Section 3. Having done this, a society may then make formal application for the Chapter status. Prior to Board vote, the application must be reviewed by a Special Review Committee appointed by the President. Having passed review by the Committee, the request for Chapter status will be presented to the Board of Directors; the President shall issue formal recognition, in writing to the Chapter. If the application for Chapter status does not receive a majority vote of the Board, the applicant will have one year in which to bring itself up to Board standards, then make re-application for Chapter status.
- Section 4. (Deleted 5/93)

CHAPTER VIII. PROCEDURES

Section 1. All meetings of the Society shall be conducted according to Roberts Rules of Order, current revision.

CHAPTER IX. AMENDMENTS TO THE BY - LAWS

Section 1. The By-Laws may be amended or changed by majority vote of the members present at a Special or Regular Meeting of the Society.

CHAPTER X. FISCAL YEAR

- Section 1. The Fiscal Year of the Society shall end on January 31 of each year.
- Section 2. The Treasurer of the Society shall close the financial records of the Society on January 31 of each year, and reopen them on February 1 of each year.
- Section 3. The Editor of The Florida Anthropologist shall take an inventory of the unsold copies of The Florida Anthropologist as of January 31 of each year.

CHAPTER XI. SPECIAL FUNDS AND ACCOUNTS (New chapter added 5/01)

Section 1. The Florida Anthropologist Fund

- (1.1) Nature of Fund. The Florida Anthropologist Fund shall be made up of donations from individuals, corporations, charitable organizations, and such other sources as the Board of Directors may deem appropriate from time to time. It is to be used to defray costs necessary to the production of the Society's quarterly journal other than printing and mailing, which are funded by other means. All monies that have accumulated in the Fund under terms of a resolution of the Board of Directors dated December 3, 1993 shall be incorporated into The Florida Anthropologist Fund.
- (1.2) Administration. The Treasurer is hereby empowered to handle routine operations incidental to the receipt, investment, and disbursement of the Fund's assets subject to approval of the Auditing Committee established by Article VI, Section 2, of the Articles of Incorporation. In addition to functions provided by the Articles of Incorporation, the Auditing Committee shall, at least annually and also at such other times as shall be considered necessary by the Treasurer, the Board of Directors, or the Auditing Committee itself, review with the Treasurer the investment strategy to be used to provide maximum returns without risk of capital. Any major change in types of investment shall be subject to approval of the Board of Directors at a regular or special meeting.

Further, withdrawal or compromise of principal (funds other than the current year's annual interest) is strongly discouraged but, if contemplated by the FAS Board of Directors, shall be done only under the following conditions:

- (a) Passage of a formal resolution of intent by the FAS Board of Directors, followed by its publication in the FAS Newsletter in time for the general membership to express its views to the Board of Directors at its next regularly scheduled meeting; and
- (b) The printed notice shall be followed by a discussion of the proposal(s) and all views concerning it (them) expressed by the membership, Auditing Committee, or Treasurer at a regularly scheduled meeting of the Board of Directors; such deliberation is a requisite to any vote on the issue by the Board of Directors.

- (1.3) Disbursement of Fund Assets. The Treasurer shall report to the Board of Directors on a quarterly basis the status of the Fund, including a separate listing of interest accrued from the Fund's capital investments. Expenditures from the interest account requested by the Editor shall be made at the direction of the Board of Directors, with the understanding that repeated individual withdrawals for the same purpose will not require individual approval by the Board, and further that they will not be used for payment of printing and mailing. The object of such expenditures is to ease the work load on the Editor while improving the content and appearance of the Journal. Expenditures shall not be such as to imperil the Fund's capital investments, and in approving them the Board shall keep in mind the possible alternative of reinvesting interest accruals in the Fund.
- (1.4) Dissolution of Fund. Should at any time developments remove the need for such a Fund, its assets shall be melded into the Society's general operating fund, or such other fund(s) or account(s) as the membership shall decide, after its formal dissolution by vote of the membership at an annual meeting. Such a proposal shall be advertised in the Newsletter prior to an annual meeting.

Section 2. The Monograph/Special Publications Account

- (2.1) This account has been described previously in Section 6(4) of "Officers and Their Duties" in the FAS Operating Procedures Manual. The account hereby is formalized and all monies currently in it are incorporated. Section 6(4) referred to above is hereby eliminated.
- (2.2) The Monograph Account is designated to receive monies from various sources, including donations, grants, sales to the University of Florida Library, receipts from designated auctions, and sales of back issues of *The Florida Anthropologist*. Such funds are to be used to defray costs incidental to publication and distribution of such monographs and special publications as may be decided on by the Editor and Board of Directors from time to time.
- (2.3) The Monograph Account is separate and apart from The Florida Anthropologist Fund and shall not receive monies designated for that fund. In exceptional circumstances and by a majority vote of the FAS Board of Directors, money from the Monograph Account may be used to assist in publishing *The Florida Anthropologist*.

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STATEMENT OF ETHICAL RESPONIBILITIES

PREAMBLE: The following principles are fundamental to the objectives of the Florida Anthropological Society. They establish guidelines by which FAS members and Chapters should direct their activities.

SECTION 1: The "preservation of archaeological and historical sites within the State of Florida," is an objective of the Florida Anthropological Society (Articles of Incorporation, Article II. Section 1.5). All members and Chapters:

- (a) should abide by all federal, state, local or tribal laws and regulations that affect the archaeological record.
- (b) should report archaeological discoveries to the Florida Division of Historical Resources, Bureau of Archaeological Research (formerly Division of Archives, History, and Records Management, Bureau of Historic Sites and Properties), (central repository for information on cultural resources in Florida), the relevant regional or local authorities (i.e., planning departments, police or sheriffs department), and any involved property owners.
- (c) should report illicit or illegal activity concerning archaeological sites, and sites threatened with destruction to the property owners and/or managers, and appropriate public agencies and law enforcement authorities.
- (d) should protect sites from unwarranted intrusion by using care in the distribution of site location data.

SECTION 2: Since archaeological and historical sites are finite and unique sources of information about past human behavior, every site (which cannot be preserved) deserves the best possible quality of excavation, analysis, and documentation/publication.

- (a) To conserve archaeological resources, excavation shall be carried out only on sites that:
 - (1) are in imminent danger of destruction;
 - (2) have been extensively altered; or,
 - (3) contain important data that will help answer questions of a problem-oriented research design.

The practice of excavating or collecting solely or primarily for "teaching" purposes is contrary to the standards of the Florida Anthropological Society. Existing collections of archaeological material should be used for these purposes. For sites in category 2(a)(3), unless they fall into 2(a)(l) or (2), only a representative sample should be excavated and the remainder preserved until the excavated materials have been analyzed and reported, so that later excavation strategies can be adjusted to maximize data recovery.

(b) Research undertaken by members should be of the highest possible quality, and in accordance with established archaeological standards of survey, excavation, laboratory analysis, record keeping, and other aspects of information gathering.

- (c) Records of data gathered in the course of a survey or excavation should be properly maintained, and a copy of those records placed in an appropriate local repository and with the Florida Division of Historical Resources, Bureau of Archaeological Research, so that there will be a copy on file in the central statewide repository.
- (d) All members should disseminate description of their research, methodology, and results.
- (e) All members should curate all artifactual material in such a manner that:
 - (1) its provenance data are recorded;
 - (2) fragile items are preserved (including a backup photo record); and
 - (3) it may be available for study by others with the member's concurrence.
- (f) In carrying out anthropological research, all FAS members should be sensitive to and respect the legitimate concerns of groups whose cultural histories are the subject of study.
 - (1) In planning archaeological excavation, members should make every reasonable effort to include representatives of the ethnic or Native American community whose cultural history is being investigated.
 - (2) Members shall give every consideration to requests of the effected ethnic or Native American community concerning the research. In particular, whenever requested, all human skeletal remains exhumed from mortuary contexts of recent date shall be reinterred following laboratory analysis. Reburial should be done with consideration for the requests of the affected ethnic or Native American community, federal laws, state statutes and local ordinances. No human skeletal remains should be bought, sold, traded or displayed in a culturally distasteful manner.
- (g) In carrying out anthropological research, particularly archaeological surveyor excavation, participating FAS members should obtain appropriate authorization and/or permits from the involved private land owners, or public land management agencies.
- SECTION 3: Commercial dealings in archaeological materials often lead to site destruction and loss of contextual relationships and other important scientific data. The value the Florida Anthropological Society places on archaeological materials is scientific, not commercial.
 - (a) The Florida Anthropological Society supports and complies with the terms of the UNESCO Convention on the means of prohibiting and preventing the illicit import, export, and transfer of ownership of cultural properties as adopted by the General Conference, November 14, 1970, Paris.
 - (b) Members shall refrain from the collecting, hoarding, exchanging, buying, or selling of any illegally or illicitly obtained archaeological materials.

SECTION 4: Cooperation and communication among members and Chapters of the Florida Anthropological Society are to be encouraged.

- (a) Members should freely exchange information concerning sites, collections, research undertaken, and other archaeological information.
- (b) Members should always give appropriate credit for work done and information provided by others.
- (c) Members should assist in the preparation of regional artifact type collections to be maintained by the Chapters and in the state's master type collection.

SECTION 5: The Florida Anthropological Society exists within a larger community to which it has a responsibility.

- (a) The use of the name of the Florida Anthropological Society, its individual Chapters and its members shall be used only in support of legal and ethical activities, and in ways authorized.
- (b) In its presentations to the community, the scientific and educational aspects of archaeology and historic preservation shall be stressed rather than the sensational or monetary aspects. In addition, and more specifically, use of skeletal remains in interpretive displays will be done with sensitivity and understanding of the feelings for human dignity held by all people.

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CHARTER. LICENSES AND PERMITS

The Society, as a non-profit, tax-exempt organization, is required to have the following licenses and permits:

State Charter 706852-15-05 Internal Revenue Service ID 59-1084419 State Corporation Tax Internal Revenue Service Forms 990 & H990A Solicitation Permit \mathbf{E}

OFFICERS AND THEIR DUTIES

SECTION 1. PRESIDENT

The President will perform the duties and responsibilities as outlined in the Articles of Incorporation and the By-Laws.

The President will also act as spokesperson for the Society and will be responsible for carrying out all actions approved by the Executive Board. The President will appoint chairpersons to supervise all committees and will act as a coordinator with various organizations and the Chapters.

The President will keep the First Vice President informed of all activities pertaining to the presidency, so that in event of the President's incapacity, the First Vice President can assume this office adequately informed.

The President shall prepare for and call a minimum of two (2) Executive Board meetings per year in addition to the Annual Meeting (Total = 3).

The purpose of these meetings is to follow up any actions or policies adopted by the Executive Board so that any action not completed may be acted upon as quickly as possible. These will also serve to keep the Board members up-to-date on the activities and development of the Society.

The President will notify all members of the Executive Board thirty (30) days in advance, giving the date, place and time of such meetings.

The President shall prepare an annual report on his or her activities for that year and present it to the general membership at the Annual Business Meeting.

SECTION 2. FIRST VICE PRESIDENT

The First Vice President will perform the duties and responsibilities as outlined in the Articles of Incorporation and By-Laws.

The First Vice President should attempt to keep informed of the activities of the Society by periodic communication with the President, so that in event that the First Vice President is called upon to fill the position of President, the First Vice President can perform the duties of that office with continuity.

(Paragraph 3 deleted 5/2006)

SECTION 3. SECOND VICE PRESIDENT

The Second Vice President shall perform the duties and responsibilities as outlined in the Articles of Incorporation and By-Laws.

SECTION 4. SECRETARY

The Secretary will perform the duties and responsibilities as outlined in the Articles of Incorporation and By-Laws. In addition, the Secretary will answer requests for information concerning the Society or forward those requests to the appropriate party.

Upon receipt of a request for membership, the Secretary will send the inquirer a membership application form with instructions to fill out and mail the completed form and remittance to the Membership Secretary.

The Secretary is responsible for the records of the Society's past transactions, attending all meetings and recording the minutes of these meetings. The Secretary will prepare and mail copies of these minutes of the Executive Board Meetings to each Board member within 30 days of such meeting.

The Secretary will also prepare an annual report on his or her activities for that year and submit it to the Board at the Executive Board Meeting the night before the Annual Meeting.

(Rev. 8/2007) The Secretary will act as custodian of the Operating Procedures Manuals of the Society which includes a CD and one hard copy of the current OPM, and is responsible for keeping these manuals up-to-date. Upon approval of the Executive Board, all decisions, policies, additions or deletions of duties or any matter that the Board decides to make part of the OPM, the Secretary will make the changes to the manual using the format and indexing procedure now a part of the manual. A copy of these changes will be posted to the FAS web site and a copy inserted in the CD and hard copy. A notification of changes to the OPM posted on the web site will be sent to each Board member by e-mail. Each Board member is responsible for printing his/her own hard copy of the OPM.

SECTION 5. MEMBERSHIP SECRETARY

The Membership Secretary shall be appointed by the Board of Directors for a term of one year; there is no limit to the number of terms he/she may serve. The Membership Secretary shall be reimbursed for expenses of the office.

The Membership Secretary shall perform the duties and responsibilities as outlined in the Articles of Incorporation and By-Laws. He or she shall also answer requests for information regarding membership in the Florida Anthropological Society.

(Rev. 5/00) The Membership Secretary shall mail dues notices to members 60 days prior to the dues anniversary date. The dues notice shall include a statement that a member whose dues are in arrears is not eligible to vote at any meeting of the Society. A second dues notice will be sent to each member whose dues have not been received by the due date. This notice will state that they will be dropped from the membership rolls if not paid within 30 days.

The Membership Secretary will forward all membership dues received to the Treasurer for deposit into the appropriate account.

(Rev. 5/2006) The Membership Secretary is responsible for printing invoices.

The Membership Secretary is responsible for maintaining a card or computer index (with at least two current backup disks) marked as to membership category of all members.

The Membership Secretary shall produce mailing labels with the names and addresses of all members for the Editors of the Journal and Newsletter. Labels with Board Members' names will be provided to the President and Secretary as needed.

The Membership Secretary shall provide an alphabetical listing of all paid members of the Society giving each member's address, type of membership, and Chapter affiliation (if known). This will be prepared for publication by June 30 and will be available on request to all chapters and members of the board, but not to individual Society members.

The Membership Secretary is authorized to sell the Society Membership mailing list at a going rate. Caution is to be exercised to insure that it be provided only to organizations whose purposes and activities are compatible with goals and standards of the Society.

SECTION 6. TREASURER

In addition to the duties outlined in the Articles of Incorporation and By-Laws, the Treasurer will be responsible for the following:

- 1. Open a checking account(s) at a bank conveniently located, preferably with statewide branches, upon transfer of funds of the Society upon election to this office. If the account(s) is to be kept at the same bank that the previous Treasurer used, then be sure to inform the bank officials of the change of officers and complete requisite signature cards. Check with bank officials for an explanation on how this is accomplished.
- 2. All checks written for payment of all bills require the signature of the Treasurer or another member of the Executive Board. An alternate signature is required in case of the incapacity of the Treasurer. The Alternate is designated by the Executive Board and is usually the President.
- 3. Keep a ledger showing all income and disbursements.
 - (a) Income information is to include date received, from whom, and for what purpose.
 - (b) Disbursement information is to include date paid, check number, invoice or sales slip number, paid to whom, and for what.
 - (c) All entries in the ledger should be summarized at the end of each month.
- 4. (paragraph deleted 5/01)

- 5. The Treasurer may be required to be bonded at the discretion of the Executive Board.
- 6. The Treasurer will supply financial information or report to the Resident Agent (when required) for the purposes of preparing Internal Revenue Service forms 990 and 990A as well as the Solicitation Permit.
- 7. All Financial receipts, disbursements, and the ledger are to be kept up to date for an audit by the Auditing Committee.
- 8. The Treasurer will prepare a financial report to be submitted to the Board at each Executive Board Meeting.
- 9. The Treasurer will prepare an Annual Financial Report to be submitted to the Board at the Executive Board meeting the night before the Annual Meeting.

SECTION 7. RESIDENT AGENT

The Resident Agent is the representative of the Society in legal action or correspondence relative to items concerning the Articles of Incorporation, the Internal Revenue Service, the Post Office, and/or Florida Department of State.

The Resident Agent is registered with the Florida Department of State and any change in the person so designated must be reported to the Secretary of State, Capitol Building, Tallahassee, FL. 32304.

Once a year (normally at the end of the calendar year), the Resident Agent will receive "An Annual Report for Corporations and Other Business Entities" from the Florida Secretary of State. This form is to be completed and returned along with the filing fee obtained from the Treasurer before the deadline. The purpose of this form and filing fee is for the annual renewal of the Society's Charter.

Once a year (normally at the end of the fiscal year), IRS forms 990 and 990A will be filled out with information supplied by the Treasurer and Journal Editor. These will be submitted to the IRS before April 15 of that year.

The Resident Agent will complete the "Application for a Certificate of Registration under Chapter 496, Florida Statutes," (also known as a Solicitation Permit) should the Society receive grants or donations totaling in excess of \$4000.00. This will be submitted with the appropriate filing fee secured from the Treasurer to the Department of State, Tallahassee, FL. The Solicitation Permit allows the Society to accept donations and apply for grants totaling over \$4000.00 and under \$25,000.00 (over \$25,000.00 if application is accompanied with a CPA conducted audit).

The Resident Agent will submit a report of all activities relative to this position that have taken place or occurred to the Executive Board at each Board Meeting.

The position of Resident Agent is by appointment of the Executive Board.

SECTION 8. DIRECTORS

In addition to the duties and responsibilities outlined in the Articles of Incorporation and By-Laws, each Director should accept the responsibility of being the Chairperson of at least one committee. He/she would be responsible for the coordination and supervision of said committees.

SECTION 9. JOURNAL EDITOR

In addition to the duties and responsibilities outlined in the Articles of Incorporation and By-Laws, the Editor of the Society is responsible for publishing *The Florida Anthropologist* and Florida Anthropological Society Publications and such duties consist of the following:

- 1. Selection of material for publication.
- 2. Editing of material for publication.
- 3. Rewriting of material and format composition.
- 4. Submission of material for publication to the printers.
- 5. Mail copies of *The Florida Anthropologist* and Florida Anthropological Society Publications to all members using the address labels supplied by the Membership Secretary. This operation also requires affixing the mailing labels, sorting by zip code, tying in bundles as prescribed by Postal regulations, filling out required Postal Bulk Mailing forms, and delivery to the Post Office.
- 6. Mail appropriate number of unbound copies to the author(s) of the articles included in *The Florida Anthropologist* and Florida Anthropological Society Publications.
- 7. Mail or send appropriate number of copies to the Gift and Exchange Librarian, University of Florida for their gift and exchange distribution. They are to be billed by the Editor for the cost of printing.
- 8. The Journal Editor and Membership Secretary are to designate number of FAS Journals to be printed, that number to represent existing commitments and membership plus 10%.
- 9. Answer any requests for information concerning the acquisition of back issues of *The Florida Anthropologist* and Florida Anthropological Society Publications. The Editor will send information concerning available volumes and the cost per volume along with instructions to mail the inquirer's order along with the proper remittance to the Editor.
- 10. An annual inventory of back issues will be taken at the end of the fiscal year (January 31).

The Editor will submit a report of all activities that have taken place relative to this position to the Executive Board at each meeting.

The Editor will prepare an Annual Report on the activities associated with the publication of *The Florida Anthropologist* and Florida Anthropological Society Publications. This report will be submitted to the President at the Executive Board meeting the night before the Annual Meeting.

SECTION 10. NEWSLETTER EDITOR

The Newsletter Editor is appointed by the Executive Board for a period of one year; there is no limit to the number of terms that may be served.

The Newsletter Editor is a voting member of the Board of Directors.

The Newsletter shall include policies approved by the Executive Board, notices of pending meetings, chapter news, notices of nominations and elections and other information of interest to chapter members.

The Newsletter shall be published four times annually, alternating quarters with the Journal. Issues normally will be published in January, April, July and October, though those dates may be changed to accord with times of the Society's annual meeting.

In any event, an issue shall be published at least 30 days before the annual meeting including nominations of Officers and Directors for the coming year with brief vitae, and a ballot to be completed and mailed to the President. It also shall contain any proposed changes to the Constitution and notices of matters expected to be presented to the annual meeting.

The issue preceding the one mentioned in the paragraph above shall contain names of candidates proposed by the nominating committee and Section 4 of Chapter VI of the By-Laws inviting other nominations.

The fall issue shall request FAS Chapters to submit nominations for Bullen, Lazarus, Chapter Awards, and Certificates of Achievement, arid shall contain a request for papers to be read at the Annual Meeting.

Advertisements for the Annual Meeting shall be published in issues as necessary for advance registration.

SECTION 11. CHAPTER REPRESENTATIVES & ALTERNATES

The Chapter Representatives are elected or appointed by the individual Chapters of the Society and each is a member of the Executive Board. All Chapter Representatives (including Alternates) must be members of the FAS.

Each Chapter Representative shall serve as a Director on the Executive Board for one year. There is no limit to the number of terms that may be served.

The duties and responsibilities of the Chapter Representative (or Alternate when necessary) are as follows:

- 1. Represent their Chapter in policy making decisions of the Executive Board and the Chapter Workshop session.
- 2. Select an Alternate representative to attend the Executive Board meetings upon the unavailability of the primary representative.
- 3. Provide the Executive Board with information concerning their Chapters such as:
 - (a) Progress reports on the status of their Chapter.

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- (b) FAS problems and solutions to problems experienced by the Chapters.
- (c) A copy of the Chapter's newsletter (if any) or information to be used for inclusion in the Society's newsletter.
- 4. Make every effort to attend the meetings of the Executive Board.
- 5. Provide the President with the Chapter Status (Annual) Report at the Executive Board meeting held the night before the Annual Meeting. This report will include the following information:
 - (a) Names and addresses of the current officers.
 - (b) Names of Chapter members who are also members of the FAS.
 - (c) List of programs for the past year, including field trips.
 - (d) List of projects with which your chapter has been involved.
 - (e) The total number of members in your Chapter.
 - (f) Any comments about the Chapter's past year's activities and/or comments about the activities of the FAS or suggestions for future activities.

Each chapter has the right to express its viewpoint and take an active part in the policy making procedures of the Executive Board.

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CHAPTERS

Under the provisions of the Articles of Incorporation, the Society upon approval of the Executive Board, will accept Chapters of the Florida Anthropological Society provided they meet the guidelines of the Articles of Incorporation (Article III, Section 3) and the By-Laws (Chapter VII).

In addition to each prospective Chapter complying with these guidelines, the following items should be taken into consideration by the Executive Board prior to acceptance:

- 1. The geographic location of the prospective Chapter (is there an existing Chapter in the immediate area?).
- 2. Is the prospective Chapter self-sustaining?
 - (a) Do they have a State Charter?
 - (b) Have they elected officers and directors?
 - (c) Do they have a Constitution and By-Laws?
 - (d) Would the prospective Chapter be an asset to the Society?

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CHAPTER WORKSHOP

The Chapter Workshop was approved by the Executive Board and was instituted for the purpose of an interchange of information concerning problems of the Chapters, solutions to these problems, innovative ideas for improving the Chapters, etc.

In order for the Society to be strong and well organized, the Chapters must have a firm foundation and operate under conditions that are beneficial to the Chapters and the FAS.

Each Chapter Representative or Alternate should make every effort to attend the Chapter Workshop so that information and ideas that can be of aid to the Chapters in their operations are disseminated efficiently.

The Chapter Workshop will cover the following subjects:

- 1. Problems and solutions encountered by the Chapters:
 - (a) Administration
 - (b) Operation
 - (c) Financial
 - (d) Programs
- 2. Training aids
- 3. Community Participation and Relations
- 4. Publicity (PR)
- 5. New fields of archaeological interest
- 6. Museums.

The objective of the Workshop is to disseminate information among the Chapters, in order to upgrade and aid them in strengthening the respective organizations. By doing so, not only are the Chapters strengthened, but they will also contribute to maintaining FAS as a strong and well organized society.

Each Chapter Representative or Alternate should bring information concerning his or her Chapter (no matter how trivial) covering the subjects listed above to the Chapter Workshop session which will be held at the Annual Meeting.

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FAS EXECUTIVE BOARD COMMITTEES

Committees will be initiated by the President to facilitate the operation of the various functions of the Society. A member of the Executive Board will be appointed chairperson and will supervise and coordinate all activities of the committee to which he/she is appointed. New committees will be appointed by the President as the need arises.

Section 1. Auditing Committee:

In addition to the duties and responsibilities of the Auditing Committee Chairperson as outlined in the Articles of Incorporation and By-Laws, the Chairperson will make an effort to follow the below listed procedures in carrying out these responsibilities.

- 1. Provide the Treasurer of the Society with notice to bring the books up to date before audit.
- 2. Obtain the books and financial records of the Society from the Treasurer as late as possible before the audit is due, but leaving sufficient time to prepare the audit.
- 3. Convene members of the committee.
- 4. The Committee, as a group,
 - (a) rechecks all calculations in ledger,
 - (b) determines if all credits and expenditures shown in the ledger are documented,
 - (c) itemizes assets not entered in ledger or deposited in bank, and
 - (d) itemizes expenditures entered in ledger but not accounted for by receipts or other documentation.
- 5. Obtain from the bank a certificate of balance on hand in the Society's accounts as of the date of the audit.
- 6. Prepare a letter of report to the President of the Society indicating
 - (a) any discrepancy between the ending balance shown in the ledger and balance reported by the bank,
 - (b) probable reasons for any discrepancies,
 - (c) any missing documentation for expenditures and/or credits,
 - (d) any assets on hand or outstanding debts not indicated in the ledger,
 - (e) any errors in calculations, and
 - (f) any suggestions the committee has for improving bookkeeping and/or fiscal operations of the Society.
- 7. Obtain approval of the report from all members of the committee, who sign the letter of report.

- 8. Submit the report to the President of the Society within the temporal framework established in the By-Laws and Constitution.
- 9. Carry ledger and all records obtained from the out-going Treasurer to the Annual Meeting for transferal to the new Treasurer.

Section 2. Awards Committee:

(Rev. 5/97)(Rev. 5/98) The Chairperson of the Awards Committee will be appointed by the President of the Society. The Committee will be composed of three (3) FAS members at least one of which will be an FAC member (required for review of the Ripley P. Bullen Award only) and another will be an avocational archaeologist. This committee will be appointed annually to screen the recommended candidates for the Ripley P. Bullen Award, the William C. Lazarus Award, the FAS Chapter Award and for FAS Certificates of Achievement. They will recommend recipients, when appropriate, to the FAS Executive Board for approval.

(Rev. 5/97)(Rev. 5/98) The Ripley P. Bullen, William C. Lazarus, and FAS Chapter Awards do not have to be awarded annually. The recipients will receive a plaque.

The Certificates of Achievement will be limited to two (2) per Chapter per year and three (3) by the FAS per year.

Section 3. Budget Committee:

The Budget Committee shall consist of the editors of the Journal and the Newsletter, the Membership Secretary, and one other member of the Board of Directors, and shall be chaired by the Treasurer.

It shall establish a budget for the year's activities as early in the year as possible and not later than at the board meeting usually held in June, working from expenditure estimates submitted for the various normal Society activities, and estimates of Society income for the period. This budget will be subject to amendment in the course of the year as unforeseen operational changes occur.

Expenditures within the budget will be paid by the Treasurer upon submission of bills from suppliers or receipts from activity heads. Unbudgeted charges from activity heads in excess of \$25 shall be paid only after approval of the Board of Directors.

Section 4. Chapter Affiliation Committee:

This committee examines for sufficiency, documentation submitted with applications for affiliation, and recommends to the Executive Board action to be taken regarding such applications.

Section 5. Chapter Liaison Committee:

A member of the Executive Board will be appointed by the President as Chairperson of the Chapter Liaison Committee.

The purpose of this committee is to provide guidance and counseling in the formation of new chapters, aid in solving problems encountered by the Chapters in matters of administration, operation, finance, programs, etc., and in any other way that will provide aid to the chapters in making them self-sustaining and assets to the FAS.

Section 6. Education Committee:

The Education Committee shall recommend to the Executive Board action to be taken regarding the anthropological content of school curricula, educational projects affecting the general population, and the education of avocational archaeologists in professional techniques and ethics.

Section 7. Nominating Committee:

In addition to the duties and responsibilities of the Nominating Committee Chairperson outlined in the Articles of Incorporation and By-Laws, the Chairperson will make use of the following procedures in performing this responsibility:

- 1. Contact other members of committee for suggestions for nominees for specific offices.
- 2. Contact representatives of each FAS Chapter to obtain suggestions for nominees.
- 3. Contact university anthropology departments and other professional anthropological groups in the state for suggestions for nominees.
- 4. Discuss all suggestions for nominees with the other members on the committee.
- 5. Find out if all the nominees considered for the office are willing to take an active part in the Society's operations.
- 6. Determine from the Membership Secretary whether or not each suggested nominee is a currently paid up member of the Society and whether he/she has been a member in good standing for at least two (2) years.
- 7. Prepare a preliminary slate of nominees attempting to obtain a balance of (a) professional anthropologists and lay persons, and (b) representation of Chapters and geographic areas.
- 8. Submit final slate of nominees, with city of residence or Chapter affiliation of each, to the President of the Society.
- 9. All steps should be completed within the time constraints indicated by the Articles of Incorporation and By-Laws of the Society.
- 10. Obtain brief vitae of all nominated members to include with each ballot.

Ι

AWARDS CRITERIA

Section 1. Ripley P. Bullen Memorial Award

1. Qualifications of Recipient

The recommended candidate shall be recognized for his or her:

- (a) Contributions to the improvement of working relations between professional and avocational archaeologists in the state of Florida.
- (b) Leadership, encouragement, inspiration, and guidance in providing opportunities for the avocational archaeologist to become better qualified to participate actively in and contribute to Florida archaeology.
- (c) Cooperation with and demonstrated interest in making the avocational archaeologist more aware of Florida's archaeological heritage.
- (d) Contribution to improving the image of the avocational archaeologist as a contributor to the study of Florida archaeology.

The recipient must be a professional anthropologist practicing the trade in the State of Florida and he or she must be a member in good standing of the Florida Anthropological Society.

2. Implementation Procedures

The following procedures will be observed in selection of a recipient:

- (Rev. 5/97) (a) Nominations for the award must be submitted to the FAS President in writing by the FAS Chapter Representative by the date of December 15 prior to the FAS Annual Meeting.
- (Rev. 5/97) (b) A Committee of three FAS members shall be appointed annually by the President Of the FAS to screen recommended candidates and to recommend a recipient, when appropriate, to the FAS Executive Board. Of the three Committee members, at least one shall be a professional anthropologist, one shall be an FAC member, and at least one shall be an avocational archaeologist.
 - (c) The award shall be presented by the FAS President at the FAS Annual Meeting. The name of the recipient shall not be publicized prior to the Annual Meeting except for notifying the recipient.
 - (d) The award is not necessarily made each year, but rather is reserved for honoring only especially outstanding contributors.

3. The Award

(Rev. 5/97) The Award to the recipient shall consist of a plaque commemorating the occasion. The Award will be presented at the FAS Annual Banquet and, if not possible, at an occasion of similar ceremonial importance.

Section 2. William C. Lazarus Memorial Award (Section completely revised 5/97)

1. Qualifications of Recipient

The recommended candidate shall be recognized for his or her:

- (a) Contributions to historic preservation in the State of Florida through reporting of sites, published works, community education or projects (such as establishment of a museum or exhibit, or the preservation of archaeological or historic resources), assistance to archaeologists, museum or laboratory work, participation in FAS and FAS Chapters, or obtainment of protective legislation for archaeological or historical resources.
- (b) Leadership, encouragement, inspiration, and guidance in involving citizens in archaeology, anthropology or historic preservation in Florida.
- (c) Cooperation with and demonstrated interest in fostering cooperation among all archaeologists, professional and avocational.
- (d) Contribution to improving the image of archaeology, anthropology or historic preservation in Florida.

The recipient should not be a person who makes his or her living practicing archaeology, and he or she must be a member in good standing of the Florida Anthropological Society.

2. Implementation Procedures

The following procedures will be observed in selection of a recipient:

- (a) Nominations for the award must be submitted to the President of the FAS in writing by a member of FAS by the date of December 15 prior to the FAS Annual Meeting.
- (b) A Committee of three FAS members shall be appointed annually by the President of the FAS to screen the recommended candidates and to recommend a recipient, when appropriate, to the FAS Executive Board. Of the three Committee members, at least one shall be a professional archaeologist and at least one shall be an avocational archaeologist. This Committee need not include a member of FAC.
- (c) The award shall be presented by the FAS President at the FAS Annual Meeting. The name of the recipient shall not be publicized prior to the Annual meeting except for notifying the recipient.
- (d) The award is not necessarily made each year, but rather is reserved for honoring only especially outstanding contributors.

3. The Award

The Award to the recipient shall consist of a plaque commemorating the occasion. The Award will be presented at the FAS Annual Banquet and, if not possible, at an occasion of similar ceremonial importance.

Section 3. (Rev. 2/08) The Arthur R. Lee FAS Chapter Award (Section added 5/98)

1. Qualifications of Recipient

The recommended Chapter shall be recognized for:

- (a) Placement of sites on the State Site File or the National Register of Historic Places.
- (b) Salvage of information from doomed sites, the principal criteria being the organization and storage of information in a form usable to researchers.
- (c) Outreach programs for the public dissemination of information about archaeology.
- (d) Cooperation with archaeological programs of institutions of higher learning and local, state, and federal organizations responsible for the administration of public lands.
- (e) Activities leading to creation, improvement, or enforcement of provisions for the preservation of archaeological and historical sites in comprehensive growth management plans and ordinances of city, county, or state entities.
- (f) Efforts with individuals, corporations, or government agencies leading to the preservation of archaeological sites.

2. Implementation Procedures

The following procedures will be observed in selection of a recipient:

- (a) The recipient will be decided by the Awards Committee, whose members will make a decision based on quarterly and annual reports submitted by Chapters, supplemented with such correspondence as may be required.
- (b) The Awards Committee must submit a written nomination to the FAS President naming the recipient Chapter, and listing reasons for the award, by the date of January 15 prior to the FAS Annual Meeting.
- (c) The Chapter Award shall be given not more than once a year and not necessarily every year.

3. The Award

The award to the recipient shall consist of a plaque commemorating the occasion. It will be presented at the FAS Annual Banquet and, if not possible, at an occasion of similar ceremonial importance.

J

ANNUAL MEETING

Because of the increase in size and scope of the Society's Annual Meetings and the necessary arrangements, reservations, etc., which requires considerable personnel and time to prepare for these meetings, the Executive Board should consider that this can best be accomplished by a Chapter or two Chapters working together.

The following items are for the purpose of providing guidelines to host the Society's Annual Meeting.

The FAS President will ordinarily call for volunteers to host Annual Meetings at the Executive Board Meeting at the current year's Annual Meeting. Ideally, the hosts for Annual Meetings should be scheduled two years in advance. Once chapters have been selected as hosts, they will have until the next Board Meeting to set a date and place. The next FAS Board meeting is usually held in June.

When choosing a date for Annual meetings, be sure to consider holidays (Easter, Passover), college and university exam and break schedules, and meetings of other statewide organizations. The tourist season should be considered as it affects room rates and room availability.

It is suggested that the following committees be set up by the host chapters:

Meeting facilities and accommodations

Banquet

Registration

Financing/Fundraising

Publicity

Printing

Hospitality

Workshops

Field Trips

Audio-Visual

For more detailed information regarding the Annual Meeting, see "Annual Meeting of the Florida Anthropological Society: A Guide for Host Chapters."