

BYLAWS OF THE
NEVADA ARCHAEOLOGICAL ASSOCIATION

Revised March 2010

ARTICLE I: PURPOSE

The purpose of the Nevada Archaeological Association (NAA) is to preserve Nevada's antiquities, encourage the study of archaeology and to educate the public to the aims of archaeological research.

ARTICLE II: ORGANIZATIONAL STRUCTURE

This organization will be comprised of the general membership and the elected governing body, known as the Board of Directors (hereafter called the Board).

ARTICLE III: MEMBERSHIP

Section 1: All persons signing the Code of Ethics of the NAA shall become members upon payment of annual dues.

Section 2: Membership in the NAA is for the calendar year in which the dues are paid.

Section 3: Membership categories are Student, Regular, Family, Supporting, Life, and Corporate. Each member shall receive all of the NAA regular publications for the dues year and shall have one vote in the proceedings of the association.

Section 4: Honorary members shall be elected on a majority vote of the Board on recommendation of any member of the NAA. Each honorary member shall have full privileges in the association, which shall last their lifetime.

Section 5: Dues for the above memberships shall be set by the Board and voted on for approval at the annual meeting by a majority of those present. The dues are currently set at the following:

Student	\$10.00	Family	\$25.00
Regular	\$20.00	Supporting	\$50.00
Life	\$500.00	Corporate	\$50.00

Section 6: Membership cards will be issues to all dues paying members of the NAA.

Section 7: Each corporate member shall assign one individual to cast its vote at the proceedings of the association.

ARTICLE IV: PUBLICATIONS

Section 1: The NAA shall publish a journal entitled “Nevada Archaeologist” and a newsletter entitled “In-Situ”.

Section 2: The existing Board shall act as the editorial board for NAA publications.

Section 3: The Board shall appoint an editor from the general membership for each publication. The editor of each publication will be an ex-officio member of the Board and shall serve at the discretion of the Board.

Section 4: Individuals or institutions may subscribe to the publications of the NAA without privileges of membership. The annual subscription fee shall be determined by the Board.

ARTICLE V: ELECTIONS

Section 1: Members of NAA shall be elected to the Board by a majority of the members present at the annual general meeting.

Section 2: Vacancies on the Board shall be filled by appointment by a majority vote of the Board.

ARTICLE VI: DUTIES OF THE BOARD OF DIRECTORS

Section 1: The elected Board shall consist of nine members. A quorum shall be five elected members.

Section 2: The Board can take action in the name of the Association without the necessity of contacting the General Membership.

Section 3: The Board may vote utilizing electronic, facsimile, mail or telephonic means. Any vote taken by these means between regular board meetings will be reported and recorded during the next regular board meeting.

Section 4: The Board shall report its actions to the General Membership

Section 5: The elected Board shall meet immediately following the annual general meeting to elect a President, a Secretary, a Treasurer, a Membership Chair, and a Newsletter Editor. These offices shall have terms of one year. The out-going President shall be the presiding officer at this meeting.

Section 6: The President shall act as chief officer of the NAA and will preside at all meetings. The President may appoint another Board member to assume his or her duties when necessary.

Section 7: The Treasurer shall keep records of all financial transactions of the NAA and shall keep the books to date and ready for compilation, a review, or an audit at any time.

Section 8: The Secretary shall act as corresponding and recording secretary for the NAA and will produce minutes for all meetings. Minutes will be sent to each Board member in a timely manner. A summary of the Board approved minutes will be published in the newsletter.

Section 9: The Membership Chair shall be responsible for maintaining the current membership list, for mailing annual renewal notices, for receiving dues, for forwarding the dues to the Treasurer, and for sending membership cards and the annual journal.

Section 10: The Newsletter Editor shall be responsible for producing and distributing the newsletter of the NAA.

Section 11: A Board member may be elected to more than one office.

Section 12: The Board may appoint an Executive Secretary from the membership of the NAA. The Executive Secretary shall be responsible for receiving and forwarding mail addressed to the NAA to the appropriate NAA officers. The Executive Secretary shall also maintain NAA archives at an appropriate host repository with the State of Nevada. Furthermore, the Executive Secretary will maintain all back issues of NAA publications and distribute such publications as directed by the current policy of the Board.

Section 13: The NAA shall request the Nevada State Historic Preservation Officer to designate an archeologist from his or her staff to be a non-voting ex-officio member of the NAA Board.

ARTICLE VII: FINANCIAL MATTERS OF THE NAA

Section 1: The Board shall have the power to approve disbursements of funds.

Section 2: All monies of the NAA shall be kept in a federally insured financial institution in the State of Nevada.

Section 3: All checks shall be approved by any two of the following officer positions: the Treasurer, the President and/or the Secretary. The check will then be signed by one of any of the above named officer positions.

Section 4: The Board may have an annual compilation, review, or audit of the financial records by a certified public accountant or other qualified person.

ARTICLE VIII: MEETINGS

Section 1: A meeting of the general membership shall be held annually as scheduled by the Board. Additional meetings may be scheduled by the Board.

Section 2: Any member of the NAA may attend any meeting of the NAA.

Section 3: A majority of members attending the annual meeting shall be sufficient for the adoption of any motion. No proxies will be recognized.

ARTICLE IX: COMMITTEES

Committees shall be appointed by the President of the Board and shall act on the direction of the President of the Board as needed to conduct the affairs of the NAA.

ARTICLE X: CHAPTERS

Section 1: Members of the NAA may form a local or topical chapter of the Association in order to further the purposes of the NAA on a local level or a topical interest.

Section 2: Members wishing to form local chapters shall petition for such status at a regularly scheduled annual meeting of the NAA. The petition shall include the proposed Chapter's Bylaws, Code of Ethics, and membership list.

Section 3: The members of NAA present at the annual meeting shall, by a majority vote, approve or deny the petition.

Section 4: All members of a local Chapter are encouraged to become members of the NAA and must sign an NAA approved Code of Ethics.

Section 5: The membership year for local Chapters shall be the calendar year.

Section 6: Membership lists shall be sent to the NAA Membership Chair following annual renewal and changes in the membership list. Membership cards for NAA will be issued by the NAA Membership Chair.

Section 7: Each local Chapter shall send a copy of their minutes and all publications to the Secretary of the NAA.

Section 8: The local Chapter recognition may be revoked in the same manner with which the Chapter was formed.

Section 9: Topical Chapters will include the President (or designee of the President) of the NAA as an ex-officio member of the governing body of the chapter.

Section 10: The NAA Board may upon receipt of petition for chapter status grant conditional status to the petitioners. Such conditional status shall remain in effect until the next annual meeting where the NAA members present may by a majority vote approve or deny the petition.

ARTICLE XI: AFFILIATED ORGANIZATIONS

Section 1: Am-Arcs of Nevada and Archaeo-Nevada may continue to affiliate with NAA as long as the purpose and ethics are compatible with those of NAA. If Am-Arcs of Nevada and/or Archaeo-Nevada pay dues to the NAA at the Supporting level as set in Article III, Section 5 of these bylaws, they will receive one copy of all NAA publications for year in which dues are paid

Section 2: Organizations wishing to be affiliated with the NAA must first apply in writing to the NAA Board. The application must include a current copy of the organization's by-laws and the organization's Code of Ethics. The organization must enforce its Code of Ethics among its membership.

Section 3: Affiliated organizations must pay dues, except for Am-Arcs and Archaeo-Nevada, annually to the NAA at the Supporting level as set in Article III, Section 5 of these bylaws. The first year's dues must accompany the application for affiliation.

Section 4: The NAA Board shall, at their first meeting following the receipt of an application for affiliation, either deny or grant conditional affiliation for the applying organization. If the NAA Board denies conditional affiliation, the applicant may appeal the NAA Board action to the membership at the NAA Annual Meeting where the NAA members present at the annual meeting may accept or deny the applicant's affiliation by majority vote.

Section 5: If the NAA Board grant conditional affiliation to the applicant, such affiliation will only be in effect until the NAA members present at the next NAA Annual Meeting shall by a majority vote approve or deny the applicant organization.

Section 6: If the applicant organization is denied affiliation the applicant may reapply by the same process outlined in Section 2 through 5 of this Article. The NAA will promptly return dues paid by any applicant organization denied affiliation upon request by a denied applicant.

Section 7: Each affiliate shall receive one copy of all NAA publications for the year in which dues are paid.

Section 8: The affiliate recognition may be revoked by majority vote of the NAA members present at any NAA Annual Meeting.

Section 9: Each affiliate shall send a copy of their minutes and all publications to the Secretary of the NAA.

Section 10: Each affiliate shall provide a copy of any changes in the organization bylaws since the previous NAA annual meeting to the NAA Board for review.

Section 11: In the case of an affiliate that does not require members to annually sign the affiliate's Code of Ethics, NAA encourages affiliate organizations to take measures that would require such annual individual action from individual affiliate members.

ARTICLE XII: AMENDMENTS

Section 1: An amendment to these Bylaws shall be accomplished:

- a. at any regular meeting of the NAA by: 1, a member of the NAA verbally proposing an amendment, or by written suggestions to the Board, and 2, the proposed amendment being approved by the majority of the membership in attendance.
- b. through a mail campaign by: 1, a written ballot to the membership, and 2, a majority of the membership voting to approve the amendment.

Section 2: The membership shall be notified in writing when any amendment to the bylaws of the NAA shall become effective.

END OF BYLAWS FOR THE NAA

CODE OF ETHICS NEVADA ARCHAEOLOGICAL ASSOCIATION OCTOBER 14, 1990

The purpose of the Nevada Archaeological Association (NAA) is to preserve Nevada's antiquities, encourage the study of archaeology and to educate the public to the aims of archaeological research. Members and chapters of the NAA shall:

1. Uphold the purposes and intent of the NAA.
2. Adhere to all antiquities laws.
3. Seek the advice, consent, and assistance of professionals in archaeology and/or history in dealing with artifacts, sites, and other material relating to antiquities.
4. Assist professionals and educators in accomplishing the objective of the NAA.
5. Be a personal envoy of the NAA and responsible for conducting themselves in a manner so to protect the integrity of the artifacts, sites, or other materials.