

Revised and Approved 1988, 1991, 1998, 2001, 2009, 2020, 2023, 2025

## **CONSTITUTION OF THE PENNSYLVANIA ARCHAEOLOGICAL COUNCIL**

### **SECTION I: NAME**

The name of this organization shall be the Pennsylvania Archaeological Council, hereinafter referred to as the Council.

### **SECTION II: DURATION**

The period of the existence and the duration of the life of the Council is intended to be perpetual.

### **SECTION III: PURPOSE**

The purposes and objectives of the Council shall be:

- A. To actively promote legislation in the best interests of archaeology in the Commonwealth of Pennsylvania.
- B. To assist and advise all state and federal agencies within the Commonwealth in matters pertaining to historic and archaeological preservation and to encourage the highest standards of professionalism in such matters.
- C. To promote informed and creative archaeological research and to provide a vehicle for its dissemination.
- D. To promote the education of both the public and private sectors in all archaeological matters.
- E. To establish ethical and research standards for the conduct of archaeology in the Commonwealth.
- F. To provide both scientific and moral leadership in all archaeological matters in the Commonwealth.

### **SECTION IV. MEMBERSHIP**

Any person shall be considered for membership to the Council who satisfies the following requirements:

- A. **Professional** —
  - 1. A graduate degree in anthropology, archaeology, or a closely related field; or a Bachelor's degree in anthropology, archaeology, or a closely-related field, and two years of professional experience in a research, supervisory, educational, or administrative capacity.
  - 2. A professional interest in Pennsylvania archaeology. Interest must be documented by the applicant and should clearly demonstrate how the applicant's professional activity has contributed, or may contribute, to the advancement of Pennsylvania's prehistoric or historical archaeology. This documentation may include:
    - a. Authorship of professional or archaeological publications.

- b. Authorship of archaeological papers presented at professional or professional/avocational meetings.
- c. Authorship of archaeological contract or grant reports.
- d. Development or implementation of archaeological educational or interpretive programs.
- e. Administration or supervision of archaeological programs or projects

**B. Student** —

- 1. Enrollment in a graduate or undergraduate degree program in anthropology, archaeology or closely-related field.
- 2. The applicant should have an interest in Pennsylvania archaeology. The applicant will submit a curriculum vita and proof of enrollment in a degree program. Student members will be voting members.

**C. Sustaining** — Any active member may opt to become a sustaining member by paying dues established by the Executive Board and following Section VIII:A.

**D.** Applicants shall be admitted to membership upon the positive recommendation of the Membership and Ethics Committee. If the membership committee does not unanimously agree on the application, a positive vote of a majority of the Executive Board is required. The Membership and Ethics Committee shall establish a schedule for the membership application process such that candidates are admitted in a timely manner after their applications are received.

**E.** All members of the Pennsylvania Archaeological Council must also be members of the Society for Pennsylvania Archaeology.

**F.** Any member may be expelled for cause or for continued non-payment of dues at any regular or special meeting of the Council by a two-thirds vote of the members in good standing present provided that notice of such proposal shall have been stated in the notice of the meeting.

**SECTION V: OFFICERS AND EXECUTIVE BOARD**

The Council shall have three officers: President, Vice-President, and Secretary-Treasurer, representing no fewer than two institutions, and an Executive Board.

**A. President** — The President shall serve as the Council’s chief executive officer and its representative in all its official affairs and transactions. The President shall make certain that all orders and resolutions of the Council and Executive Board are implemented. The President shall preside over all Council meetings. The President may appoint and dissolve non-standing committees as necessary without seeking Executive Board approval. The President shall appoint the members of the standing committees with the assent of the Executive Board.

**B. Vice-President** — The Vice-President shall act with the powers of the President in the event that the President is temporarily unwilling or unable to perform appointed duties. In addition, the Vice-President shall chair the Membership and Ethics Committee.

**C. Secretary-Treasurer**

The Secretary-Treasurer shall:

1. Announce all meetings to the membership of the Council and maintain minutes of all meetings.
2. Keep membership rolls of the Council.
3. Maintain records of all financial transactions in accordance with standard bookkeeping practices.
4. Have the custody of all money and securities of the Council.
5. Be responsible for mailing and receiving all mail ballots for the election of Officers and Executive Board members, mailing and receiving all mail ballots for approval of Constitutional amendments and for announcing the results of the balloting in accordance with a schedule as required by the Constitution.

**D. Executive Board**

1. The Executive Board shall be composed of the Council Officers, a web manager, and two additional individuals elected from the membership-at-large. The web manager will be responsible for the maintenance and updating of the Council's web site.
2. If practical, these individuals should represent different institutions from those of the elected officers.
3. The members of the Executive Board shall be vested with the authority to act as a Board of Trustees for the Council in the management and control of the Council's property, assets, and affairs.
4. The web manager and two at-large members of the Executive Board will be elected concurrently with the Officers for a term of two years.

**E. Election and Term of Office** — The term of office is defined as two years with election by majority vote of the members in good standing by mail ballot returned within thirty (30) days. The new Officers and Executive Board members shall assume office at the close of the meeting at which their election was announced and shall serve until their successors are installed. The results of the election shall be announced at the first regular Council meeting of the fiscal year.

**F. Removal** — Any Officer or member of the Executive Board may be removed for cause or without cause at any regular or special meeting of the Council by a majority vote of the members in good standing present provided that notice of such proposal shall have been stated in the notice of the meeting.

**G. Vacancies** — If an Officer or member of the Executive Board is unable to complete the term of office the Executive Board shall temporarily appoint a member of the Council to fill the unexpired term. The appointment must be confirmed by a majority vote of the Council members in good standing present at the next Council meeting.

## **SECTION VI: STANDING COMMITTEES**

**A. Membership and Ethics Committee**

1. The Membership and Ethics Committee shall be composed of the Vice-President and two to four additional voting members, appointed by the President with the concurrence of the Executive Board, no more than two of whom are Executive Board members. All members shall be members of the Council in good standing and shall serve for two year terms corresponding to the term of office of the Officers and Executive Board. Should a vacancy occur during the two year term, the President, with the concurrence of the Executive Board, may appoint another Council member to fill the unexpired term. The Vice-President shall chair the committee.

2. The duties of the Membership and Ethics Committee shall be:
  - a. To receive and review petitions for membership and to fairly represent such petitions before the members-at-large.
  - b. To recommend that matters involving archaeological ethics of the members of the Council, or of persons or organizations external to the Council, be brought to the attention of the Executive Board for action.
  - c. Matters specifically involving harassment or discrimination will be considered by an ad hoc group composed of the Membership and Ethics Committee, augmented by the PAC Secretary-Treasurer and one additional Board member.
  - d. In addition to considering individual instances of harassment or discrimination, the Membership and Ethics Committee shall be responsible for developing and updating a harassment and discrimination policy, subject to membership approval.

**B. Nominating and Elections Committee**

1. No later than four months prior to an election of Officers and members of the Executive Board, the President, with the concurrence of the Executive Board, shall appoint a Nominating and Elections Committee composed of members of the Council in good standing who shall serve until the new Officers and Executive Board are installed.
2. The Nominating and Elections Committee shall solicit nominations from the members of the Council and shall offer a slate of candidates for the Council's elective offices.
3. The Nominating and Elections Committee shall establish procedures and a schedule for preparing the slate, mailing and counting ballots, and notifying candidates and Council members of the results.

**SECTION VII: NON-STANDING COMMITTEES**

The President may create and dissolve non-standing committees and appoint the members and fill vacancies on these committees as necessary. All non-standing committees shall be dissolved at the end of the President's two-year term of office.

**SECTION VIII: DUES**

- A. A dues assessment, to be levied on an annual basis, shall be established by the Executive Board. The implementation of any recommended change in that assessment shall be approved by a majority vote of the members in good standing by mail ballot.
- B. Dues shall be payable on 1 January of each year.
- C. Failure to pay dues by 180 days after 1 January of the year in which they become due will result in automatic suspension of a member. To be reinstated, a former member must pay one year of back dues.

**SECTION IX: MEETINGS**

- A. The Council shall hold at least one meeting per year, although the Executive Board may call additional meetings as required. The members of the Council present at a meeting shall constitute a quorum, but in no event shall a quorum consist of less than ten (10) members whose dues are current and who otherwise are in good standing. The Secretary-Treasurer shall give notice in writing to each member of the hour, date, place and purpose of every meeting of the Council at least thirty (30) days in advance of the meeting.

- B. The order of business at all meetings of the members shall be as determined by the President. The President may rule on questions of order and procedure coming before the meeting or submit such questions to the vote of the meeting.
- C. There shall be no voting by proxy.

#### **SECTION X: FINANCES AND CONVEYANCING**

- A. The fiscal year of the Council shall correspond to the calendar year.
- B. The funds of the Council shall be deposited in the name of the Council in such bank or trust company as the Secretary-Treasurer shall designate and shall be drawn out by checks, drafts, or other orders for the payment of money signed by the Secretary-Treasurer or by such person or persons as shall be designated by the Executive Board.
- C. All deeds, mortgages, releases, conveyances, contracts, or other instruments of the Council authorized by the Executive Board shall be executed on behalf of the Council by the officer or officers of the Council authorized by the Executive Board. Said officer or officers shall be authorized to accept gifts of money or kind on behalf of the Council and to deposit these with the funds of the Council or hold them in trust pending instructions by the Executive Board. Any provision herein notwithstanding, such transactions shall be subject to the laws of the Commonwealth of Pennsylvania.
- D. No financial obligations in excess of funds available in the treasury shall be assumed by the Executive Board or by any officer in behalf of the Council except when approved by a majority vote of the membership of the Council present at a meeting; provided that for this section, estimated receipts from annual dues and other accounts receivable for the current year may be considered as available funds.
- E. Unless there is an audit by a certified public accountant the President shall appoint a person or persons to examine the Council's financial records every two years at the time of the change in officers.

#### **XI: DISSOLUTION**

In the event of dissolution of the Council, either voluntarily or involuntarily, the members of the Council shall not be entitled to any of the assets, but the same shall be delivered over to or paid exclusively to organizations which have similar educational and scientific purposes, provided that any such recipient organization shall be qualified as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code, or to the Pennsylvania Historical and Museum Commission, if such an exempt organization cannot be found. The recipient organizations shall be determined by the membership of the Council if such dissolution is approved at a meeting of the Council, or by the Executive Board if circumstances make a meeting of the membership impossible. Any provision herein notwithstanding, distribution of the such assets shall be subject to the control and approval of the appropriate court of the Commonwealth of Pennsylvania.

#### **SECTION XII: AMENDMENTS**

- A. The Executive Board or 10 percent of the members of the Council in good standing may propose in writing that the Constitution be amended, repealed, or altered in whole or in part. The proposed change may be effected by a majority of votes of the members in good standing by mail ballot returned within thirty (30) days. The Secretary-Treasurer shall notify the members in writing of the results of the vote.
- B. The Executive Board may adopt additional standing rules in harmony herewith but shall not alter the Constitution adopted by the members of the Council.