

**PIKES PEAK CHAPTER  
COLORADO ARCHAEOLOGICAL SOCIETY  
BYLAWS**

Revised September 2017

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**ARTICLE I  
NAME**

The name of this organization shall be the Pikes Peak Chapter (herein after called the Chapter) of the Colorado Archaeological Society (herein after called the Society), as set forth in the charter granted by the Colorado Archaeological Society, January 22, 1983.

**ARTICLE II  
OBJECTIVES**

The objectives of the Chapter are:

- a. To encourage interest in Colorado and local area archaeology.
- b. To issue periodic publications.
- c. To stimulate research in archaeology.
- d. To protect antiquities of the state and local area.
- e. To encourage protection of archaeological resources.
- f. To cooperate with the State Archaeologist and other persons and agencies concerned with archaeology and related fields.
- g. To cooperate with the Society in the comprehensive mapping of the archaeological sites of the state of Colorado.
- h. To provide an avenue for further education in the field of archaeological investigation.
- i. To share skills, experience, knowledge, and expertise with others interested in Colorado and local area archaeology.
- j. To encourage avocational members to take part in the Program for Avocational Archaeological Certification (PAAC).
- k. To encourage all members to adhere to all Society Policies and Code of Ethics found on the Society's website.

### **ARTICLE III MEMBERSHIP**

**Section 1.** Any person or institution interested in archaeology shall be admitted to membership upon application and payment of annual dues and agreeing to abide by Policies and Code of Ethics of the Society.

**Section 2.** Membership in the Chapter is necessarily concurrent with membership in the Society. The membership period is twelve months.

**Section 3.** Membership shall be divided into the following classes:

- a. Individual membership shall receive Chapter and Society mailings and have full voting rights.
- b. Family membership shall include 1 or 2 adult(s) and all named dependent members of their family living together in one household. Family memberships shall receive a single copy of Chapter and Society mailings. Each adult member of family memberships shall have full voting rights. Adults are considered to be at least eighteen years of age.
- c. Student membership shall be available, upon request, to any person with current student identification. This category shall pay one-half the state dues and the full amount of the Chapter dues at the individual or family rate, have full voting rights and shall receive all Chapter and Society mailings.

**Section 4.** Dues, set in accordance with classes of memberships, shall be established by the Executive Board of the Chapter (herein after called the Board). Dues shall be on an annual basis. Memberships are for one year, running from July 1<sup>st</sup> to June 30<sup>th</sup>. Membership renewal occurs each July 1<sup>st</sup>. If a new membership begins within the last three (3) months (April through June), the annual dues are due at the time of application for membership, with up to three months free and renewal will occur July 1<sup>st</sup> of the following year. Memberships unpaid 60 days after renewal date shall be suspended and Chapter mailings discontinued.

### **ARTICLE IV OFFICERS**

**Section 1.** The officers of the Chapter shall be a President, a Vice President, a Secretary, a Treasurer, a Representative to the Society, and two Directors-at-Large, a Director of Programs and a Director of Membership; each officer will be a voting Board member and vote on motions before the Board; these officers shall be elected by the membership.

**Section 2.** These officers shall perform the duties prescribed by these Bylaws, detailed in the PPC/CAS Officers' Guidelines and by the parliamentary authority adopted by the Chapter.

- a. President:
  1. To preside over all General Meetings and Board Meetings.
  2. To appoint committee chairpersons as deemed necessary.
  3. To see that each Chapter member is provided with a copy of the Chapter Bylaws.
  4. To see that the names of all officers and appointed committee chairpersons are published for the membership.
  5. To maintain the Chapter charter and to present it to his or her successor.
  6. To represent the Chapter as a member of the Board of Directors of the Society and to attend the quarterly and annual Society Meetings.
- b. Vice-President:
  1. To perform the duties of the President in event of the President's temporary absence.
  2. To chair and select a Nominating Committee for new Board officers, as needed each year.
- c. Secretary:
  1. To record the minutes of each General Meeting and each Board Meeting.

2. To provide copies of the General Meeting minutes for the newsletter, to provide copies of the Board Meetings to the Board and committee chairpersons and copies of both meetings minutes to the archives.
- d. Treasurer:
1. To collect and disburse Chapter funds.
  2. To collect, disburse and keep a record of all special funds, as required.
  3. To present to the membership at each General Meeting a summary statement of finances.
  4. To report membership activity and send appropriate funds to the Society.
  5. To prepare and maintain the Chapter budget.
- e. Representative to the Colorado Archaeological Society:
1. To represent the Chapter as a member of the Board of Directors of the Society and to attend the quarterly and annual Society Meetings.
  2. To report to Chapter membership any relevant news from the Society throughout the year.
- f. Directors-at-Large:
1. To organize Board authorized chapter functions.
  2. To audit all records of the Treasurer at the end of each year and to report the results of the audit at the February Board Meeting.
  3. To serve as an advisory body to the other officers.
- g. Director of Programs:
1. To arrange for program speakers and introduce speakers at each General Meeting.
  2. To provide topic abstract and other marketing materials as necessary to promote each program.
- h. Director of Membership:
1. To maintain all records of membership.
  2. To provide Treasurer with reports of new memberships and renewals and provide funds from dues collected.

**Section 3.** The term of office of all officers except the Directors-at-Large shall be one year, from January 1 to December 31; the term of office of the Directors-at-Large shall be two years and so arranged that one is elected each year.

**Section 4.** Any voting member in good standing shall be eligible to hold office.

**Section 5.** All active past presidents shall be Honorary Directors and shall serve as an advisory body to the other officers.

**Section 6.** The resignation of any officer shall be submitted in writing or email to the Chapter President or any other Board members. A verbal resignation made to two or more Board members is acceptable; whoever is notified of the verbal resignation shall communicate the resignation in writing or email to the Board and copy the resignee. Nominations and elections to fill the position will take place at the next scheduled General Meeting or as quickly as possible.

**Section 7.** In the event of an extended absence of an officer, the Board shall appoint a temporary officer to become the acting officer. The appointment shall be submitted for approval at the next regularly scheduled general meeting, or the Board shall call a special election as defined in Article IV, Section 6.

## ARTICLE V ELECTION OF OFFICERS

**Section 1.** Election of officers shall be at the November General Meeting. If it is impossible to meet or vote on the slate in November, the election will be held at the next General Meeting.

**Section 2.** In the 3<sup>rd</sup> quarter, the Vice President shall chair and appoint a Nominating Committee and announce the appointment at the next General Meeting. It shall be the duty of this committee to nominate candidates for offices. At the October General Meeting, the Nominating Committee will present the slate and at that time any additional nominations will be called from the floor. Any member who is unable to attend the October General Meeting may present nominations in writing to the Secretary prior to the October General Meeting. Any nominations received from the floor, by mail or email must be agreed to by the nominee. A list of nominees shall be published in the November issue of the newsletter.

**Section 3.** At the November General Meeting, the vote shall be by a show of hands. Results of the election shall be announced immediately after the vote and in the next newsletter.

## **ARTICLE VI EXECUTIVE BOARD**

**Section 1.** The elected officers shall constitute the Executive Board.

**Section 2.** The Board shall have general supervision of the affairs of the Chapter between its General Meetings, fix the hour and the place of the meetings, make recommendations to the Chapter, serve as editorial committee for Chapter publications, and perform other duties as designated by the membership from time to time. The Board shall be subject to the orders of the Chapter and none of its acts shall conflict with action taken by the Chapter.

**Section 3.** Meetings of the Board will be called by the President as required and shall be called upon the written request of three members of the Board. All Board Meetings shall be open to the general membership. A majority of the serving Board members shall constitute a quorum.

**Section 4.** In the event of a Board Meeting being cancelled, the business of that meeting shall be conducted at the next scheduled Board Meeting.

**Section 5.** The Board has the authority to request a resignation or remove a Board member by a majority vote of the Board. Nominations and elections to fill the position will take place at the next scheduled General Meeting or as quickly as possible.

## **ARTICLE VII GENERAL MEETINGS**

**Section 1.** The General Meetings of the Chapter shall be held monthly unless otherwise ordered by the Chapter or the Board and approved by the membership at a General Meeting. A General Meeting is defined as having a business meeting with a program or speaker.

**Section 2.** Special meetings can be called by the President or by the Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice will be given.

**Section 3.** In the event of a General Meeting being cancelled, the business of that meeting shall be conducted at the next scheduled General Meeting.

## **ARTICLE VIII PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter in all cases not covered by these Bylaws.

## **ARTICLE IX AMENDMENTS**

These Bylaws can be amended by a majority vote of members present at any General Meeting, provided that the proposed change was submitted in writing at the previous General Meeting.

**ARTICLE X  
COMPLIANCE**

No part of the net earnings of the Chapter shall inure to the benefit of, or be distributable to its members, except that the Chapter shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE II. Refer to Society Policies for additional guidelines.

**ARTICLE XI  
DISSOLUTION**

In the event of the dissolution of the Chapter by a vote of the membership, the Board shall, after paying or making provisions for payment of all the liabilities of the Chapter, send the Charter, all records, funds, library, equipment, supplies, and other property to the Executive Secretary of the Society, or make arrangements for these materials to be picked up by the Executive Secretary or his/her representative. All property becomes the absolute property of the Society.

The foregoing document is a true copy of the Bylaws of the Pikes Peak Chapter of the Colorado Archaeological Society, Inc. as approved and adopted by the membership at the General Meeting of the Chapter, at Colorado Springs, Colorado, the 19<sup>th</sup> day of September 2017.

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Susanne Shafer Denlinger

President, Pikes Peaks Chapter  
Colorado Archaeological Society

Revision History

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