

**CONSTITUTION OF THE
KANSAS ANTHROPOLOGICAL ASSOCIATION**

REVISED APRIL 20, 2013 as Amended

PREAMBLE

The purpose of this association shall be the development and promotion of a greater public interest and appreciation for the cultural heritage of Kansas through the scientific and historic identification, investigation, and interpretation of archeological remains and ethnological materials; the publication and distribution of information concerning Kansas archeology and ethnology; and the preservation and display of antiquities within the state.

ARTICLE I. NAME

The name of this association shall be the Kansas Anthropological Association.

ARTICLE II. MEMBERSHIP

Section 1. Membership shall be open to any individual or institution interested in the history or prehistory of Kansas whose activities are in agreement with the Constitution of the Association.

Section 2. Membership shall consist of classes, as specified in the Bylaws.

Section 3. Membership in the Association is obtained upon payment of the fee as prescribed in the Bylaws for the class of membership desired.

Section 4. All members, excluding institutional members, shall have voting privileges.

Section 5. Members shall inform an officer of the Executive Committee or a professional archeologist of the State of Kansas as to the discovery of significant archeological or ethnological remains, or the destruction or potential destruction of such remains.

Section 6. The membership of an individual who flagrantly disregards the goals and procedures of the Association, which includes the Association's Code of Ethics, or through his or her actions brings discredit upon the Association, may be canceled with the forfeiture of dues, at a regular meeting of the Executive Committee by a vote of two-thirds of the members present.

CODE OF ETHICS

1. The archeological record is irreplaceable. It is the responsibility of all archeologists, amateur and professional, to work for long-term conservation and protection of the archeological record and to promote responsible stewardship of archeological resources. Methods of investigation should be chosen that result in minimum damage to the archeological record.

2. The buying and selling of objects out of archeological context contributes to the destruction of the archeological record. The buying, selling, and trading of archeological materials for personal

enjoyment or profit undermines the objective of preservation of information essential to understanding the archeological record; therefore, the KAA does not condone such activities.

3. It is the purpose of the KAA to enlist public support for the stewardship of the archeological record through outreach and education. This includes the explanation and use of proper archeological methods and techniques.

4. Because many archeological investigations are by nature destructive, the KAA strives to ensure that all who participate have adequate supervision, training, experience, facilities, and support to conduct any program of research.

5. A member shall not undertake archeological work for which he or she is not adequately qualified. Specifically, archeological excavation should not be conducted without the direct supervision of an archeologist with at least a Master's degree in Archeology, Anthropology, or a related field, who has previous experience supervising excavations.

6. Archeological investigations should be adequately documented. A report should be written for archeological investigations that produce archeological data. Members should work actively for the preservation of archeological collections, records, and reports.

Section 7. An individual whose membership has been canceled may request reinstatement after a period of one year. An affirmative vote of two-thirds of the Executive Committee shall be necessary for reinstatement.

ARTICLE III. OFFICERS AND EXECUTIVE COMMITTEE

Section 1. The elected officers of the Kansas Anthropological Association shall be President, First Vice-President, Second Vice-President, Treasurer, Secretary, Editor, and Historian-Recorder. Any member, excluding institutional members, is eligible to election as an officer of the Association.

Section 2. The term of all officers shall be for two years and they may serve consecutive terms if elected.

Section 3. Each officer shall assume the duties of his office following his election at the Annual Meeting in April of even-numbered years, and shall serve for the duration of his term. Officers shall fulfill the duties of these offices as specified in the Bylaws.

Section 4. General charge of the affairs of the Association shall be the responsibility of the Executive Committee.

Section 5. The Executive Committee shall consist of the elected officers, Immediate Past President, Kansas State Archeologist, Chapter Presidents or their alternates, one member from each of the geographic areas as defined in the Bylaws, and chairmen of standing committees created by the Executive Committee.

Section 6. Vacancies in the offices of President or First Vice-President shall be filled in the following manner:

A. The First Vice-President shall assume the duties of the office of President for the remainder of the unexpired term.

B. The Second Vice-President shall assume the duties of the office of First Vice-President for the remainder of the unexpired term.

Section 7. The Executive Committee shall have the power to fill a vacancy in any of the remainder of the Executive Committee positions. Such appointments shall be for the remainder of the unexpired term of the position.

ARTICLE 1V. MEETINGS

Section 1. The Association will meet in April each year at a time and place to be determined by the Executive Committee.

Section 2. The President, or the Executive Committee by a majority vote, shall be able to call a special meeting of the entire membership providing notice of the meeting's intent is given to all members ten days prior to the meeting.

Section 3. Executive Committee meetings may be called by the President or by a majority vote of the elected officers of the Association.

Section 4. The members in attendance at an annual or special meeting shall constitute a quorum. Similarly, committee members in attendance at an Executive Committee meeting shall constitute a quorum.

Section 5. The parliamentary authority for conducting meetings of the Association shall be *Roberts Rules of Order*. A parliamentarian may be appointed by the President.

ARTICLE V. ALTERATION OF THE CONSTITUTION AND AMENDMENTS

The Constitution may be altered or amended at any annual or special meeting of the Association by a two-thirds vote of the members present provided a written notice of the intention to amend has been sent to the membership by the innovator at least 30 days prior to the meeting.

BYLAWS

Section 1. Membership

A. Membership shall consist of the following classes: Family, Individual, Student, Contributing, Life, Subscription, Honorary Life, and One-Year Honorary.

B. Children shall be included in a Family membership until the beginning of the fiscal year following their 18th birthday at which time they shall be required to obtain an Individual or Student membership.

C. Honorary Life memberships may be conferred upon individuals who have made noteworthy contributions to the advancement of Kansas history or prehistory and to the welfare of the Association. Such memberships are granted by the Association at the Annual Meeting by two-thirds vote of the members present. The number of Honorary Life memberships shall not exceed one percent of the total membership.

D. One-Year Honorary memberships may be conferred upon individuals who have given significant service to the Association. A membership of this class shall automatically be conferred upon the Kansas State Archeologist at the beginning of each fiscal year.

E. The annual dues of members are reviewed and established annually by the Executive Committee prior to the publication of the October-December *KAA Newsletter*, which contains the membership renewal form.

F. All annual dues are payable to the Treasurer by January 1. Members shall receive one reminder before the cancellation of membership.

Section 2. Finances

The Executive Committee shall have the power to expend such sums as are necessary for expenses encountered in transacting the Association's business.

Section 3. Officers' Duties

A. The President shall act as the executive officer of the Association and ex officio member of all committees. He/she shall preside at all meetings of the Association; shall act as chairman of the Executive Committee and shall exercise general leadership and supervision over the affairs of the Association in implementing its purpose. The President, subject to the approval by the Executive Committee, shall have the power to appoint such committees as are deemed necessary to further the objective and purposes of the Association.

B. The First Vice-President shall serve as Chairman of the Program Committee and shall fulfill such other duties as are assigned to him/her by the President, Executive Committee, or the Association.

C. The Second Vice-President shall: 1) chair the Nominating Committee; 2) be a member of the Program Committee; 3) be the public relations officer for the Association, notifying the news media of the activities of the Association; 4) take care of all correspondence pertaining to public relations and the promotion of the Association; 5) with the Area Representatives, be responsible for membership promotion for the Association.

D. The Treasurer shall execute the duties essential to the maintenance of accurate up-to-date records, including: 1) receive all monies; 2) have custody of the funds of the Association which shall be deposited in the name of the Kansas Anthropological Association; 3) report to the Editor the complete list of members and their addresses for inclusion in the last issue of the Association's publication each year; 4) notify the Editor of any deletions or additions as well as changes of address for the mailing list; 5) notify members of unpaid dues before cancellation of their memberships; 6) maintain accurate records of total membership, including latest addresses and telephone numbers where possible in a log book for reference as well as on a Card File, and provide to other officers as needed; 7) sign checks and drafts on behalf of the Association for the disbursement of funds; 8) send appropriate Association information to each new member; 9) make detailed quarterly financial reports and an annual summary for the Annual Meeting, and have them available as requested by the President; 10) maintain accounts up-to-date so that they may be reviewed by the Executive Committee at any time; 11) turn over to successor all funds, accounts, and books of the Treasurer within thirty (30) days following retirement from office.

E. The Secretary shall: 1) execute the duties essential to the recording of all Executive Committee and general meetings by keeping permanent records of all such meetings and reporting such to the Editor; 2) assume responsibility for all correspondence pertaining to the business of the Association; 3) assume responsibility for attendance-registration at all Association functions with delegatory power; 4) maintain file of copies of all business correspondence; 5) read minutes of the previous meeting at all meetings; 6) turn over to successor all files, books, etc, within thirty (30) days following retirement from office.

F. The Editor shall: 1) edit and send to the printer in suitable form, a publication to be issued regularly and totaling one volume each calendar year and to be sent to each paid-up member; 2) supervise printing so that no errors in amount go undetected; 3) be responsible for ordering sufficient stationery for all correspondence of all officers of the Association; 4) notify the Treasurer of all additions, deletions, or changes of address received as Editor; 5) include in the Association publication items of current interest and news of all meetings and activities of the Association and Executive Committee; 6) publish in the last issue of the Association publication each year a list of all paid-up members and their addresses, as furnished by the Treasurer; 7) be available for assistance to any of the members who are attempting to write a report to be published in an Association publication; 8) if at any time the current printer proves unsatisfactory, be responsible for reporting such to the Executive Committee for its action.

G. The Historian-Recorder shall: 1) maintain at least one copy of all publications in the Association, including issues of newsletters, journals, and bulletins in an orderly file; 2) maintain and keep a notebook/scrapbook of all activities of the Association and all state chapters; 3) maintain a permanent record of membership in an orderly current file.

H. Deletions or additions to the duties of the above offices will be made by the Executive Committee of the Association. In addition, the duties and responsibilities of any new office created by the Executive Committee shall be determined by the Committee.

Section 4. Nominations

A. A slate of officers shall be prepared by the Nominating Committee and sent by mail to the members prior to the April meeting on even-numbered years. Additional nominations for office can be made from the floor. Elections will then be made by secret ballot at that meeting.

B. The Nominating Committee shall consist of one member from each of the six geographical areas as appointed by the Second Vice-President, none of which are to be current state officers. Should a member not be available in one or more regions, then the committee shall be reduced by that number.

C. The President appoints one member from each of the six geographic regions to the Executive Committee for a term of office to coincide with his own. This person shall be responsible for membership promotion within that area and other assistance to the Association as required.

D. The six geographic regions are as follows by counties:

Area I. Cheyenne, Rawlins, Decatur, Norton, Sherman, Thomas, Sheridan, Graham, Wallace, Logan, Gove, Trego, Phillips, Rooks, and Ellis.

Area II. Smith, Jewell, Republic, Washington, Osborne, Mitchell, Cloud, Clay, Russell, Ellsworth, Lincoln, Saline, Ottawa, and Dickinson.

Area III. Marshall, Nemaha, Brown, Doniphan, Pottawatomie, Riley, Geary, Morris, Wabaunsee, Osage, Shawnee, Jackson, Jefferson, Douglas, Johnson, Wyandotte, Atchison, Franklin, Miami, and Leavenworth.

Area IV. Greeley, Wichita, Scott, Lane, Ness, Hamilton, Kearny, Finney, Gray, Hodgeman, Ford, Stanton, Grant, Haskell, Morton, Stevens, Seward, Meade, and Clark.

Area V. Rush, Barton, Rice, McPherson, Marion, Pawnee, Stafford, Reno Edwards, Harvey, Kiowa, Pratt, Kingman, Sedgwick, Comanche, Barber, Harper, and Sumner.

Area VI. Chase, Lyon, Coffey, Anderson, Linn, Greenwood, Woodson, Allen, Bourbon, Elk, Wilson, Neosho, Crawford, Chautauqua, Montgomery, Labette, Cherokee, Butler, and Cowley.

Section 5. Chapters

A. All members of a local chapter must be members of the Association.

B. Five or more members of the Association may organize a local chapter for the purpose of furthering the interests and objectives of the Association by obtaining a charter. They must obtain a charter by submitting a copy of their constitution, the names of all officers of the chapter, and names of chapter members to the President for consideration and acceptance by the Executive

Committee. An affirmative vote of the majority of those Executive Committee members present shall be required to approve a chapter's charter.

C. An existing chapter's charter shall be reviewed by the Executive Committee if changes occur in its constitution or bylaws. Approval of the charter shall be granted by an affirmative vote of a majority of committee members present at an Executive Committee meeting.

D. In the event that a chapter flagrantly disregards the goals and procedures of the Association, and repeatedly ignores the Executive Committee's suggestions, then its charter may be revoked at an Executive Committee meeting by a vote of two-thirds of the Committee members present.

E. A chapter whose membership had been revoked may request that their charter be considered for renewal after a period of one year. An affirmative vote of two-thirds of the Committee members present at an Executive Committee meeting shall be necessary for reinstatement.

Section 6. Publications

A. The Association will publish in suitable form a publication to be issued regularly and totaling one volume each calendar year, to meet with the editorial policy established by the Editor and Executive Committee. The publication shall contain items of current interest, news of the Association, activities of the chapters, the membership, and bibliography of interesting items related to the subject, etc. All members shall receive the Association publication.

B. The Association may publish a journal, bibliography, bulletin, or occasional memoir for distribution to the membership as funds or materials are available. Individual publications of the Association may be sold separately at the price set by the Executive Committee.

C. New or pertinent publications will be displayed at the Annual Meeting for the benefit of members.

Section 7. Dissolution

In case of dissolution of the Kansas Anthropological Association, all pertinent records concerning Kansas archeology/ethnology or the history of the Association shall be turned over to the Archeology Department of the Kansas State Historical Society. The dissolution of other Association holding shall be the concern of the Executive Committee.

Section 8. Amendments

These Bylaws may be amended by two-thirds vote of the membership present at an annual or special meeting.

Section 9. Collection of Archeological Materials

Procedure for activities which result in the collection of archeological materials and information.

A. Archeological activities jointly sponsored by the Kansas Anthropological Association and the

Kansas State Historical Society will be directed by an archeologist of the Kansas State Historical Society. The Society shall be responsible for the laboratory processing and the curation of all archeological material collected. A preliminary report of the activity shall be published by the Kansas Anthropological Association within one year of the date of the activity.

B. Archeological activities sponsored by the Kansas Anthropological Association and/or chapter of the Association shall be directed by a qualified archeologist or a Certified Archeological crew member if the activity is an excavation. If the activity is a major survey or test, it shall be supervised by a qualified archeologist or a Contributing Archeological Surveyor. All activities are to follow accepted procedures as set forth in the Kansas Archeology Training Program for amateur certification. Archeological materials collected may be retained by the chapter or local sponsor provided there is a local nonprofit or public organization to act as curator; lacking this, the Kansas State Historical Society shall be the curator. The sponsor shall be responsible for all laboratory work on the material and a preliminary report to the Editor within ninety (90) days after the activity. A final report of the activity shall be submitted to the Archeology Department of the Kansas State Historical Society within a reasonable time from the date of the activity. Copies of all records pertaining to any archeological activities shall go to the Archeology Department.

C. Individual members who collect archeological material should recognize their responsibility for preservation of these materials and should collect only according to the goals of the Kansas Anthropological Association with proper procedures as set forth in the Kansas Archeology Training Program. Individuals should catalog and properly care for their collections and such collections should be maintained as a unit. Recognizing the scientific importance of such collections, members should provide for the permanent preservation of the materials and records either in private, non-profit, or public curation.

