

CONSTITUTION OF THE KANSAS ANTHROPOLOGICAL ASSOCIATION

As Amended, July 2020

ARTICLE I. NAME

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

ARTICLE II. PURPOSE AND OBJECTIVES

Section 1. The purpose of the Association shall be the development and promotion of a greater public interest and appreciation for the cultural heritage of Kansas through the scientific 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.

Section 2. The Association objectives are to unite individuals who are interested in the prehistory and history of the state of Kansas; preserve and interpret archeological and ethnological remains within the state; scientifically study, investigate, and interpret archeological remains and ethnological materials; publish and distribute information concerning Kansas archeology and ethnology; develop and promote a greater public interest and appreciation for the heritage of Kansas.

ARTICLE III. MEMBERSHIP

Section 1. Membership shall be open to people interested in the history or prehistory of Kansas who comply with the Association's Code of Ethics.

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

Section 3. Membership is obtained upon payment of the fee for the membership category desired.

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

ARTICLE IV. ETHICS

As an organization, the Association recognizes that the archeological record is irreplaceable and it is the responsibility of all archeologists and members of the public to work together for long-term conservation and protection of the archeological record. It is also the goal of the Association to promote responsible stewardship of all archeological resources. In light of these endeavors, the Association has established the following Code of Ethics.

Section 1. Members who are not professional archeologists should not do archeological

excavation without the direct supervision of a professional archeologist. A professional archeologist is defined as someone who has at least a Master's degree in anthropology or related field and a year of supervisory experience. Completion of Kansas Archeology Training Program field schools or KAA Certification Program requirements does not qualify an individual as a professional archeologist.

Section 2. Looking for archeological sites (archeological survey, including walk-overs, shovel testing, and metal detecting) can be conducted without the supervision of a professional archeologist. Members undertaking archeological surveys must have prior verbal or written permission from the owner of the property. If members will be doing ground disturbance, such as ground truthing or shovel testing, as part of a survey at known sites, they should notify a professional archeologist. The professional archeologist will review the project to ensure that known sites are not damaged. When conducting ground-disturbing archeological survey, members must limit shovel tests and metal detection ground truthing to holes not more than 30 cm (1 ft) in diameter and 45 cm (1.5 ft) deep. When working on archeological sites, members should keep field notes of their surveys, including sketch maps to record the locations of where they find archeological materials. If an area is not a site (less than 50 years old or a historic artifact scatter with no features), then they do not need to report it or keep field notes unless a site is discovered.

It is against the law to survey on government property without a permit and supervision of a professional archeologist.

Section 3. A member who knows the location of an archeological site should record the site through the Kansas Historical Society Archeological Inventory or report it to an archeologist on staff at the Kansas Historical Society who will help him/her record site location and site information.

If a member discovers human remains, Kansas law requires that the discovery be reported to local law enforcement.

Section 4. Members shall not buy, sell, or trade archeological materials because this encourages the destruction of archeological sites.

Section 5. Written exceptions can be made to these codes by Kansas Historical Society archeologists on a case by case basis.

Section 6. Failure to comply with any of these rules may result in cancellation of membership and exclusion from Association-sponsored events upon formal review of any alleged incident(s) by the Executive Committee. 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 V. OFFICERS AND EXECUTIVE COMMITTEE

Section 1. The elected officers of the Association shall be President, First Vice-President, Second

Vice-President, Treasurer, Secretary, Editor, and Historian-Recorder. Any member, excluding institutional members, is eligible for election to an office of the Association.

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

Section 3. Officers shall assume their duties following their election at the Annual Meeting in the spring of even-numbered years. 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, KAA Ambassadors, and chairs of standing committees created by the Executive Committee.

Section 6. Vacancy in the office of President shall be filled by the First Vice-President, who shall assume the duties of the office of President for the remainder of the unexpired term.

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

ARTICLE VI. MEETINGS

Section 1. The Association shall meet in the spring 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, provided that notice of the meeting is given to all members 10 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. 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*. The President may appoint a parliamentarian.

ARTICLE VII. AMENDMENTS

Section 1. The Constitution may be amended at any annual or special meeting of the Association

by a two-thirds vote of the members present, provided that a written notice has been sent to the membership at least 30 days prior to the meeting.

Section 2. Amendments to the Constitution and Bylaws may be proposed by the Executive Committee or by any 10 members of the Association.

BYLAWS

Section 1. Membership

- A. Membership shall consist of the following categories: Family, Individual, Student, Contributing, Life, and Institution/Agency.
- B. Family membership shall be available to a household, including children until the beginning of the fiscal year following their 18th birthdays at which time they shall be required to obtain an Individual or Student membership. Adults in the household shall have voting privileges, but only one copy of Association publications shall be sent per household.
- C. Individual membership shall be available to adults at least 18 years of age. They shall have voting privileges and receive Association publications.
- D. Student membership shall be available to K-12 and college students. Students shall have event participation privileges but shall not receive Association publications.
- E. Contributing membership shall be available to anyone and includes a donation above the regular individual or family membership fee.
- F. Life membership shall be available to those who pay one fee and retain privileges of membership throughout their lives. The spouse and children of a life member are not included in the Life membership.
- G. Institution/agency membership shall be available to institutions (for example, libraries, museums, archives, and schools), government agencies, businesses, or other similar organizations. These entities shall receive regular Association publications, but no other rights or privileges of membership shall accrue to these subscribers.
- H. Annual membership dues are reviewed and established annually by the Executive Committee prior to the publication of the final *KAA Newsletter* of the year.
- I. Annual dues are payable to the Treasurer by January 1.

Section 2. Finances

- A. The Association's fiscal year is January 1 to December 31.
- B. The income from annual dues, gifts, and other sources shall constitute the working capital available for operation, publication, and other expenses consistent with the purpose and objectives of the Association. Capital designated for specific funds shall be accounted for separately and used only for the defined guidelines of said funds.

Section 3. Officers

- A. The President shall act as the executive officer of the Association and ex officio member of all

committees. He/she shall preside at meetings of the Association, shall act as chair of the Executive Committee, and exercise general leadership and supervision over the affairs of the Association. The President, subject to approval by the Executive Committee, shall have the power to appoint such committees as are deemed necessary to further the purpose and objectives of the Association.

B. The First Vice-President shall serve as program coordinator. He/she shall preside over meetings in the absence of the President and shall fulfill such other duties as are assigned by the President or Executive Committee.

C. The Second Vice-President shall serve as public relations officer for the Association and oversee the Association's media activities. He/she shall coordinate activities of the KAA Ambassadors and fulfill such other duties as are assigned by the President or Executive Committee.

D. The Treasurer shall keep records of income, expenses, savings accounts, certificates of deposit, investments, fund balances, and other Association financial functions; provide quarterly financial statements to the Executive Committee and a fiscal year statement at the Annual Meeting; maintain an up-to-date membership roll and provide this information to the Editor for publication and to appropriate vendors for Association mailings; maintain the bulk mail account and post office box fee at the U.S. Postal Service; submit IRS forms, reports, and fees; submit Not-for-Profit Corporation annual report and pay franchise fees to the Kansas Secretary of State; renew liability insurance policy; and renew registration and licenses for utility trailer.

E. The Secretary shall record proceedings and maintain permanent records of Executive Committee and general meetings; compose correspondence pertaining to the business of the Association; keep attendance-registration at Association functions; assist other Association officers as needed.

F. The Editor shall oversee the preparation and publication of Association publications. He/she shall solicit content, edit manuscripts, and deal with production services and printer; work with the Treasurer on updates to the membership list to be published in an Association publication each year and on arrangements with a mailing service; coordinate with the Historian-Recorder on archiving safe copies and back issues; assist members in writing reports for Association publications; provide editing assistance for other Association officers and committees; update and have printed an Association membership brochure. If newsletter editors are appointed by the President, the Editor shall collaborate in producing an Association newsletter.

G. The Historian-Recorder shall maintain at least one copy of Association publications, including issues of newsletters, journals, and bulletins, as a master set, as well as multiple copies of back issues; maintain files of activities of the Association and chapters, as they become available; maintain a permanent record of membership by year; fill requests for Association publications; recommend to the Executive Committee Association records to be placed in the Kansas Historical Society Archives.

H. Executive Committee members shall submit written accounts of yearly activities to the

Secretary at the Annual Meeting. They will turn over to their successors all records accumulated during their terms within 30 days following retirement from their offices. After a maximum of 10 years, the accumulated back records shall be turned over to the Historian-Recorder for deposit in the Association archives at the Kansas Historical Society.

I. The Executive Committee shall be charged with the responsibility for transacting the Association's business. Members of the Committee shall promote the purpose and objectives of the Association.

J. Deletions or additions to the duties of the above offices shall be made by the Executive Committee.

Section 4. Elections

A. The President shall appoint a Nominating Committee for elections in even-numbered years.

B. A slate of officers shall be prepared by the Nominating Committee and submitted to the Executive Committee for approval. The approved slate shall be disseminated to the members 30 days prior to the Annual Meeting in even-numbered years. Additional nominations for offices can be made from the floor. Elections shall then be carried out by secret ballot. Officers shall assume their duties at the close of that Annual Meeting.

C. The President shall appoint no more than six KAA Ambassadors with approval of the Executive Committee. The Ambassadors shall serve on the Executive Committee for a term of office coinciding with that of the President. These Ambassadors shall be responsible for promotion of membership and the Association's purpose and objectives and other assistance to the Association as requested.

Section 5. Chapters

A. All members of local chapters must be members of the Association.

B. Five or more members of the Association may organize a local chapter to further the purpose and objectives of the Association. They shall obtain a charter by submitting a copy of their constitution, names of officers, and names of chapter members to the President for consideration and acceptance by the Executive Committee. Approval of the charter shall be granted by an affirmative vote of a majority of committee members present at an Executive Committee meeting.

C. An existing chapter's charter shall be reviewed by the Executive Committee if changes occur in its constitution or bylaws. Re-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 provisions of the Association's Constitution and Bylaws, its charter may be revoked by a two-thirds vote of the committee members present at an Executive Committee meeting.

E. A chapter whose charter has been revoked may request that its charter be considered for reinstatement 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.

F. If a chapter disbands, its charter and records shall be turned in to the Historian-Recorder within 30 days of dissolution.

Section 6. Publications

A. The Association shall publish at least one publication each calendar year. The publication may be a multi-issue newsletter, containing accounts of meetings and activities of the Association and Executive Committee, news of chapter and member activities, and items of current interest. Family, Individual, Contributing, Life, and Institutional/Agency members shall receive the regular Association publication as a benefit of membership.

B. The Association may publish a journal, bibliography, bulletin, or memoir for distribution to the membership as funds and materials are available. Occasional publications may be offered at a price determined by the Executive Committee.

Section 7. Certification Program

The Association oversees a Certification Program for its non-professional members. This is a comprehensive program that guides the amateur archeologist in personal study and achievement. Each of seven categories of certification require some formal classes and other requirements specific to each category: Basic Surveyor, Advanced Surveyor, Basic Crew Member, Advanced Crew Member, Basic Lab Technician, Advanced Lab Technician, and Outreach Specialist. Specific requirements are delineated in the Certification Record and Certification Guidelines, which are received when an individual enrolls in the program. Completion of each requirement is verified by the signature of a professional archeologist. When all requirements for a category have been signed and reviewed, the participant receives a recognition document. Completing each area of the program is an indication of knowledge and competence. However, it shall not be construed as license to excavate without professional supervision.

Section 8. Dissolution

In case of dissolution of the Association, all pertinent records concerning Kansas archeology/ethnology and the history of the Association shall be turned over to the Kansas Historical Society Archives. The disposition of other Association holdings shall be determined by the Executive Committee.

Section 9. Amendments

These Bylaws may be amended by two-thirds vote of the membership present at an annual or special meeting, provided that a written notice has been sent to the membership at least 30 days prior to the meeting.