

# ASSOCIATION OF CONSULTING ARCHAEOLOGISTS

## CONSTITUTION

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### I. **NAME:**

The name of the organization is the Association of Consulting Archaeologists (hereinafter referred to as the "Association").

### II. **PURPOSE AND OBJECTIVE:**

The purpose and objectives of the Association of Consulting Archaeologists are to encourage and support the advancement of professionalism among consulting archaeologists operating within Canada. Generally, the objectives shall include, but are not limited to:

- a. the promotion of the preservation and study of archaeological heritage resources;
- b. the establishment and maintenance of professionalism among consulting archaeologists;
- c. the promotion of information distribution of an archaeological nature to the public;
- d. the provision of a forum to allow the expression of concern among practising archaeologists;
- e. the promotion and assistance to other organizations involved in cultural resources management.

### III. **POWERS:**

The Association shall administer, disburse and expend any and all dues, grants and donations to achieve its objectives.

### IV. **MEMBERSHIP:**

Membership may include any person whose income is obtained by means of the contracting of services, as an individual consultant or a staff member of a consulting firm, in the area of historical cultural resources. Membership shall not include any institutions.

Membership is not constrained by residence in any specific jurisdiction. Notwithstanding, members of the Executive shall be resident in Alberta.

The Association's membership may, by a two-thirds vote of its members in good standing at a called general meeting, censure or remove from the membership any member who countermands the objectives of the Association or who contravenes any Provincial or Federal antiquities legislation. The Executive shall provide the person or persons whose membership is under review with reasonable notice of such review in order to prepare a defence, if desired, prior to the called general meeting herefore mentioned.

**V. STRUCTURE:**

Executive:

The Executive shall consist of a President, a President-Elect, and a Secretary-Treasurer elected on an annual basis. The ensure continuity and effectiveness of the Association's Executive, the assumption of duties by the President-Elect will be determined through mutual agreement with the President within two months following each annual election. All members of the Executive shall be elected annually, and may be re-elected or hold different offices.

Board of Directors:

The Association shall elect a Board of Directors at the annual general meeting. The Board of Directors shall consist of six members, including the Past President, President, and President-Elect, and three other annually elected members.

**VI. MEETINGS:**

The Association shall hold an annual general meeting each January or February, at a time and place established at the preceding annual general meeting. The attending membership shall constitute a quorum for each annual general meeting.

At least one other meeting shall be held annually, at a place and time established at the preceding annual meeting.

Members shall be notified of forthcoming meetings by letter to the last known address of each member in good standing, delivered through the mails.

A special meeting may be called by the Secretary-Treasurer upon receipt by him or her of a petition signed by one-third of members in good standing, setting forth the reasons for calling such meeting. Reasonable notice of such meeting shall be by letter to the last known address of each member in good standing, delivered through the mails.

**VII. AMENDMENTS TO THE CONSTITUTION AND BY-LAWS:**

Any or all amendments to the Constitution and/or By-laws shall require resolution by a two-thirds majority of members in good standing. All members in good standing shall be provided notice of the proposed amendments, and of the voting date with respect to the proposed amendments. Votes shall be cast through the mails. Votes shall be counted one month after the established voting date.

# ASSOCIATION OF CONSULTING ARCHAEOLOGIST

## BY-LAWS

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### I. **MEMBERSHIP:**

Membership shall be consummated through the payment of the required fees, including but not limited to the annual general fee, to the Association's Secretary-Treasurer. The amount of the annual general fee shall be established by a simple majority of the membership, at a meeting prior to the annual general meeting held each January or February, based upon the recommendations of the Executive.

Each member shall receive the minutes of the annual meetings, the Association's newsletter and copies of other information pertaining to the Association or its objectives.

Any member wishing to withdraw from membership may do so upon notice in writing to the Executive of the Association through the Secretary-Treasurer.

### II. **ELECTIONS:**

The election of the Executive's President-Elect and Secretary-Treasurer shall be held prior to the election of the three non-executive Board Members at the annual general meeting.

Nominations for all the incumbent positions shall be made at the annual general meeting. The election shall be determined by a simple majority of the members in good standing present at the annual general meeting through a written ballot. The President shall not vote unless it is necessary to break a tie. Newly elected members will assume their duties directly following the annual general meeting.

The President-Elect shall oversee the elections and count the ballots. Votes must be made in person and not by proxy or otherwise.

Resignation of any member of the Executive shall be provided in writing to the Association's President, and shall be voted upon at a previously established meeting.

Members in good standing are those members who have paid their annual fee prior to the election and as herein enumerated. Members in good standing shall be able to nominate members for the Executive and accept nominations.

### III. **VOTING:**

Any member who has not withdrawn from membership nor has been expelled from membership as herein provided, shall have the right to vote at any general meeting.

#### **IV. DUTIES AND POWERS OF THE EXECUTIVE:**

In general, the Executive members have the authority to act on behalf of, and in the name of the Association and may take a position on any matter or matters arising annually without soliciting the membership. The Executive is responsible to the members of the Association. The members of the Executive shall appoint a member in good standing to fill any position which may become vacant for any reason. All Executive members so elected shall serve until their successors are elected and installed.

##### **President:**

The President shall be the Chairperson of the Executive, presiding over all business meetings. The President shall vote only to break a tie in any or all elections. The President is responsible to oversee all operations of the Association of Consulting Archaeologists.

The President has the power to establish committees, and to appoint committee members, which are deemed necessary in the attainment of the Association's goals and objectives.

The President shall be responsible for all correspondence under the Association's letterhead, and shall oversee that the Association is viewed in an appropriate and reasonable manner at all times through correspondence.

The President, or an appointed representative(s), may represent the Association at various conferences, meetings or social events.

##### **President-Elect**

The President-Elect shall succeed and assume the role of the President, succeeding the President's term in office, within two months following the annual general meeting. The President-elect shall assume the duties of the President in the event of the latter's absence.

The President-Elect has voting rights and shall act in a supporting role to the President.

##### **Secretary-Treasurer**

The Secretary-Treasurer shall maintain accurate minutes of all meetings of the Association. The Secretary-Treasurer shall keep the records of all general meetings and Executive meetings, in addition to all correspondence concerning the Association. The minutes of each meeting will be circulated to all members in good standing within three months following each meeting. In addition, copies of general correspondence concerning the Association shall be circulated to the membership.

The Secretary-Treasurer shall be in charge of the Association's newsletter. The Association's newsletter shall be published periodically to keep members informed of items of interest.

The Secretary-Treasurer shall maintain a record of all members of the Association and their addresses.

The Secretary-Treasurer shall be in charge of the Association's finances and all financial transactions, including the day to day administration and disbursement of funds. The status of the Association's finances will be reported to the membership when called upon. Collection of membership fees shall be administered by the Secretary-Treasurer.

**V. REMUNERATIONS**

Unless authorized at the annual general meeting, and after notice of same shall have been given, no Executive Member nor Board Member of the Association shall receive any remuneration for his or her services.

**VI. FINANCES:**

The Association's fiscal year shall commence on January 1 and end on December 31. Annual fees shall be payable at the annual general meeting. Members 60 days in arrears of the payment of any and all fees will be excluded from the membership list. Any expenditure of Association funds beyond general day to day transactions shall be approved by the membership at an established meeting prior to the expenditure of such funds.

**VII. MEETINGS:**

At least two meetings a year will be held involving the Executive and the general membership. Additional meetings involving the Board, the Executive and various committees may be held as required. Voting privileges are limited to those members whose fees have been received by the Secretary-Treasurer of the Association within 60 days following the annual general meeting.

**VIII. AMENDMENTS**

Amendments to any and all Constitutional Articles or By-laws of the Association shall follow the procedures enumerated in Article VII of the Constitution. Any member in good standing may submit to the Association's Executive proposed amendments. If the majority of the Executive approve the proposed amendments, the proposed amendments shall be put to a vote pursuant to Article VII of the Constitution.