BYLAWS

Colorado Council of Professional Archaeologists

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ARTICLE I—NAME

The name of the organization shall be the Colorado Council of Professional Archaeologists (C.C.P.A.), hereinafter referred to as the Council.

ARTICLE II—PURPOSE

The Council is a non-profit voluntary association that exists for the purpose of maintaining and promoting the goals of professional archaeology in the State of Colorado.

These goals shall include but not be limited to:

a. establishing and promoting high standards of archaeological research, reporting, and management.
b. establishing and promoting a mechanism to represent professional archaeological interests in political and public forums.

c. establishing and promoting a mechanism for communication within the archaeological community.

d. promoting public education and interest in the fields of archaeology and cultural resources management.

e. providing Council input to the Office of the State Archaeologist of Colorado.

f. demonstrating concern for the archaeology of Colorado.

g. establishing and promoting open communication and cooperation between archaeologists and the living descendants of groups subject to archaeological research in Colorado.

Section 1. Voting Members

ARTICLE III—MEMBERSHIP

a. Qualifications

   i. Minimum of a BA or BS degree in anthropology or related discipline, and

   ii. Minimum of 12 months full-time professional archaeological experience.

   iii. Written agreement to adhere to the Code of Ethics.

b. Entry Procedures

   i. Application to be accompanied by a current professional resume; and

   ii. Accepted by a majority vote of the Membership Committee after a review of credentials.

iii. Exceptional cases may be referred to the Executive Committee by the Membership Committee.

c. Rights/Responsibilities

i. Adherence to the Code of Ethics.

ii. Regular participation in the activities of the Council.

iii. Full voting rights in all Council business.

iv. Eligibility to serve as Council or member of any Council committee.

v. Receipt of all Council publications.

vi. Upon retirement, inform the Membership Committee or Treasurer to be eligible to pay dues at a reduced rate at the next annual renewal.

Section 2. Native American Voting Members

a. Qualifications

i. Self-identify as Native American through ancestry, enrollment, traditional practices, or other factors; and

ii. Have a professional interest in Colorado archaeology/and related fields; and

iii. Written agreement to adhere to the Code of Ethics.

b. Entry Procedures

i. Acceptance by majority vote of the Membership Committee.

ii. Exceptional cases may be referred to the Executive Committee by the Membership Committee.

d. Rights/Responsibilities

i. The same as those of Voting Members.

ii. Pay no dues.

Section 3. Associate Members

a. Qualifications

i. Demonstrated professional interest in Colorado archaeology; and

ii. Written agreement to adhere to the Code of Ethics; and

iii. BA, or active participation in a BA degree program, in anthropology or a related discipline, or other evidence of the pursuit of archaeology or related discipline as a profession such as technical report authorship, artifact analysis, technical support of archaeological research, archaeological education, etc.

b. Entry Procedures

i. Sponsored by one Voting Member or Charter Member or Fellow, and

ii. Acceptance by majority vote of the Membership Committee after a review of credentials,

iii. Exceptional cases may be referred to the Executive Committee by the Membership Committee.

c. Rights/Responsibilities

i. Adherence to the Code of Ethics.

ii. All rights of Voting Members except voting on Council business, membership on standing committees, and serving as a Council officer.

iii. May serve as a member of any ad hoc committee, excepting ethics review committees, provided that Associate Members do not constitute more than 1/3 of the committee membership.

iv. Receipt of all Council publications.

v. May reapply to become Voting Member when those qualifications are met.

vi. Upon retirement, inform the Membership Committee or Treasurer to be eligible to pay dues at a reduced rate at the next annual renewal.

Section 4. Fellows

a. Qualifications

i. Recognized as a senior contributor in archaeology or related discipline, and

ii. Presented for specific accomplishments that are extraordinary and have lasting quality recognized within the state. Nominees must be CCPA members at the time of nomination. The award can also be awarded posthumously. The strongest nominations will be those with significant contributions to CCPA and who have demonstrated a range of practice in Colorado archaeology through both research and service.

b. Entry Procedures

i. Nominated by a CCPA member (see nomination form in CCPA Handbook Appendix G); and

ii. Final acceptance and recognition upon a majority vote of the Executive Committee.

c. Privileges and Responsibilities

i. The same as those of a Voting or Charter Member
ii. May attend any Council meeting at their discretion.

iii. Pay no dues.

Section 5. Student Voting Members

a. Qualifications

i. Same as Voting Members (Section 2 a); and

ii. Actively enrolled in an advanced degree program in anthropology or a related discipline.

b. Entry Procedures

i. Same as Voting Members (Section 2 b); and

ii. Proof of enrollment in a postgraduate degree program.

iii. Accepted by a majority vote of the Membership Committee after a review of credentials.

iv. Exceptional cases may be referred to the Executive Committee by the Membership Committee.

c. Rights/Responsibilities

i. Same as Voting Members (Section 2 c); and

ii. Upon completion of the postgraduate degree, the individual will become a Voting Member and will be required to pay the full dues for that status with the next annual renewal.

iii. Pays dues at a reduced student rate compared to a regular Voting Member.

Section 6. Student Associate Members

a. Qualifications

i. Same as Associate Members (Section 3 a); and

ii. Actively enrolled in an undergraduate degree program in anthropology or a related discipline.

b. Entry Procedures

i. Same as Associate Members (Section 3 b); and

ii. Proof of enrollment in an undergraduate degree program; and

iii. Acceptance by majority vote of the Membership Committee after a review of credentials.

iv. Exceptional cases may be referred to the Executive Committee by the Membership Committee.

c. Rights/Responsibilities

i. Same as Associate Members (Section 3 c).

ii. Upon completion of the undergraduate degree, the individual will become an Associate Member and will pay dues for that status with the next annual renewal. Member may reapply as a Voting Member.

iii. Pays dues at a reduced student rate compared to a regular Associate Member.

Section 7. Resignation: Any member may terminate his membership at any time by informing the Membership Chair or the Treasurer. All rights, privileges, and responsibilities of the resigned member shall cease on the date of notification. A member who resigns is not entitled to a dues refund.

Section 8. Lapsed Membership: A member whose standing has lapsed due to nonpayment of dues may be reinstated upon receipt of current year's dues. Dues paid within any calendar year are for that calendar year, unless specified in writing at the time of payment.

ARTICLE IV—CENSURE, MEMBERSHIP SUSPENSION, AND EXPULSION

Section 1. Cause for action: any breach of the Code of Ethics. The CCPA Code of Ethics details the process for which the CCPA Review Committee will evaluate breaches to the Code of Ethics or Annual Meeting Harassment Policy and Code of Conduct.

ARTICLE V—MEETINGS

Section 1. The Council shall meet annually in a regular session in the Spring, preferably in February or March, and on other occasions as the membership shall deem necessary. Ten members may request that the President call a special meeting. Notice must be placed in the mail at least 3 weeks prior to all meetings, regular or special.

Section 2. Passage of a motion at an annual meeting will require 3/5 (60 percent) sustainment of

the voting Members present, whereas business conducted at a special meeting must be sustained by a 3/5 (60 percent) affirmation by those who respond to a mail ballot.

Section 3. Attendance at meetings is encouraged but is not required to sustain membership.

ARTICLE VI—FINANCES

Section 1. Dues shall be paid to the organization at the rate(s) established for membership affiliation.

Section 2. Finances shall be administered by the Treasurer. Records will be available for inspection by the Membership at all times.

a. After the books are closed for each fiscal year, there will be review by a financial review committee appointed by the President. Board members shall be excluded from this committee.

b. If this financial review committee deems necessary, it can require that the Board have an outside audit conducted by a professional Certified Public Accountant.

Section 3. Dues shall be used for the purpose of financing the business of the organization, including but not limited to such things as fees for secretarial services, expenses of officers incurred in the normal course of Council business.

Section 4. Single expenditures in excess of 200 dollars require the prior concurrence of the President; single expenditures in excess of 500 dollars require the prior concurrence of the Executive Committee and shall be within the constraints of available funds.

ARTICLE VII—OPERATION

Section 1. The place of business for the organization will be the street address of the Registered Agent.

Section 2. The most recent edition of Robert's Rules of Order shall govern the procedures at each meeting.

ARTICLE VIII—OFFICERS AND COMMITTEES

Section 1. The Council shall have four officers: President, Vice-President, Secretary, and Treasurer.

a. **President.** The President shall serve as the Council's representative in all its official affairs and transactions, except those instances where the Treasurer is acting as the Council's Registered Agent. The President will preside over the meetings. The President shall appoint at least 3 active members of the Council to the standing Financial Review and Membership committees, and the Communications Team. The President may establish other committees as necessary with the assent of the Executive Committee.

b. **Vice-President.** The Vice-President shall act with the powers of the President in the event that the President is unwilling or unable to perform appointed duties. The Vice-President is the President-Elect. The Vice-President will act as Parliamentarian and shall carry the most recent edition of Robert's Rules of Order to all Council and Executive Committee meetings. The Parliamentarian shall resolve all procedural disputes.

c. **Secretary.** The Secretary shall announce all meetings to the membership of the Council and shall maintain minutes of all meetings. The Secretary shall provide, at the time of notification of the Annual Meeting, the membership with a written ballot for the purpose of electing officers and Executive Committee Members. The Secretary shall be responsible for maintaining the official files of the organization.

d. **Treasurer.** The Treasurer shall keep membership rolls of the Council, shall maintain records of financial transactions in accordance with standard bookkeeping practices, shall serve as the Council's Registered Agent, and is authorized to disburse funds, subject to the limitations specified in Article VI, Section 4. The Treasurer shall provide complete financial reports to the President prior to each announced Executive Committee meeting. The Treasurer will regularly provide membership rolls to the Chair of the Membership Committee.

Section 2. The Council shall appoint or retain a legal Counsel, as needed.

Section 3. The President shall appoint a Newsletter Editor and a Website Manager.

Section 4. There shall be an Executive Committee composed of all officers, Newsletter Editor, Website Manager, Ethics Coordinator, Chair of the Membership Committee, one American Indian Voting Member of the Council, plus five (5) Voting Members of the Council to be elected to the Executive Committee by the membership. One (1) of the five Voting Member seats elected to the Executive Committee shall be reserved for a Student Voting Member in good standing. The Executive Committee shall be responsible for the day-to-day operation of the Council and shall adopt procedures as necessary for that operation. The President shall become an ex-officio, nonvoting member of the Executive Committee for the year following his/her presidency. The Newsletter Editor, Website Manager, Ethics Coordinator, and Chair of the Membership Committee shall also be non- voting members of the Executive Committee.

a. **At-large Executive Committee Members**. No specific duties are assigned to At-Large Board Members. The officers may call upon board members to work with specific standing committees or ad hoc committees, or may assign specific tasks to them as necessary.
b. **American Indian Voting member.** Have all the rights and responsibilities of other voting members. May have a seat on the Native American Initiatives Committee at their request. The American Indian Voting member is expected to facilitate communication between the Executive Committee and Colorado-based Native American groups; to have a knowledge of regional tribal traditions, history and/or spirituality; have an understanding of current tribal issues and concerns in Colorado; and have an interest in Colorado archaeology and Native American history.
c. **Student Voting Member.** The Student Voting Member shall assist the Chair of the Student Affairs Committee for the duration of their term on the Council's Executive Committee. The Student Voting Member may be the Chair of the Student Affairs Committee Chair.

Section 5. Any successful Review Committee action against any officer, member of the Executive Committee, or any standing or ad hoc committee member is cause for removal from that position.

Section 6. Operation of the CCPA shall be assisted through a combination of standing and ad hoc committees. Standing Committees include the Membership, Publications, Ward Weakly Memorial Scholarship, Native American Initiatives, Student Affairs, and Financial Review committees, and the Communications Team. Ad hoc committees include the Ethical Standards, Education, Government Review and Nominations committees. Additional committees may be formed by the President, with EC support, as necessary.

ARTICLE IX—ELECTION OF OFFICERS

Section 1. All officers, with the exception of the Treasurer and Secretary, shall hold office for 1 year, may not hold office for more than two consecutive terms, and after serving two consecutive terms, must not stand for election for the same office again for 1 term.

Section 2. The Treasurer and Secretary shall hold office for 2 years (the terms will offset), may not hold office for more than two consecutive terms, and after serving two consecutive terms, must not stand for election for the same office again for one term.

In order to provide better continuity between Treasurer officers, a Treasurer-elect will be elected to coincide with the start of the final year of the then current Treasurer position. This provides a year of overlap and training between the Treasurer and the Treasurer-elect. At the conclusion of the year, the Treasure-elect will transition into the position of the Treasurer. The Treasurer-elect will not serve as an officer or as a voting member of the Executive Committee, but will assume those officer responsibilities once transitioned into the Treasurer position.

Section 3. At the 1979 Annual Meeting two Executive Committee positions shall be filled for 2-year terms, while two positions shall be filled for 1-year terms. Thereafter, two members will be elected each year for 2-year terms. The American Indian Voting Member of the Executive Committee shall serve for a two-year term. The at-large Committee members, and the American Indian Committee member, may not hold office for more than two consecutive terms, and after serving two consecutive terms, must not stand for election for the same office again for one term.

Section 4. The officers of the Council and the other members of the Executive Committee will be elected by a mail ballot of the membership, requiring a simple majority of the votes cast. Results must be announced at the Annual Meeting. The Past-President shall serve as the Chair of the Nominations Committee and shall receive and tally mail ballots. The President shall appoint at least 2 active Council members to the Nominations Committee no less than 60 days prior to the date of the Annual Meeting.

a. In the case of ties, the following criteria will be used to determine the winner of the election. The winner will be the member who:

i. has not held a CCPA Executive Committee position for at least four (4) years, or

ii. the member whose name is drawn from a hat from those tied for the position by the

President.

Section 5. Candidates must be active members.

ARTICLE X—PUBLICATIONS

The Council shall publish a Newsletter. The President shall appoint a Newsletter Editor and a Communications Team consisting of three members in addition to the Newsletter Editor. The Council may from time to time authorize the publication of other single or serial items.

ARTICLE XI—AMENDMENTS

These Bylaws may be amended only at a regular meeting by a 3/5 (60 percent sustainment of the voting membership present). Proposed amendments to the Bylaws must be submitted in writing to the Secretary and circulated within the membership prior to the call for a regular meeting.

ARTICLE XII—ADOPTION

These Bylaws shall become effective upon ratification by a 2/3 sustainment of those present at the Charter Meeting on 28 October 1978.

ARTICLE XIII—DISPOSAL OF ASSETS

In the event of dissolution, the Executive Committee shall dispose of all its assets to an educational or scientific institution that is exempt from taxation under the then current code of the Internal Revenue Service.

ARTICLE XIV—VACANCIES

Vacancies of offices will be filled at the discretion of the Executive Committee until the next regular election.

ARTICLE XV—STORAGE OF RECORDS

The records of past and present officers, board members, and committee chairpersons of the council are a valuable asset since they provide historical information about the council. Therefore, such records will be stored permanently at a designated archival repository approved by the Council. Once a year, the outgoing secretary will call for all records notes, correspondence, minutes, meeting agenda, newsletters, conference program, and other such information from the retiring officers, board members, and committee chairpersons. Those officers, board members, and committee chairs will be responsible for transferring their records to the Secretary. The Secretary will, in turn, give those records to the designated archival repository, which will organize them in a useful fashion.