

**BY-LAWS
OF THE
COUNCIL FOR MINNESOTA ARCHAEOLOGY, INC.
[Revised March 3, 2018]**

**Article I
Purpose**

Section 1. The purpose of the Council for Minnesota Archaeology, Inc. shall be to promote archaeological research and interpretation within the State of Minnesota by 1) stimulating, encouraging and supporting scientific archaeological field research, 2) initiating responsible action to conserve and preserve archaeological resources, 3) engaging and supporting others in interpreting and disseminating the results of scientific archaeological research, and 4) providing a corporate entity representing the community of scholars who conduct archaeological research within the State of Minnesota.

**Article II
Membership**

Section 1. Regular Membership in the Council for Minnesota Archaeology, Inc. shall be extended to individuals with an active involvement or an on-going research interest in Minnesota archaeology who possess a Bachelor's degree or higher with a specialization in archaeology or allied fields such as anthropology, ethnology, history, botany, zoology and geology. The Minnesota State Archaeologist, the President of the Minnesota Archaeological Society, and the Executive Director of the Minnesota Indian Affairs Council or their designated representatives shall be regular members during their terms in office in those organizations. Individuals who meet the requirements stated above and who express a desire to become regular members and are nominated for membership by a member in good standing shall, on recommendation by the Ethics and Membership Committee, and by a favorable vote by the members present, at a duly called meeting, become regular voting members of the Council.

Section 2. Student Membership shall be extended to a) those individuals enrolled in an undergraduate program in archaeology or allied fields such as anthropology, ethnology, history, botany, zoology and geology, whose research interests bear upon the problems of Minnesota archaeology. The express purpose of Student Membership is to afford aspiring archaeologists the opportunity to meet and interact with established professionals in a casual, non-intimidating environment. Prospective Student Members shall provide the CMA a letter of support from their academic advisor but shall not be subject to a Regular Member vote, and upon payment of nominal annual dues shall be accepted as CMA Student Members. Student Members may attend and participate in CMA meetings and events but may not hold office, vote, or serve on council committees. Student Membership shall be terminated upon completion of an undergraduate degree and Student Members shall be encouraged to apply for Regular Membership in the CMA per the terms outlined in Article II, Section 1.

Section 3. Institutional Membership. All or any public and/or private educational, scientific research or governmental institutions within the State of Minnesota which normally employ professional archaeologists, or are engaged in the interpretation of Minnesota archaeology, shall be invited to institutional membership. Such institutions shall be assessed an initial membership fee of one hundred dollars (\$100.00) and shall be invited to sustain their membership for an annual fee to be determined by the Board of Directors. Institutions do not have voting privileges but will receive without additional costs all archaeological publications of the Council for Minnesota Archaeology, Inc.

Section 4. Termination of Membership. Regular voting members shall be terminated by voluntary resignation in writing or by a three-quarters (3/4) vote of the membership present at a duly called meeting. Five (5) or more members of the Corporation may petition the Board of Directors to vote upon the termination of membership of any individual member.

Section 5. Charter Members. Founding or charter Regular Members of the corporation are:

Alan Brew, Assistant Professor of Anthropology, Bemidji State College.

Leland R. Cooper, Professor Emeritus, Hamline University and Curator of Archaeology, The Science Museum of Minnesota.

Warren Gladisch, President, Minnesota Archaeological Society.

Christina Harrison, Lecturer in Anthropology, Carleton College.

Vernon Helmen, Associate Professor of Anthropology, Hamline University.

Elden Johnson, Professor of Anthropology and State Archaeologist, University of Minnesota.

Richard Lane, Assistant Professor of Anthropology, St. Cloud State College.

David Nystuen, Archaeologist, Minnesota Historical Society.

Jan E. Streiff, Senior Laboratory Technician, University of Minnesota.

Charles Watrall, Visiting Assistant Professor, Macalester College.

Robert Wheeler, Assistant Director, Minnesota Historical Society.

Lloyd A. Wilford, Professor Emeritus of Anthropology, University of Minnesota.

Alan Woolworth, Chief, Department of Archaeology, Minnesota Historical Society.

Section 6. Dues. Individual members shall pay annual dues in an amount to be established by the body. Payment shall be due by February 1st of each year. Memberships that are lapsed for less than three years may be reactivated upon payment of one year back dues plus current year dues. Memberships lapsed for more than three years will require passing through the nominating and voting process to be reactivated. Non-payment of dues shall be grounds for termination of membership.

Article III

Board of Directors

Section 1. Composition. The management and control of property and affairs of this Corporation shall be entrusted to a Board of Directors consisting of five (5) members, including: the President, the Vice-President, the Secretary-Treasurer, the Editor, and the immediate Past-President. The President of this Corporation shall also serve as the chairman of the Board. Any premature vacancies on the Board shall be filled on an interim basis by the affirmative vote of the remaining members of the Board.

Section 2. Powers of the Board. a) The Board of Directors shall have the power to conduct the affairs of the Corporation subject to ratification by the regular membership, and such power shall include the right to delegate part of its authority to the President when the Board is not in session or to an executive committee for actions when the Board is not in session. b) The Board of Directors shall have the power to create such permanent and special committees as are deemed necessary and the Chair of such committees shall be appointed by the President. Committee members may be appointed by the President or by the Chair if the President shall so direct. c) The Board of Directors shall have the power to employ staff for the operation of facilities and/or the conduct of administrative routine and to set the rate of compensation and conditions of employment.

Section 3. Meetings of the Board. a) A regular annual meeting of the Board of Directors of the Corporation shall be held in each year following the regular annual meeting of the members of the Corporation. b) Special meetings of the Board of Directors may be called at any time upon written

request of any Director. The Secretary-Treasurer shall give not less than one (1) day notice of the time, place, and purpose of such meeting personally, by email, or by telephone. Whenever all of the Directors are present or shall sign a Waiver of Notice of such special meeting, such special meeting may be held without notice.

Section 4. Action of the Board. A majority of the Directors shall constitute a quorum for the transaction of business. If and when the Directors shall severally or collectively consent in writing to any action to be taken by the Corporation, such action shall be considered a valid corporate action.

Article IV **Officers**

Section 1. The officers of the Corporation shall be a President, a Vice-President, a Secretary-Treasurer, and an Editor; the President, Vice-President, and the Secretary-Treasurer shall be elected for a term of two (2) years and may be re-elected to the same office for one (1) additional term. The Editor shall be elected for a two (2) year term and may be re-elected to that office without restriction. Each officer of the Corporation shall represent a different public or private institution of the State of Minnesota and each shall hold office until their successor is elected and qualified. Newly elected officers shall attend the first meeting of the Board of Directors subsequent to their election, but shall not be entitled to vote at that Board meeting. The retiring President shall preside at that meeting, and, together with the other retiring officers, shall have voting privileges. The final official act of the retiring President shall be to turn over the chair of the Board of Directors to the newly appointed President. The Board of Directors may appoint interim officers to fill premature vacancies and/or such other officers and agents as they shall see fit, who shall hold their offices according to their contracts or until others are elected or appointed in their stead.

Section 2. The President shall be the chief executive of the Corporation and, as such, shall preside over all meetings of the members or Directors and shall see that all orders and resolutions of the members and/or the Board of Directors are carried into effect. He shall represent the Corporation in all actions of the Corporation.

Section 3. The Vice-President shall perform the duties of the President in the event of his absence or incapacity and shall assist the President.

Section 4. The Secretary-Treasurer shall maintain complete corporate records, shall have custody of all moneys and properties of the Corporation, shall keep regular books of account, and shall notify members and Directors of the time and place of regular and special meetings called by the President.

Section 5. The Editor shall be responsible for all publications of the Corporation and for soliciting the necessary reports and articles required for such publications as directed by the Board of Directors.

Section 6. All elected or appointed officers and Directors shall familiarize themselves with the articles of incorporation and the bylaws of the Corporation upon their election or appointment to office.

Article V **Finances**

Section 1. The moneys of the Corporation shall be deposited in the name of the Corporation in such bank or trust company as the Board of Directors shall designate and shall be drawn out by checks, drafts, or other orders for the payment of money, signed by such person or persons as shall be designated by the

Board of Directors.

Section 2. All deeds, mortgages, releases, leases, and other instruments of conveyance, contracts, and other instruments of the Corporation authorized by the Board of Directors shall be executed on behalf of the Corporation and in its name by the office or officers of the Corporation thereunto authorized by the Board of Directors.

Article VI **Elections**

Section 1. Prior to the regular annual meeting, the Board of Directors shall select a nominating committee and shall instruct it to prepare a list of candidates for vacancies to be filled at the election that will have agreed to serve the full term of the office or seat for which they are nominated if so elected. The report of the nominating committee shall constitute the initial phase of the election proceedings. Other nominations shall be accepted from the floor.

Section 2. A majority of members present and voting or voting by proxy shall constitute an election.

Article VII **Meetings**

Section 1. Regular Membership Meetings. At least one regular annual meeting of the membership shall be held. A full order of business agenda shall be presented at the regular annual meeting and abbreviated agendas may be offered at other meetings.

Section 2. Special Meetings. Special meetings of the whole regular membership may be called by the President or upon request of the Board of Directors or by the request of four (4) members in good standing.

Section 3. Notification of Meetings. Written notice of the time and place of all regular and special meetings of the Corporation shall be given or sent to all members by the Secretary-Treasurer at least thirty (30) days in advance of the date fixed for such meetings.

Section 4. A majority of the votes entitled to be cast by the members present or voting by proxy at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the members. A minimum of ten (10) voting members present at a duly called meeting shall constitute a quorum.

Article VIII **Ethics and Membership Committee**

Section 1. The Ethics and Membership Committee shall be a standing committee, consisting of a permanent chairman who shall be the Vice-President of the Council and one member appointed each year by the President of the Council for a three (3) year term, to make a total of four (4) members.

Section 2. The duties of the Ethics and Membership Committee shall consist of: 1) the review of membership nominations; and 2) the examination of written allegations of unethical archaeological behavior by Council members. The results of such review and examinations are to be submitted to the Council at a regular meeting with written recommendations for appropriate action.

Section 3. Allegations of unethical archaeological behavior are to be submitted in writing to the Ethics

and Membership Committee which within thirty (30) days, must seek a written explanation from the alleged offender. After examination, if the Committee feels that the allegations are warranted, it will further investigate and submit recommendations for a course of action, in writing, including all documentation submitted to it, at the next meeting of the CMA.

The Committee may recommend any of the three following courses of action: 1) a letter of warning to the offender; 2) a formal vote of censure by the CMA against the offender; and/or 3) dismissal from the CMA. Action by the Council on the first two courses of action requires a majority vote of the members present at a regular meeting, action on the third course requires a three-fourths (3/4) vote of the members present at a regular meeting. Results of action taken by the CMA are to be published in the Newsletter.

Article IX **Professional Ethics**

Section 1. Conserve the total resource base. Only those surveys and excavations should be initiated which are legally or ethically required, or are scientifically justified in terms of analysis or preservation of archaeological data; once initiated, research should be carried to completion in the form of a final project report and/or publication.

Section 2. Become knowledgeable concerning available data relevant to an investigation prior to its initiation. This includes clear responsibility to communicate directly with those colleagues who may have prior research interests in and information related to the proposed research.

To respect the research interest of other archaeologists concerning sites or areas where they have an ongoing and current research program, and original data they have developed or are actively developing. Such data should not be utilized without appropriate citation or recognition.

Such colleagues have an obligation to provide access to such data as is consistent with the conservation of the resource and the development of knowledge. Where Federal, state, and local law has promulgated procedures pertinent to an area, it is expected that the archaeologist will become acquainted with these and comply with them appropriately in planning and executing research.

Section 3. Neither formally propose nor initiate a research project which cannot be carried to a satisfactory scientific conclusion because the prerequisites of appropriate training or background of the archaeologist, because sufficient funds, time, or personnel, or because responsible and realistic conditions established by a grantor, contractor, or other agent cannot be met.

Section 4. Adhere to high scientific standards of field research in order that maximum data be generated consistent with all relevant circumstances. Archaeological research depends on systematic collection of material objects together with adequate records of the circumstances of the finds and relationships among objects and their surroundings. Value attaches to objects so collected because of their status as documents, but it is not intrinsic. Therefore, collecting practices which destroy data and thus prevent attainment of the scholarly goals of archaeology are to be censured.

Field techniques aim at preserving all recoverable information by means of adequate records. Although archaeologists may choose to take only a limited sample from a site, any collection made should endeavor to include all classes of data.

Certain basic field records must be kept, including the following:

- 1) A map of the site showing the surface features of the site and environs as well as the location and extent of the digging.
- 2) Detailed written records and maps of burials, houses, and other structural or natural features, known or assumed to have significance in the cultural history of the site.
- 3) Stratigraphic relationships where present must be noted and the data preserved either through separation in natural soil layers or by arbitrary levels established during digging.
- 4) A catalogue of all the specimens found indicating their location, stratum of origin, and cultural association. Specimens should be labeled, numbered, and catalogued to preserve their identity as scientific data.
- 5) Photographs, drawings, and other documentation necessary to clarify the technique of the work and the context and associations of the finds should be made.

Section 5. Complete reports on research undertaken within the period of time contracted for and if there is none established, within a reasonable period. Normally failure to complete a report within ten years of the completion of field research is construed as nullifying one's sole scientific right to the data from a research project and all data should be made accessible to other competent archaeologists.

Section 6. Be sensitive to and respect the concerns and interests of women and ethnic groups and strive toward developing mutual understanding of the cultural history of such groups.

Section 7. Recognize a commitment to represent the profession and its results to the public in a responsible manner.

Section 8. Discourage, and, if possible, prevent destruction of archaeological sites, or portions of sites for the purpose of acquiring materials for other than scientific purposes.

Section 9. A member should exercise reasonable efforts to keep informed and knowledgeable about developments in that member's field of specialization.

Section 10. Take those necessary measures to insure that all artifacts and accompanying data are deposited in a qualified institution or that other equally satisfactory provisions are made for proper curation, for the availability of the artifacts and data to other archaeologists, and, as appropriate, to the public. Proper curation includes adequate security, permanent and adequate facilities, and personnel qualified to conserve the artifacts and associated data.

Article X

Amendments

Section 1. These By-Laws may be amended, repealed, or altered, in whole or in part, by a two-thirds (2/3) vote of the members present in person or voting by proxy at any regular or special meeting of the members provided that the members were notified of the purpose of the meeting not less than thirty (30) days in advance of the date fixed for such meeting.

Section 2. Proposed amendments may be submitted to the members by: a) the President; b) the Board of Directors; or, c) five (5) members in good standing.