

POLICIES AND PROCEDURES
for the Organization and Operation of the
Council of Affiliated Societies
of the Society for American Archaeology

SECTION I: MISSION AND GOALS

1. The purpose of the Council of Affiliated Societies (CoAS) is to promote the mission of the Society for American Archaeology in expanding the understanding and appreciation of humanity's past as achieved through systematic investigation of the archaeological record. CoAS accomplishes this by furthering the objectives of SAA, as stated in the bylaws, through information exchange and coordinated activities between the affiliated societies and SAA.

2. Specific CoAS goals, which parallel SAA objectives, are:

a. To foster the formation and welfare of regional and local archaeological societies to stimulate and promote interest and research in the archaeology of the American continents and to encourage public access to, and appreciation of, the aims, accomplishments, and limitations of archaeological research.

b. To serve as a bond among those interested in American archaeology, both professionals and nonprofessionals, and to aid in directing all archaeological efforts into scientific channels. CoAS will make the SAA Board of Directors and members aware of local and regional preservation issues and will work together with professional archaeologists to address such matters.

c. To advocate for and to aid in the preservation of archaeological resources, to encourage mutual support for non-partisan, preservation-related communication with government representatives, and to encourage mutual support for non-partisan communication related to the appropriate funding of scientific archaeology and archaeology education with government representatives.

d. To promote discussion and education about the ethical practice of archaeology and to discourage commercialism in archaeology and work for its elimination. In pursuit of its objectives, CoAS shall promote and support all legislative, regulatory, and voluntary programs that forbid and discourage all activities that result in the loss of scientific knowledge and of access to sites and artifacts. Such activities include, but are not limited to, irresponsible excavation, collecting, hoarding, exchanging, buying, or selling archaeological materials. Conduct that results in such losses is contrary to the ideals and objectives of the SAA and of CoAS.

3. CoAS shall encourage activities promoting these goals and discourage any activity among affiliated societies and their members contrary to these goals, or to the SAA

Principles of Archaeological Ethics, or that detract from study of the human past. Such contrary and unethical activities are cause for membership termination.

4. CoAS also shall promote, among regional, state, provincial, and local societies, individual membership in SAA, in its several categories of membership.

SECTION II: MEMBERSHIP IN THE COUNCIL OF AFFILIATED SOCIETIES

1. To be eligible for affiliation, a national, regional, provincial, state, or local society must be an organized, incorporated group, open to the general public, and have legal recognition as a not-for-profit organization. Dependent chapters of societies do not qualify for affiliation. Affiliate societies must have bylaws, goals, and programs that are consistent with those of the Society, and they must adhere to the SAA Principles of Archaeological Ethics and SAA policies on discrimination, harassment and violence.

2. CoAS is composed of representatives of national, regional, provincial, state, and local avocational archaeological societies and avocational/professional societies affiliated with SAA.

3. Such affiliated units shall be completely autonomous and independent of the Society, and the Society shall not be legally liable for any act or failure to act on the part of any affiliated unit.

4. Archaeological societies that wish to affiliate shall apply to SAA for affiliation through its Manager, Membership and Marketing, providing necessary information on the official application form to determine eligibility in accordance with the mission and goals noted above, the SAA Principles of Archaeological Ethics, and the SAA policies on discrimination, harassment, and violence. The SAA Board of Directors will have the final approval of applications for affiliation.

5. The manager, Membership and Marketing shall inform the officer of the archaeological society signing the application of the Board of Directors' action taken and at the same time shall provide information about CoAS to that officer, if appropriate. S/he shall likewise inform the CoAS Chairperson of action taken and provide the related Board of Directors resolution.

6. The manager, Membership and Marketing shall maintain contact with officers of affiliated societies and keep current information on those societies essential for communication, as provided by the societies.

7. The SAA Board of Directors is authorized to terminate the affiliated society status of any affiliated society for cause, which shall be interpreted as actions contrary to the stated goals of SAA, the SAA Principles of Archaeological Ethics, and SAA policies on discrimination, harassment, and violence. Failure to pay the dues in the normal SAA renewal cycle shall be considered cause for termination of the affiliation and will require re-submitting an application.

8. Renewal of Affiliation after a Lapse: If an Affiliated society has a year lapse in affiliation with SAA, Board reapproval would not be required, assuming that the lapsed society verifies that its organizational status and bylaws have not changed and that current contacts are provided.

SECTION III: STRUCTURE OF THE COUNCIL OF AFFILIATED SOCIETIES

Each affiliated society may be represented at CoAS meetings by a person designated by that society, called the society representative. An alternate representative may also be designated by an affiliated society to attend meetings. An affiliated society shall select its representative or representatives in accordance with whatever procedures their bylaws dictate. They shall notify the CoAS Chairperson of their designation as soon as possible prior to the CoAS meeting. The manager, Membership and Marketing shall distribute the meeting announcement to the affiliated societies before the SAA annual meeting.

1. The President of SAA shall appoint a member of the Board of Directors to be the Board Liaison to CoAS.

2. At the end of each annual meeting, CoAS shall elect a Chairperson, Vice-chairperson, and Secretary from among its membership for the conduct of the next annual meeting and any other meetings until the next annual meeting. The term of office is a year, but officers may serve for a maximum of three consecutive years.

3. Election of the Chairperson, Vice-chairperson, and Secretary shall be based on a slate of candidates prepared by a nomination committee named by the Chairperson from among CoAS membership, or by nominations from the floor at CoAS meetings, or by both. In any event, opportunity for nominations from the floor at CoAS meetings shall be provided.

4. The Chairperson, or in her/his absence the Vice-chairperson, shall preside at all CoAS meetings. The Vice-chairperson shall perform such other duties as may be delegated or assigned by the Chairperson, who shall consult with the Vice-chairperson on all CoAS actions in the interim between meetings. The Secretary shall take minutes at all meetings.

5. The CoAS Chairperson may appoint committees or task forces as s/he deems appropriate or as recommended by CoAS.

6. CoAS may have its web pages on SAAweb and a Facebook page, with both following SAA guidelines.

7. CoAS officers (Chairperson, Vice-chairperson, and Secretary) may meet or otherwise conduct business in the interim between annual meetings and shall inform the affiliated societies of all business conducted. The Chairperson shall coordinate all actions of the CoAS officers in this interim period.

8. The CoAS Chairperson shall report to the SAA Board of Directors each spring about CoAS activities in the previous 12 months, using the report form required by the Board of

Directors.

SECTION IV: COUNCIL of AFFILIATED SOCIETIES MEETINGS AND ACTIVITIES

1. The Council of Affiliated Societies will generally convene once a year during the time and at the place of the annual SAA meeting, at the time established for the CoAS meeting.
2. The manager, Membership and Marketing shall distribute email notifications to the societies for the CoAS Chairperson.
3. The agenda for the meeting shall be prepared by the CoAS Chairperson in consultation with the Vice-chairperson and the Secretary.
4. At the request of the CoAS Chairperson, the manager, Membership and Marketing will distribute the agenda developed by the chair to the affiliated societies at least 30 days prior to the annual meeting. All meetings shall be conducted in accordance with Robert's Rules of Order and consistent with CoAS procedures herein defined. Affiliated society representatives or alternate representatives, the Board liaison, and the Executive Director have the right to speak. Others may be given the privilege of speaking by the CoAS Chairperson. Voting may be by voice, show of hands or paper ballot, but the Chairperson or any representative may require that any vote be counted.
5. Visitors from unaffiliated societies or from SAA membership may attend any CoAS meeting, unless a session is declared closed by majority vote of CoAS members attending the meeting and limited to members of CoAS, the Board Liaison, and the Executive Director. Specific exceptions may be made by the same CoAS vote.
6. Decisions shall be by majority vote of the representatives or alternate representatives acting in the absence of the representative. Each representative, or in her/his absence the alternate, shall have one vote. Members of the SAA Board of Directors and the Board Liaison who are present shall not have voting privileges.
7. At its annual meeting, CoAS shall develop a program of action for the following year. The Chairperson may form committees, task forces, or work groups to develop draft programs and to take action and review progress on the programs. The CoAS Chairperson may also call upon individual members of SAA for support of program activity and in the accomplishment of joint CoAS-SAA goals.
10. Any business remaining upon adjournment of the CoAS meeting must be carried over to the next meeting.
11. CoAS shall have final jurisdiction over its own membership at CoAS meetings regarding any dispute over seating representatives or alternates. Alternates may be seated with the affiliated society representatives and may serve, with vote, in place of a representative who is absent.

SECTION V: FINANCES AND FUNDS

1. Affiliated societies shall pay an annual fee that is deemed reasonable by the SAA Board of Directors. For this fee, affiliated societies shall receive *The SAA Archaeological Record* (their choice of digital or print), the Preliminary Program of SAA annual meeting, an email announcing the availability of the Final Program on-line, the Government Affairs and International Governments Affairs Update emails, a digital copy of the CoAS Newsletter twice a year, and other SAA and CoAS notices and communications. SAA shall make the arrangements and provide the facilities for the annual CoAS meetings. The manager, Membership and Marketing will handle fee collections.

2. The Council of Affiliated Societies shall have no funds of its own.

3. The representative and alternate from each affiliated society shall not be required, individually, to be members of SAA, nor shall they be required to pay registration fees for SAA meetings if they participate only in CoAS meetings. They must pay the appropriate registration fee, as members or non-members of SAA, if they attend other SAA programs at its annual meeting.

SECTION VI: AMENDMENT

Should changes be required to these Policies and Procedures, any affiliated society representative, SAA Board of Directors member, or the Executive Director may recommend them to the SAA Board of Directors. Amendments to the Policies and Procedures must be approved by the SAA Board of Directors before being put into effect. Board actions are communicated to the CoAS by the Board Liaison.

Adopted: _____