

BY LAWS
OF THE
NORTHERN VIRGINIA CHAPTER
ARCHEOLOGICAL SOCIETY OF VIRGINIA

- I. This organization shall be called the NORTHERN VIRGINIA CHAPTER, ARCHEOLOGICAL SOCIETY OF VIRGINIA.
- II. The objectives of this organization shall be the same as those of the parent organization. All positions and activities undertaken by this Chapter or its members shall be consistent with the philosophy and by-laws of the parent organization.

The ASV mission is to promote archeology and anthropology of Virginia and adjacent regions. The Mission is approved through the following purposes: Education and Outreach, Archeological Research, Preservation and Conservation, Communication and Publication, Fellowship and Collaboration (approved at June 16, 2006 ASV Strategic Planning Retreat).

- III. Membership in the Chapter shall be in one of the following categories:
 - a. Individual: Any person over fourteen not a member in any other category.
 - b. Student: Any person enrolled as a full-time student in any school.
 - c. Family: Any person in the family of a member in categories “a” or “b”, for whom the prescribed additional family fees have been paid. Family members shall be entitled to vote on matters concerning the Chapter.
 - d. Honorary: Any person or entity nominated for such category and approved by vote of the membership or who qualify under standard policies approved by vote of the membership.

Dues for membership shall be established by vote of the Chapter. Dues payment shall be for the calendar year and are payable in January. Failure to pay dues by March 1 shall result in disenrollment. New memberships dating after September 30th shall be extended through the end of the following year.

Chapter membership shall entitle the individual to all newsletters issued subsequent to dues payment.

- IV. Officers and Committees:

Candidates for officers of the Chapter shall be announced in the November Datum Point and formally elected at the December Chapter meeting. They shall take office effective on January 1. They shall serve one-year terms, and shall have the right of succession. The officers are:

- a. President: Shall set the agenda for, and chair, meetings of the Chapter; shall consult with and coordinate all standing and *ad hoc* committees and the Executive Board; shall appoint chairpersons of all standing and *ad hoc* committees; shall be a member of the Board of Directors of the state society and attend Board meetings; shall prepare the annual report for submission to the state society.
- b. Vice-President: Shall assume the duties of the President in his/her absence; shall assist the President performing such duties as the President may designate; shall serve as Chairperson of the Williams – Mullen Memorial Field Study Scholarship Committee and the Nominations Committee. Shall receive and present to the membership for approval applications for the Rubis – Fuller Research Fund. Shall form and chair the Chapter Monthly Tours and Speaker Committee whose purpose is to contact, coordinate and schedule monthly Chapter meeting speakers and the twice yearly tours.
- c. Recording Secretary: Shall maintain records of the Chapter meetings; shall compose copy for the Chapter newsletter; shall solicit material from Chapter members for inclusion in the newsletter; shall review Chapter by-laws annually and revise as required.
- d. Corresponding Secretary: Shall be responsible for printing and mailing the Chapter newsletter; shall maintain contact with the state society and submit items for its quarterly newsletter; shall type and mail such correspondence as requested by the President; shall maintain, jointly with the Treasurer, the membership list of the Chapter.
- e. Treasurer: Shall manage the financial accounts and maintain the financial records of the Chapter; shall be authorized to disburse funds to cover liabilities of the Chapter; shall maintain a membership list; shall submit an annual accounting to the treasurer of the state society; shall make financial records available for annual audit by a Chapter member who is not an officer in the Chapter.
- f. Datum Point Editor: Shall compile, format, and edit the *Datum Point*, and prepare for distribution, whether by email or regular mail.
- g. Chapter Webmaster: Shall maintain and update NVC/ASV presence on the Web; shall ensure information on NVC website is correct and up-to-date, including officer information, calendar information, meeting and speaker information.
- h. Certification Liaison: Shall support and assist Northern Virginia candidates for certification; shall serve as Chapter liaison to the ASV certification program; and shall possess a Level 1 certification prior to commencing duties in this position.

All officers of the Chapter together shall constitute the Executive Board. The Executive Board shall meet annually at the call of the President. A majority of the officers may approve expenditures of \$200.00 or less for the conduct of normal Chapter business.

Vacancies occurring during terms in office, by virtue of resignation, or inability to perform official duties, shall be filled by nomination by the Executive Board and confirmation of the Chapter membership.

There shall be four standing committees, appointed by the President:

- a. Hospitality: Shall arrange for refreshments at meetings and plan special functions of the Chapter.
- b. Program: Shall obtain a roster of speakers for meetings.
- c. Nominations: Shall arrange a slate of officer candidates, and present same at the December meeting of the Chapter.
- d. Scholarship: Shall receive and evaluate applications for the annual field study scholarship award and recommend a candidate or candidates for approval by the membership of the Chapter.

V. Meetings:

Chapter meetings or alternative activities shall be held monthly, at a time and place agreed upon by Chapter vote. Meeting agenda shall be published and mailed to members via the newsletter at least one week in advance of such meetings.

Ten members present at any meeting shall constitute a quorum for the purpose of transacting business.

Positions on substantive issues, and expenditures in excess of \$100.00, shall be approved by a majority vote of a quorum. Questions of this nature shall be advertised in one issue of the Chapter newsletter prior to finalizing any such action.

Distribution of complementary copies of the Datum Point shall be approved by a vote of Chapter members present at a monthly meeting.

VI. Amendments:

These by-laws may be amended by a single vote of a majority of Chapter members at a regularly scheduled meeting. Proposed amendments may originate with any member of the Chapter. Proposals must be submitted in writing to the Executive Board at least thirty days in advance of the meeting at which they will be introduced, and must be published in the Chapter newsletter as an agenda item for that month.

This version of the Chapter by-laws was approved by a vote of the Chapter membership present at a meeting on November 8, 2017. All other versions of the Chapter bylaws prior to that date are to be considered outdated, and provisions added to earlier versions are to be considered null and void.

Accepted 11/2017