

CONSTITUTION AND BY-LAWS  
of the  
EASTERN STATES ARCHEOLOGICAL FEDERATION

**CONSTITUTION**

**Article 1      NAME**

The name of this organization shall be the EASTERN STATES ARCHEOLOGICAL FEDERATION (ESAF) and referred herein as the FEDERATION.

**Article 2      OBJECTIVES**

The objectives of this FEDERATION are:

- a. To serve as a bond between the Member Societies.
- b. To encourage and promote scientific archeological work by the Member Societies, Individual Members, and Institutional Members.
- c. To promote the spread of archeological knowledge.
- d. To publish and encourage the publication of reports and articles about the Archeology of the region; Anthropological studies related to the Archeology of this area; and contributions from inter-disciplinary fields related to the study of Eastern North American Archeology.

**Article 3      MEMBERSHIP**

Categories of Membership in the FEDERATION will be determined by the Executive Board.

**Article 4      ADMINISTRATION**

The administration and operation of the FEDERATION shall be carried out by an Executive Board comprised of a Representative from each Member State or Provincial Society, the Elected Officers, and the Business Manager and others appointed by the Executive Board.

The Executive Board shall be governed by By-Laws, which, when adopted, shall implement this Constitution.

**Article 5      AMENDMENTS**

This Constitution may be amended, when necessary. Any Individual Member or any member of the Executive Board may submit a proposed amendment to be voted upon by the Executive Board at the Annual Executive Board meeting or at a special meeting of the Executive Board. If at least two-thirds of the Executive Board members present approve the amendment, the proposed amendment shall be distributed to Member Societies and Individual Members at least three (3) months before the Annual General Business Meeting of the FEDERATION. At least

two-thirds of the members attending the Annual General Business Meeting must vote in favor of the amendment to enable it to be adopted.

#### **Article 6        DISSOLUTION**

The Corporation shall have perpetual existence until such time as it is dissolved. Dissolution of this Corporation, either voluntarily or involuntarily shall be implemented by a resolution of the Executive Board, approved by two-thirds vote of the membership. Members of this Corporation shall not be entitled to any of the assets. Upon dissolution all outstanding debts shall be paid. Remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or a state or local government, for public use.

#### **Article 7        ADOPTION**

This Constitution and By-Laws adopted November, 3, 2018, replaces versions adopted on November 12, 1955, November 4, 1967, January 9, 1977 and October 30, 2010.

## BY-LAWS

### Article 1 MEMBERSHIPS, DUES AND SUBSCRIPTIONS

1) Categories of Federation membership shall be as follows:

**a. Society Memberships** shall be open to archaeological societies situated east of the Mississippi River in the United States and in the Provinces located in the eastern half of Canada. Any person holding membership in a member society is a non-voting member of the Federation (unless designated the official ESAF representative);

**b. Individual Memberships** shall be open to any individual who supports the objectives of the Federation.

**c. Student Memberships** shall be open to a student submitting an image of a current, valid, student identification card.

2) Membership Dues:

Annual dues for all categories of membership listed above (society, individual, and student) shall be determined by majority vote of the Executive Board for each membership category at the Annual General Business Meeting of the Eastern States Archaeological Federation.

Member Societies shall be assessed annual dues to support the work of the FEDERATION. Dues shall be paid annually by the Member Societies to the FEDERATION Treasurer.

3) Subscriptions:

Subscribers are professional groups, libraries and other organizations who receive the journal of the Federation. Subscription rates shall be established by the majority vote of the Executive Board at the Annual General Business Meeting of the Eastern States Archaeological Federation. Subscribers are not voting members of the Federation.

### Article 2 OFFICERS

The Officers of the FEDERATION shall consist of a President, President Elect, Recording Secretary, Corresponding Secretary, and Treasurer. Officers shall be elected for two-year terms at the Annual General Business Meeting of the FEDERATION held in the even-numbered years. Vacancies occurring between elections may be filled by appointments made by the President with the concurrence of a majority vote of the Executive Board.

### **Article 3 DUTIES OF ELECTED OFFICERS**

1) The duties of the FEDERATION's Elected Officers shall be as follows:

**a. The President** of the Federation shall preside over all meetings of the Executive Board, at Annual Meetings, and at the Annual General Business Meeting. The President shall conduct the business of the FEDERATION, subject to ratification by the Executive Board, and make appointments deemed appropriate for the good of the FEDERATION and under parameters set forth in Article 6 of these By-Laws. The President may call a special Executive Board Meeting by notifying all Board members of the meeting's time and place or digital address. This special meeting may be a face-to-face at a specific location or held electronically via telephone or internet.

**b. The President-Elect** shall preside at meetings in the absence of the President, assume the Presidency in the event of its vacancy, perform other duties as may be assigned by the President, and review the operations of the FEDERATION under the Constitution and By-Laws. The President-Elect shall consider all questions and inquiries regarding the Constitution and By-Laws and shall periodically advise the Executive Board and make suggestions regarding interpretation, implementation, and amendment of the Constitution and By-Laws. The President-Elect automatically becomes ESAF President after serving two years as President-Elect.

**c. The Recording Secretary** shall transcribe and maintain Minutes of all Executive Board and Annual General Business Meetings of the FEDERATION and prepare yearly reports of Executive Board and Annual General Business Meetings for publication in the Bulletin. The Recording Secretary shall periodically forward past records of the FEDERATION for curation in the Archives.

**d. The Corresponding Secretary** shall conduct the official correspondence of the FEDERATION and prepare and maintain a current roster of the FEDERATION Executive Board and the Officers of the State or Provincial Societies. The roster shall be distributed yearly to the membership through one of the regular FEDERATION membership mailings or made available digitally. The Corresponding Secretary shall also periodically forward to the FEDERATION Webmaster other documents, announcements, and updates for the membership of the FEDERATION.

**e. The Treasurer**, in conjunction with the Business Manager, shall receive all monies and maintain a systematic record of receipts and disbursements, maintain banking and investment accounts, and report annually to the Executive Board and the FEDERATION on the financial condition of the organization. A summary of each year's balance sheet shall be forwarded to the Bulletin Editor for inclusion in the Annual Reports of the FEDERATION. The Treasurer shall make the FEDERATION financial records available for an annual internal audit.

**f. The Immediate Past President** shall advise and assist the other members of the Executive Board and shall undertake tasks at the request of the President. The term is automatic after the person serves a two-year term as ESAF President and lasts until the next election of officers. With consent of the Executive Board, the President can assign tasks to the

Immediate Past President, as well as appoint the Immediate Past President to chair ad hoc committees (see Article 6f).

#### **Article 4 EXECUTIVE BOARD**

The five elected officers (President, President-Elect, Recording Secretary, Corresponding Secretary, and Treasurer), the Appointed Committee Chairs, the Editor of Archaeology of Eastern North America, the Editor of the Bulletin, the Business Manager, the Immediate Past President, and one Representative from each Member Society shall compose the **Executive Board**. The administration and operations of the Federation shall be carried out by the Executive Board.

Executive Board shall meet once each year during the Annual Meeting; or by call from the President; or at the written request of at least five members of the Executive Board. All members of the Executive Board must be members in good standing of the Federation.

The President may call a special Executive Board Meeting by notifying all Board members of the meeting's time and place. The special meeting may be face-to-face at a specific location or held electronically via telephone or internet.

Those serving on the Executive Board may be elected or appointed from the rolls of the Member Societies and from the FEDERATION's Individual Members. Each elected and appointed member of the Executive Board, with the exception of the Immediate Past President, shall have one vote. If a member serves the Executive Board in more than one capacity, a vote may be cast for each capacity. A simple majority of votes cast by voting Executive Board members shall decide passage or rejection of matters coming before the Executive Board. The serving president, or in the absence of the president, the president-elect, will cast a vote only in the event of a tie. The Executive Board shall establish policies; admit or drop societies to and from membership; act on all matters of substance; and conduct the business of the FEDERATION, subject only to possible veto or amendment of any action by at least a two-thirds vote of the eligible votes at an Annual General Business Meeting.

#### **Article 5 APPOINTMENTS**

The President, with the approval of the Executive Board, shall appoint a Bulletin Editor, an Archaeology of Eastern North America (AENA) Editor, and Committee Chairs as required to meet the needs of the FEDERATION. Terms of the appointments are concurrent with that of the President. The appointees shall submit a report of each year's activities to the annual meeting of the Executive Board. The President shall confer with a panel of at least two Past Presidents of the FEDERATION prior to bringing an appointment of a new AENA Editor or new Business Manager to the Executive Board for ratification.

## **Article 6 DUTIES OF THE APPOINTED MEMBERS OF THE EXECUTIVE BOARD**

1) The duties of the appointed members of the Executive Board shall be as follows:

### **a. The Editor of *Archaeology of Eastern North America* (AENA):**

The Editor shall be responsible for all matters pertaining to the compilation and production of AENA and present a yearly status report to the Executive Board. The AENA Editor shall confer with the Business Manager concerning the financing and distribution of the publication.

### **b. The Bulletin Editor:**

The Editor shall be responsible for all matters pertaining to the yearly publication of reports from the Recording Secretary, Treasurer, and Member Societies Representatives as well as the Program and Abstracts of papers presented during the FEDERATION's Annual Meeting. Abstracts of papers presented at the Annual Meeting; reports of the Member Societies Representatives; the Minutes of the Executive Board or Special Meeting; the Minutes of the Annual General Business Meeting; and the Treasurer's Year End Balance Sheet shall be published in the FEDERATION Bulletin annually and distributed to the official representatives of each Member Society, to Individual Members, and to Institutional Members.

### **c. The Business Manager:**

The Manager shall oversee the receipt and processing of memberships. As an assistant to the Treasure, the Business Manager shall help with the financial management of the FEDERATION as well as manage the distribution of AENA, the Bulletin, meeting notices, renewal notices, and other mailings.

### **d. Society Representatives:**

Each member Society of the FEDERATION shall elect or appoint a **Representative** to serve on the Executive Board with the authority to vote on all matters coming before the Executive Board. Each Member Society has one vote on all Executive Board matters. Each **Representative** shall provide updates of their Society Executive Board members to the Corresponding Secretary for inclusion in the Directory. **Representatives** shall present a report about the yearly activities of their Society at the Annual General Business Meeting. The **Representatives** shall forward FEDERATION notices to the officers and constituents of their Member Society. The name of each Member Society's official **Representative** shall be provided to the Recording Secretary of the FEDERATION prior to the opening of each Executive Board, Special, and Annual General Business Meeting.

### **e. The Webmaster:**

The Webmaster is responsible for the maintenance and operation of the FEDERATION's Website and associated publicity and will work in concert with the Communications Committee. The Webmaster shall provide a report at the Annual Executive Board Meeting.

#### **f. Appointed Committee Chairs:**

1) Committee chair shall perform duties assigned by the President of the FEDERATION and shall report the results to the Annual Executive Board. Two committee types can be created: standing committee and ad hoc committees.

- a) **Standing Committee** is a permanent committee created by the Executive Board to manage, monitor, and make recommendations deemed necessary for the health and well-being of the Federation. Such committees are created by the Executive Board when a systemic need is identified that requires continual attention. The chair of a standing committee is appointed by the President with the concurrence of the Executive Board of the Federation at the annual Executive Board Meeting. Chairs will be responsible for populating their committee with members of the FEDERATION who are in good standing. Terms of the appointment are concurrent with that of the President.
- b) **Ad Hoc Committees** are short-term assignments (ad hoc) to investigate specific issues relating to the health and well-being of the Federation. The President of the FEDERATION, with the concurrence by majority vote of the Elected Officers of the FEDERATION at the annual Executive Board Meeting, can create an ad hoc committee. The President will have the authority to appoint the chairs of such committees. Chairs will be responsible for populating their committee with members of the Federation who are in good standing. Ad hoc committees will report their findings and/or recommendations at the annual Executive Board Meeting. Terms of the appointment are concurrent with the term of the President.

#### **Article 7      STANDING COMMITTEES AND DUTIES**

##### **a) Nomination Committee:**

At least six months before an election, the President shall appoint a Nominating Committee to prepare a slate of nominees to submit to the Annual Executive Board meeting and to the Annual General Business Meeting. To be eligible for office, a nominee must either be an Individual Member or hold membership in a current Member Society. The Nominating Committee shall obtain the consent of the nominees before submitting their names for election. Additional nominations may be made from the floor during the Annual Executive Board Meeting and/or Annual General Business Meeting by an individual Member of the FEDERATION, or any member of the Executive Board. Officers shall be elected by a simple majority of votes cast at the annual General Business Meeting. The chair of the Nomination Committee shall have voting privileges at the annual Executive Board Meeting of the Federation.

##### **b) Membership Committee:**

The Membership Committee is responsible for promoting the FEDERATION and its goals and objectives stated in Article 2 of the Constitution. The committee shall work with the Treasurer of the FEDERATION to recognize individuals who have been members for

more than 15 years and recognize those in attendance at the banquet at the annual meeting of the FEDERATION. The Membership Committee shall also work with the State or Provincial Society members to promote membership in the FEDERATION. The Membership Committee chair shall provide the Executive Board with a yearly report at the annual Executive Board meeting. The chair of the Membership Committee shall have voting privileges at the annual Executive Board Meeting of the Federation.

**c) Education Committee:**

The Education Committee is responsible for promoting student scholarship by organizing the student paper competition held at the annual meeting of the FEDERATION. The committee shall develop criteria for the competition, for judging the student entries, and for selecting the winning student entry. A majority of the Education Committee must be in agreement with the nominated entry/entries. The chair of the Education Committee shall have voting privileges at the Executive Board Meeting of the FEDERATION.

**d) Finance/Auditing Committee:**

The Auditing Committee shall review the finances of the FEDERATION and provide a report to the Board biannually (on even number years) in a form acceptable for tax purposes. The membership of the Auditing Committee may not include the Treasurer or Business Manager of the FEDERATION, to avoid conflict of interest.

**e) Communications Committee:**

The Communications Committee is responsible for providing the Webmaster with all relevant and current information from the Business Manager, the Corresponding Secretary, and the Recording Secretary concerning the FEDERATION and the Annual Meeting for the FEDERATION Web page. The Communications Committee will oversee the actions of the Webmaster.

**Article 8 ANNUAL MEETINGS**

The Annual General Business Meeting shall include in its Agenda any matter deemed desirable or necessary by a member of the Executive Board; a synopsis of actions taken by the Executive Board (Minutes); elections of officers (when due); and discussion and voting on any action of the Executive Board which may be challenged by a member of the FEDERATION. An action taken by the Executive Board may be annulled or amended by a two-thirds vote of the eligible voting membership present and voting at the Annual General Business Meeting.

**Article 9 ANNUAL EXECUTIVE BOARD MEETING**

The Annual Executive Board Meeting and Annual General Business Meeting of the FEDERATION shall determine the FEDERATION's operations. A Member Society or Institutionally-based Individual Member may sponsor an Annual Meeting by making application to and receiving approval by the Executive Board no less than one year in advance. Special meetings of the FEDERATION and/or the Executive Board may be called by the President or at the written request of at least five members of the Board. Executive Board business may be



carried out with the simple majority of the Board members. The Recording Secretary will document any such business at the next annual Executive Board meeting.

A quorum for the Annual Executive Board or Special Meeting shall be constituted by the presence of a simple majority of Member Societies' Representatives, Elected Officers, Committee Chairs, and appointed members as identified in By-Laws.

Individuals from FEDERATION Member Societies as well as members of a Member Society may attend Executive Board Meetings and speak on all issues. They may not vote at the Executive Board meeting unless designated the official Representative of a Member Society.

#### **Article 10      EXPENDITURES**

Except for usual and recurring expenses involved in the publication of Archaeology of Eastern North America, the organization and function of the Annual Meeting, and recurring normal expenses, all activities of the FEDERATION involving expenditure of FEDERATION funds shall be approved in advance by the Executive Board. The expenditures so approved shall be paid by the Treasurer.

No member shall have the power to incur any debt in the Corporation's name unless authorized by the Executive Board.

No member shall be personally liable for payment of the Corporation's debts except as they may be liable by reason of their own conduct or acts.

#### **Article 11      BY-LAWS AMENDMENT**

These By-Laws may be amended by majority vote of the Executive Board, subject to veto or amendment by at least a two-thirds majority of the assembled, eligible voting members at the Annual General Business Meeting of the FEDERATION. Any proposed changes to FEDERATION Constitution and/or By-Laws must be reported to member societies three months before the Annual ESAF Meeting.