

BY-LAWS of the NEW ENGLAND ANTIQUITIES RESEARCH ASSOCIATION (NEARA)

9th Revision – May 2, 2003
(Replaces Revision No. 8 dated February 1995)

ARTICLE I Title

Sect. 1 The name of this association, as chartered under the laws of the State of New Hampshire on May 20, 1961, is New England Antiquities Research Association; it may be referred to by the abbreviated title of NEARA. *

ARTICLE II Objectives

Sect. 1 NEARA shall investigate the origin and functions of American lithic features and sites in their cultural context, as interpreted through relevant disciplines. NEARA research and publications shall be for the purpose of protecting and preserving such sites, and for the education of the public.

Sect. 2 All members shall abide by the By-Laws of the Association and shall observe and encourage the preservation and protection of private property, historic sites, and enigmatic findings. Members shall be guided by the ethical standards established by the Society for American Archaeology.

ARTICLE III Membership

Sect. 1 Any person who subscribes to the objectives of the Association and who has paid the annual dues is considered a member. A member whose payment of dues is in arrears for more than one year may be considered inactive and forfeit membership privileges.

Sect. 2 Honorary memberships may be granted by the Board of Directors. Honorary members shall not be subject to dues and shall continue on the membership roll indefinitely, unless specifically determined otherwise by the Board.

Sect. 3 Other categories of membership may be established by the Board of Directors.

ARTICLE IV Finances

Sect. 1 The fiscal year shall be from January 1 to December 31. A financial report shall be given at the annual meeting.

Sect. 2 The annual dues for all types of membership shall be determined by the Board of Directors.

Sect. 3 The Treasurer shall be responsible to the Board of Directors for Association funds, disbursements and the recording of the same.

Sect. 4 All donations, gifts, and grants, unless specified as to usage by the donor or grantor, may be applied by the Board of Directors either to specific purposes or to the general obligations of the Association.

Sect. 5 A listing and record of all monetary donations, gifts, grants, etc., including amount and purpose, shall be kept and maintained by the Treasurer.

* Recorded with NH Sec. of State
May 20, 1961

Sect. 6 A budget for the ensuing year shall be presented to the Board of Directors by the Treasurer, reflecting recommendations by the officers and Standing Committees. The budget shall consider the needs of each committee. Upon approval of the budget by the Board, the Treasurer is empowered to honor vouchers for payment as presented by the Committee Chairmen, or other person authorized by the Chairman. Requests to exceed any line item in the budget must be referred to the Board for approval.

ARTICLE V Government and Terms of Office

Sect. 1 The government of this Association shall be vested in a Board of Directors consisting of the President, the First Vice-President, the Second Vice-President, the Secretary, the Treasurer, Chairmen of Standing Committees, six Chapter Coordinators, and not less than five nor more than eight Directors-at-Large.

Sect. 2 The President, First Vice-President, and Second Vice President shall be elected for terms of three years, but shall not be eligible to serve more than two consecutive terms in one office. The Secretary shall be elected for terms of three years. The Directors-at-Large shall be elected for terms of two years, but not more than four shall be elected in any one year.

Sect. 3 The Treasurer, Chairmen of Standing Committees, Chapter Coordinators, and Chapter Coordinators designated as Board members shall be appointed by the President with the approval of the Board at the annual meeting, following election of all other officers and Directors-at-Large.

Sect. 4 The Board of Directors shall have full control of the property, funds, management, and policies of the Association, subject to review by the membership.

Sect. 5 The Board of Directors may, by a vote of two thirds (2/3) of the full Board, remove any officer for just cause presented and determined. Vacancies in the Board of Directors or in any other office shall be filled by vote of the Board, such appointees to fulfill the duties of the office for the unexpired term.

ARTICLE VI Nominations and Elections

Sect. 1 Elections shall be held at the annual meeting.

Sect. 2 The President, with the approval of the Board of Directors, shall annually appoint a Nominating Committee of five members, at least one of whom shall be a member of the Board of Directors.

Sect. 3.1 Voting in the elections shall be by written ballot only. A 30-day notice of this election, accompanied by a ballot, shall be mailed by the Secretary to all members.

3.2 This ballot shall show the Nominating Committee's slate of officers, each of which shall be a current member of the Association, with space next to each name for voting. It shall also contain space for any write-in votes.

3.3 To be valid, a ballot must be received by the Secretary prior to the start of the actual count of the votes at the meeting.

3.4 The ballots shall not be opened until this meeting, and only after the President has appointed two other persons (who need not be members) to assist the Secretary in the opening, counting, and recording of each vote.

3.5 The total of all votes, the names voted on, and the persons elected shall be announced by the Secretary. A plurality of the votes cast for each office shall be sufficient for election. After recording in the Minutes of the meeting, the ballots shall be destroyed.

ARTICLE VII Meetings

Sect. 1 The annual meeting of the members shall be held in the Spring. A majority (fifty-one percent) of those present shall be decisive in any vote, except as provided for in the election of officers, Article VI, Sect.3. and amendments to these By-Laws, Article XIII, Sect. 2.

Sect. 2 Special meetings of the members may be called at any time by the President, or a majority of the Directors, provided that a minimum of 15 days notice is given to all the members.

Sect. 3 The Board of Directors will establish its own schedule of meetings by agreement of the Board, but shall meet at least four times a year. The President may call emergency meetings of the Board, notifying Board members by telephone or mail.

Sect. 4 A valid quorum at Board of Directors meetings shall consist of a majority of its current members.

ARTICLE VIII Duties of Officers

Sect. 1 The President presides at meetings of the Board of Directors and general meetings of the membership and is the principal spokesperson for the Association. The President's signature is required on all formal correspondence relating to major policies, actions, engagements, or obligations of the Association. The President shall assist the Board of Directors in formulating the policies of the Association for carrying out its objectives as stated in Article II.

Sect. 2 The Vice-Presidents shall assist the President in the execution of his/her duties for effecting measures voted by the Association. In the event of the President's inability to carry out the duties of his/her office, the First Vice-President shall assume the duties of that office until the next election. The First Vice-President shall also serve as Program Chairman for the General Meetings. The Second Vice-President shall serve as coordinator of chapters and special interest groups.

Sect. 3 The Treasurer shall be responsible for the Association's funds and disbursements, as specified in Article IV, Sections 4 and 5.

Sect. 4 The Secretary shall keep and maintain the Minutes of all meetings of members and meetings of the Board of Directors, and shall assist the President with various Association matters as deemed necessary.

ARTICLE IX Standing Committees

Sect. 1 Research and Special Projects Committee. The Chairman of the Research and Special Projects Committee shall be appointed annually by the President and be approved by the Board of Directors. The Chairman shall appoint three or more members to serve in the Committee. The Research and Special Projects Committee shall promote research, solicit and recommend projects, set guidelines and standards, and maintain site information.

Sect. 2 Publications Committee. The Chairman of the Publications Committee shall be appointed annually by the President and be approved by the Board of Directors. The Chairman shall appoint three or more members to serve on the Committee. Editors shall be nominated by the Publications Committee Chairman, to be approved by the Board of Directors. The Publications Committee shall be responsible for publications of the full Association and oversight of chapter and special interest group newsletters.

Sect. 3 Library and Archives Committee. The Chairman of the Library and Archives Committee shall be appointed annually by the President and be approved by the Board of Directors. The Chairman shall appoint three or more members to serve on the Committee. The Library and Archives Committee shall maintain and conserve the NEARA Library Collection and archival materials.

Sect. 4 Membership Committee. The Chairman of the Membership Committee shall be appointed annually by the President and be approved by the Board of Directors. The Chairman shall appoint three or more members to serve on the Committee. The Membership Committee shall maintain membership records, and send out an annual billing for payment of membership dues, and develop membership material.

Sect. 5 Resource Development Committee. The Chairman of the Resource Development Committee shall be appointed annually by the President and be approved by the Board of Directors. The Chairman shall appoint three or more members to serve on the Committee. The Resource Development Committee shall be responsible for soliciting donations, gifts, grants, and other financial aid to support the goals of the Association. It shall also develop promotional materials, coordinate advocacy efforts, and disseminate NEARA materials.

Sect. 6 Other Committees. The President may establish other committees as deemed to be in the interest of the Association and appoint chairmen to be approved by the Board of Directors.

ARTICLE X Chapters and Special Interest Groups

Sect. 1 The Board of Directors shall have the power to establish, combine or dissolve Chapters. Chapter Coordinators shall be appointed annually by the President and be approved by the Board of Directors.

Sect. 2 The Coordinator shall be responsible for all Chapter activities and shall submit a Chapter report to the Board of Directors semi-annually.

Sect. 3 Special Interest Groups. A Special Interest Group (SIG) on a NEARA-related subject may be proposed in writing by any NEARA member and submitted to the Board of Directors for approval. The SIG shall have a coordinator who shall submit a report to the Board of Directors semi-annually. SIGS may be dissolved by the Board of Directors for just cause.

Sect. 4 Oversight of Special Interest Groups will rest with the Board of Directors through the Second Vice-President.

ARTICLE XI Accountability

Sect. 1 No member may use the name, acronym, logo, office, position, title, or policies of NEARA for the purpose of eliciting support for personal views or conclusions, or for monetary gain. The name of the Association shall be used only in a way beneficial to its purposes. Any activity involving NEARA in negotiations with an outside agency shall be reported with due and reasonable promptness to the President and Board of Directors.

ARTICLE XII Termination

Sect. 1 In the event of the dissolution of the organization, any funds outstanding after the payment of all debts shall be distributed to an organization exempt under Sect. 501(c)(3) of the Internal Revenue Code, or to a governmental unit or instrumentality for public purposes.

ARTICLE XIII Amendments

Sect. 1 Amendments to these By-Laws may be proposed by the Board of Directors or, in writing, by at least ten (10) members.

Sect. 2 The Secretary shall then submit the proposed amendment(s) to the membership in the form of a ballot at least thirty (30) days in advance of the annual meeting. Amendments are adopted when approved by a two-thirds (2/3) vote of the members whose ballots have been received by the start of that meeting.

ARTICLE XIV Rules of Order

Sect. 1 Roberts' Rules of Order, in the most recent revised edition, shall govern all meetings, where not in conflict with the Constitution and these By-Laws.
