

# Virginia Maritime Heritage Chapter of the Archaeological Society of Virginia

December 2019

## Chapter By-Laws

### Article I. Name

The Virginia Maritime Heritage Chapter of the Archaeological Society of Virginia (ASV).

### Article II. Purposes

1. To observe and carry out the purposes of the Archaeological Society of Virginia, as stated in Article II of its constitution.
2. To promote the study of archaeology and history with a focus on human interaction with the Atlantic Ocean and the Chesapeake Bay and its tributaries within the Commonwealth of Virginia.
3. To search for and investigate submerged and maritime-related sites, historic and prehistoric, and work towards their preservation and management in accordance with all applicable laws and requirements.

### Article III. Membership and Dues

1. All members of this Chapter must be members in good standing of the Archaeological Society of Virginia.
2. The membership shall consist of two categories: Active and Junior.
  - a. *Active* members shall be eighteen years old or older, who are actively interested and support the purposes of the Chapter. Dues shall be as stipulated by the membership and due on the first of each January. Dues will be assessed at \$15/year (Amendment: 24Feb2018). If a member joins on or before November 1st of the calendar year, then that individual shall be provided membership through December 31<sup>st</sup> of that year, plus the following calendar year. (Amendment: 07Dec2019)
  - b. *Junior* members shall be persons who have not attained their eighteenth birthday. Junior members shall pay no dues and shall not vote nor hold office in the Chapter.
4. No Chapter dues will be assessed at this time. Dues may be increased or decreased by a simple majority vote of the membership.
5. The elected officers of the Chapter may, by majority vote, admit or reject any applicant for membership, and may, for sufficient cause, terminate the membership of any member who fails to support the purposes of this Chapter and the ASV Constitution and By-Laws. The Officers may further present such member to the Executive Board of the Society for punitive measures as laid down in Article III (Membership and Dues) of its Constitution and By-Laws.

### Article IV. Finances

1. In the event that Chapter dues are assessed in the future:
  - a. Dues for Chapter membership shall be as stated in the preceding Article and shall be paid at the time of application for membership and on or before each January 1<sup>st</sup> following.
  - b. A member's name may be dropped from the Chapter roster if dues become 90 days in arrears.
2. All funds and accounts of the Chapter shall be received, accounted for, and disbursed by the Treasurer in accordance with good business principles. The President shall appoint an Audit Committee of two members to audit the accounts of the Chapter as of the first of each calendar year. The Audit Committee report shall be read at the first meeting following the audit.

### **Article V. Ethics**

1. All members of this Chapter must agree to abide by Article II (Ethics) of the ASV Constitution and By-Laws.
2. All members of this Chapter must become familiar with and agree to abide by the specific laws and regulations that govern access to Virginia's submerged cultural resources ("underwater historic property").
3. The elected officers of the Chapter may, by majority vote, for sufficient cause, terminate the membership of any member who fails to follow the Chapter's stated ethical policies.

### **Article VI. Officers and Executive Board**

1. Officers of the chapter shall be President, First Vice-President, Second Vice-President, Secretary, and Treasurer. The offices of Secretary and Treasurer may be held by one member if the Chapter elects that member to both offices by separate ballots.
2. The administration of the Chapter shall be entrusted to the Officers. Matters of policy shall be subject to ratification by the members at any meeting, duly announced.
3. The President shall appoint a Nominating Committee to prepare a slate for the ensuing term on or about June of the second year of the expiring term. The chairman of the Nominating Committee shall obtain the consent of the nominees prior to the October meeting of each calendar year, and shall present the slate at that time. Elections will be held at the November meeting. In addition, nominations to any office may be made at the November meeting by any member in good standing.
4. The Officers of the Chapter shall be elected to serve a two-year term. Newly elected officers shall assume their duties on January 15, following election. The President shall appoint a member to serve the unexpired term of any officer unable to serve for any reason.
5. The officers shall perform the duties normal to their respective offices, in addition to duties prescribed herein. The President and Treasurer shall submit a verbal report at the final meeting of their jurisdiction. Primary duties are as follows:
  - a. The *President* shall oversee Chapter planning and goal-setting activities, moderate all meetings and interact with other ASV chapters and agencies as the spokesperson for the Chapter.
  - b. The First Vice-President shall assist the President and Executive Committee for the planning and conduct of Chapter educational and outreach activities and shall preside at meetings when the President is absent.

- c. The Second Vice-President shall assist the President and Executive Committee in the planning and coordination of Chapter research and training activities. (Amendment: 02/2019)
  - d. The *Secretary* shall take minutes of all Chapter meetings and provide a summary of all meetings to the membership.
  - e. The *Treasurer* shall collect dues, if any, for the Chapter, and make sure that those dues are deposited into an account set up for the Chapter. The Treasurer shall maintain a list of all current Chapter Active and Junior Members and interface with the Board Treasurer to ensure that all Chapter members have paid their society dues. The Treasurer will maintain a list of all requested purchases and submit the list to the put forth on request from the chapter body, any purchases to be made with the funds raised from chapter dues or other means.
6. The *Executive Board* shall consist of the five officers plus the Chairs of the Standing Committees described in the Article below.

### **Article VII. Committees**

- 1. The work involved in carrying out the purposes of the Chapter shall be done primarily on an individual basis and by Committees established from within the Chapter.
- 2. The President of the Chapter shall appoint committees as needed to coordinate work done by individuals and to do those things that can best be done at the Chapter level.
- 3. The following committees shall be considered "Standing" Committees, whose Chairs shall serve as members of the Executive Board, as described in the previous Article:
  - a. Research and Projects Committee (Amendment 30Jun2018)
  - b. Archaeological Training Committee (Amendment 30Jun2018)
  - c. Dive Safety Committee
  - d. Public Education and Outreach Committee
  - e. Membership and Development Committee (Amendment 30Jun2018)
  - f. Meeting and Event Planning Committee (Amendment 07Dec2019)

The specific duties of these committees will be determined by the Chapter officers, based on input from the Chapter members.

It shall be the duty of these Standing Committees to submit annually a written statement for submission to the Archaeological Society of Virginia concerning the Committees' activities and accomplishments. These will be included in the chapter president's written report to the Society Secretary.

### **Article VIII. Meetings**

- 1. The Chapter shall have a minimum of two (2) meetings a year.
- 2. Timely notice of all meetings of the Chapter shall be sent by the Secretary to all members in good standing.
- 3. A minimum of six (6) voting members shall constitute a quorum. A voting member is an Active Member, in good standing.

## **Article IX. Amendments**

These bylaws may be amended at any regular or special meeting of the Chapter. Proposed amendments to the By-Laws, signed by at least three Active Members in good standing, shall be submitted to the Secretary in writing or electronically at least 15 days prior to a regularly scheduled and announced meeting. The proposed amendment(s), along with any recommendations by the Officers, shall be submitted to the membership at the next regularly scheduled and announced meeting. At that meeting, passage will be accomplished by a vote of at least 2/3 of the Active Members present, a quorum being necessary.

## **Article X. Political Activity**

No substantial part of the Virginia Maritime Heritage Chapter's activities shall consist of attempts to influence legislation. On behalf of the Society for which it is part the Virginia Maritime Heritage Chapter shall not take part in political campaigns in behalf of or in opposition to any candidate for public office, nor engage in any other activity which would classify it as an "Action" organization within the meaning of the Internal Revenue Code, Section 501 (c)(3), nor any activity which would disqualify the Society for exemption under the cited code.

## **Article XI. Parliamentary Authority**

The rules contained in the current edition of Roberts Rules of Order shall govern all meetings of the Chapter in all cases to which they are applicable and in which they do not conflict with the bylaws and any special rules of the Virginia Maritime Heritage Chapter or the Society.

## **Article XII. Disbandment**

If the Chapter is disbanded, the assets of the said chapter shall revert to the Society.

## **Charter Members**

These By-laws were unanimously approved on October 14, 2016 by the following attendees who shall be listed as the chapter charter members:

Bob Balcom  
Lauren Alston Bridges  
Liz Crowell  
Jason Lunze  
Mike Nusbaum  
Carol Tyrer

Mike Barber  
John Broadwater  
Rich Eilers  
Forrest Morgan  
Rebecca Siegal  
Bill Utley

## **Approved Amendments**

The initial chapter By-Laws were unanimously approved on October 14, 2006, when the chapter was formed.

Amendment 1 approved 24Feb2018: Dues shall be assessed at \$15./year.

Amendment 2 approved 30Jun2018: In order to meet our stated goals and to maximize personal utilization, the following committee changes shall be implemented – Research and Planning Committee will now be Research and Projects Committee; Training Committee will become Archaeological Training Committee, and a Membership and Development committee will be added.

Amendment 3 approved 23Feb2019: Article VI was modified to reflect the position of a second vice-president was added to the slate of officers and the Executive Committee.

Amendment 4 approved 07Dec2019: Article II was modified to provide membership privileges for the remaining calendar year plus the following calendar year to any individual who purchases said membership on or after November 1<sup>st</sup> of the calendar year.

Amendment 5 approved 07Dec2019: Article VII was modified to incorporate a Meeting and Event Planning Committee.