

BYLAWS OF THE GREAT BASIN ANTHROPOLOGICAL ASSOCIATION

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ARTICLE I.

NAME

The name of the organization shall be the Great Basin Anthropology Association, Inc., doing business as GBAC.

ARTICLE II.

PURPOSE

The primary purpose of the GBAC shall be to strengthen the Anthropology information network by:

1. Enhancing communication among the various components which comprise the Anthropology community in the Great Basin, as well as the greater Anthropology community nationwide.
2. Exchanging ideas and methods which will help all Anthropology programs to increase and improve their effectiveness and improve the quality of all research, teaching and services provided by the Anthropology field.
3. Improving communications among individual anthropologists and state, federal and private agencies providing anthropological services, education and research.
4. Reviewing and making recommendations on all proposed guidelines and policy changes and to seek changes in federal, state and local regulations which are deemed by the GBAC to be in accord with the performance and goals of the GBAC.

5. Serving as coordinators of the biennial Great Basin Anthropology Conference.
Approved 9/9/98 Printed 8/29/06

ARTICLE III.

GENERAL MEMBERSHIP

Membership will consist of all personnel and other persons officially affiliated with the GBAC.

ARTICLE IV.

ORGANIZATION OF THE BOARD OF DIRECTORS

1. Up to five (5) voting representatives who include the past conference chairpersons.
2. Each representative of the GBAC has one vote.
3. Alternates may vote in place of regular representatives provided they bear appropriate authorizations on the GBAC letterhead containing the alternate's name, current date, and signature of the appropriate persons.

ARTICLE V.

DUES

1. There shall be one (1) treasury. The amount of biennial dues shall be established by the GBAC.
2. Dues of the GBAC may be used for any GBAC expenses incurred in achieving any propose outlined in these bylaws.
3. Each member shall pay biennial GBAC dues by a date to be determined by the GBAC.

ARTICLE VI.

OFFICERS

Section 1. Term of Office

The officers shall be:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer/Previous Conference Chair

E. Member-at-Large ONE

F. MEMBER-AT-LARGE TWO
Approved 9/9/98 Printed 8/29/06

G. Incoming Conference Chair

H. IDAHO REPRESENTATIVE (REQUIRED BY ARTICLES OF INCORPORATION, STATE OF IDAHO)

Section 2. Qualification of Nominees/Election

Officers must be elected from among the past conference chairpersons to serve a term of four years. Representatives must recognize that being elected to an office would be a minimum two year commitment. THE TREASURER WILL BE THE GBAC PROGRAM CHAIR FROM THE PREVIOUS YEAR

Section 3. Term of Office.

President, vice president, secretary, treasurer and members at large will be elected for a FOUR ~~two~~-year term. Officers will be elected at the biennial meeting. THE TREASURER WILL SERVE FOR TWO YEARS

NEED FIRST CHANGE TO MAKE CONSISTENT WITH SECTION 2 ABOVE
THE SECOND CHANGE IS RECOMMENDED BECAUSE THE PROGRAM CHAIR HANDLES THE BOOKS AND MAINTAINS THE CHECKING ACCOUNT. SERVICE AS TREASURER UNTIL THE NEXT MEETING WILL PROVIDE CONTINUITY AND TRAINING FOR THE NEXT PROGRAM CHAIR. THIS CHANGE WOULD ALSO MAKE THE BYLAWS CONSISTENT WITH PRACTICE IN FORCE SINCE 2002.

Section 4. Vacancies of Officers

The vacancy shall be filled by presidential appointment until the next scheduled meeting at which time an election will be held to complete the term.

Section 5. Duties of Officers

A. The president shall be responsible for presiding over all scheduled meetings, calling special and executive meetings and appointing special committees and other duties as may be required by the membership.

B. The vice president shall perform all the duties of the president in the event of the president's absence or inability to perform his/her duties. The vice president shall act as an assistant to the president and shall be responsible for the annual review and updating of the GBAC bylaws.

C. The secretary shall be responsible for maintaining the records of the GBAC:

(1) Recording of the minutes of all regular, special and executive committee meetings and act as custodian of said minutes.

(2) Typing and distributing minutes from regular, special and executive committee meetings to all representatives within forty-five (45) days of the occurrence of these meetings.

(3) Shall take responsibility for all written correspondence, communications, and agenda of the GBAC and maintain a file on said correspondence, communications and agendas.

(4) Shall maintain a list of the members in good standing for the purpose of establishing a quorum.

Approved 9/9/98 Printed 8/29/06

D. The treasurer shall be responsible for maintaining fiscal records:

(1) Collecting and disbursing the assets of the GBAC at the direction of the representatives.

(2) Submitting reports of the biennial meeting expenses and income to the executive committee or upon request of the GBAC president.

E. THE MEMBERS AT LARGE SHALL BE RESPONSIBLE FOR PARTICIPATING IN DELIBERATIONS OF THE BOARD AND FOR ANY ASSIGNMENTS THEY ACCEPT DURING THEIR TERMS.

F. THE INCOMING CONFERENCE CHAIR SHALL BE RESPONSIBLE FOR THE ORGANIZATION OF ALL ASPECTS OF THE SUBSEQUENT GBAC CONFERENCE. THEY HAVE THE AUTHORITY TO ASSEMBLE A PROGRAM COMMITTEE TO ASSIST THEM.

G. THE IDAHO REPRESENTATIVE IS REQUIRED BY THE ARTICLES OF INCORPORATION OF THE STATE OF IDAHO. THE REPRESENTATIVE SHALL BE RESPONSIBLE FOR FILING AND SIGNING THE ANNUAL REPORT TO THE IDAHO SECRETARY OF STATE.

ARTICLE VII.

EXECUTIVE COMMITTEE

The executive committee shall consist of the president, vice president, secretary, and treasurer, and THE memberS at-large. The executive committee is responsible for: recommending representatives to the president for appointment as chairpersons of committees; developing the agenda for regular meetings, special meetings and executive committee meetings; assuring actions of the executive committee, when taken on behalf of the GBAC, shall be subject to approval of the membership at the next scheduled meeting.

Members of the executive committee who are absent from three (3) consecutive meetings without a valid excuse shall be contacted in writing by the GBAC secretary to request their intent to fulfill their office responsibility.

ARTICLE VIII.

COMMITTEES

The GBAC may establish standing committees including executive, scholarship, and nominating. The GBAC can also establish ad hoc committees. Every committee will have at least one executive committee member. The chairs will be appointed by the president and report to the membership.

ARTICLE IX.

MEETINGS

Section 1.

Approved 9/9/98 Printed 8/29/06

The biennial meeting shall be in the fall of every other year.

Section 2. Regular Meetings

GBAC meetings will be held at times and places designated by the GBAC. Special meetings may be called by the president at his/her discretion.

Location of meetings will be determined by the GBAC on geographical rotating basis, maintaining a pre-determined schedule.

Section 3. Committee Meetings

Shall meet in addition to the regular scheduled meetings to be called by the chair or majority of committee

members. Section 4. Notice of Meetings

Notice of all meetings and agendas shall be sent out to members at least two (2) weeks prior to the scheduled meeting date. Notice of special meetings, agenda and purpose shall be stated at least one (1) week in advance of said meeting.

Section 5. Conduct of Business

The quorum for conducting business of the GBAC shall be a simple majority of the GBAC board members present at the business meeting, unless otherwise specified in these bylaws. Mail ballots may be permitted as determined by the executive committee. Proxy voting shall not be permitted.

ARTICLE X.

REMOVAL

Any officer or representative of the GBAC board may be removed for lack of attendance, malfeasance, or conflict of interest and failure to perform duties. Removal process is as outlined in policy and procedures.

Approved 9/9/98 Printed 8/29/06

ARTICLE XI.

CONTRACTS, CHECKS, DEPOSITS, FUNDS AND FUND RAISERS

1. **CONTRACTS.** The board of directors and GBAC membership may authorize any officer or officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the GBAC and such authority may be general or confined to specific instances.

2. **CHECKS, DRAFTS, OR ORDERS FOR PAYMENT.** All checks, drafts, or orders for payment of money, notes or other evidence of indebtedness issued in the name of the GBAC shall be signed by two of the designated officers or designated representative of the GBAC.

3 **DEPOSITS.** All funds of the GBAC are to be deposited to the credit of the GBAC in such banks, trust companies, or their depositories as the board may select.

4 . **GIFTS.** The executive board may accept on behalf of the GBAC any contribution, gift, bequest, or devise for any special purpose of the GBAC.

5. **FUND RAISERS.** Fund raisers must have prior approval of the executive committee. All funds must go through the treasurer and be closely monitored.

ARTICLE XII.

DISSOLUTION OF THE BOARD

1. Dissolution proceedings shall be initiated by the executive committee, which shall add a resolution recommending that the GBAC be dissolved, and direct that the question of such dissolution be submitted to a vote at a regular meeting of members having voting rights, which may be either a regular or special meeting. Written notice stating that the purpose of such meeting is to consider the advisability of dissolving the GBAC shall be given each member entitled to vote within the time and manner provided in these bylaws for the giving of notice of meetings. A resolution to dissolve the corporation shall be adopted upon receiving a majority of votes that may be cast, provided there is a quorum.

2 . All liabilities and obligations of the GBAC shall be paid, satisfied and discharged, or adequate provision shall be made therefore.

3. Assets held by the GBAC upon condition requiring return, transfer or conveyance, which condition occurs by

reason of the dissolution, shall be returned, transferred or conveyed in accordance with such requirements.

4 . Assets received and held by the GBAC subject to limitations permitting their use only for charitable, benevolent, educational or similar purposes, but not held upon a condition requiring the return, transfer or conveyance by reason of the dissolution, shall be transferred or conveyed to the GBAC, societies or organizations also exempt under Section 501(c)(3) or the Internal Revenue Code and engaged in activities substantially similar to those of the dissolving GBAC, pursuant to a plan of distribution adopted as provided in these bylaws.

5 . A plan providing for the distribution of assets, not inconsistent with the provisions of these bylaws, may be adopted by the GBAC in the process of dissolution and shall be adopted by the GBAC for the purpose of authorizing a transfer of conveyance of the assets for which the law requires a plan of distribution.

Approved 9/9/98 Printed 8/29/06

ARTICLE XIII.

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the GBAC in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order the GBAC may adopt.

ARTICLE XIV.

AMENDMENTS AND RATIFICATION

1. All proposed amendments, whether originated by individual members or by consensus of the membership, shall be presented to the executive committee for preparation and distribution to the GBAC membership.

2 . All proposed amendments to the bylaws shall be presented, in writing, to the membership not less than thirty (30) days prior to the effective date of amendment.

3 . Proposed amendments to the bylaws shall be submitted to the membership for approval (vote) at a regular scheduled meeting or by U.S. mail.

4. A majority vote of the membership responding in favor of an amendment shall be required to amend the bylaws.

