

# **Council of South Carolina Professional Archaeologists**

## **CONSTITUTION**

### **SECTION 1.**

The name of this corporation shall be the Council of South Carolina Professional Archaeologists.

### **SECTION 2.**

The period of existence and duration of the life of the corporation shall be perpetual.

### **SECTION 3.**

There shall be no capital stock and the corporation shall not be for profit.

### **SECTION 4.**

The objects and purposes of this corporation shall be:

To promote the cooperation and communication and serve as a forum for professional archaeologists with research interests in South Carolina;

To promote the conservation and preservation of archaeological sites, records and properties; and to promote, among the general public, an awareness of the need for such action;

To give assistance to programs of cultural resource management archaeology and other archaeological programs in South Carolina;

To represent the professional archaeologists of South Carolina and improve the quality of archaeological research in South Carolina;

### **SECTION 5.**

The following officers shall be elected: President; Vice-President; Secretary; and Treasurer. These officers shall be elected for terms of two years. Elections shall take place only at a duly constituted meeting of the members. The business and affairs of this corporation shall be managed by four officers, which shall consist of a duly-elected President, Vice-President, Secretary and Treasurer. In any situation in which one officer feels that an issue should be brought to a vote of all current members, the power of the officers to act upon that issue shall be suspended until the matter can be presented at a duly constituted meeting of current members.

## **SECTION 6.**

The officers shall be elected by a quorum of members for terms of two years. Only current members shall be eligible to be officers. Not more than three officers shall be associated with a single institution. A quorum of the officers shall consist of a simple majority. The officers may, from time to time, establish *ad hoc* committees as needed.

## **SECTION 7.**

Meetings shall be held on a regular basis as determined by the membership. A regular meeting quorum will consist of two officers and three paid members provided that the membership has been notified 30 days in advance of the meeting.

## **SECTION 8.**

Members shall be professional archaeologists or other qualified persons with a *bona fide* interest in the purposes of the corporation. Members shall be, or shall have been, actively involved in archaeological or other pertinent research within South Carolina and shall meet the following qualifications: 1) All M.A. level coursework must be completed, with only the thesis in some aspect of archaeology remaining, OR a non-advanced degreed individual with three years of field supervisory and lead author reporting experience; and 2) the individual must have recognized research interests in South Carolina. M.A. level individuals meeting these requirements must express a desire to become a member, be nominated by a current member, and provide a curriculum vita to the Membership/Qualifications Committee. Non-advanced degreed individuals must express a desire to become a member, be nominated by a current member, provide a curriculum vita to the Membership/Qualifications Committee, and three letters from individuals attesting to their level of supervisory and reporting experience.

## **SECTION 9.**

Associate members of this corporation shall be persons who are directly involved with South Carolina archaeology or in allied fields such as geology, botany, physical anthropology, zoology, history, cultural resource management, etc. To become an Associate Member an individual must fall into at least one of the following categories: 1) Be a recognized professional with the ability to supply input to archaeological problems; 2) Be a non-archaeologist with administrative affiliations to the field of archaeology; 3) Be a graduate student in Anthropology with a research interest in South Carolina Archaeology.

## **SECTION 10.**

A Membership/Qualifications Committee shall consist of four current members elected by the membership, and shall review and recommend persons for membership. Such committee members shall be elected by ballot at a regular election.

## **SECTION 11.**

An archivist will elected by the membership and will thereafter serve at the pleasure of the President. When an archivist's term is relinquished or terminated, a new one will be elected at that time by the membership.

## **SECTION 12**

In accordance with Section 3 of this Constitution, the corporation shall have the right to buy, sell, lease, acquire by gift, devise, or otherwise, own and control real and personal property of every kind and description, and to apply such to the purposes for which this corporation has been created.

## **SECTION 13**

In the event of a dissolution of this corporation either voluntarily or involuntarily, the members of this corporation shall not be entitled to any of the assets, but the same shall be delivered over to the South Carolina Institute of Archaeology and Anthropology to be used for one or more of the original purposes of this corporation.

## **SECTION 14**

Members will adhere by a Code of Ethics as presented in the Bylaws.

## **SECTION 15**

This constitution may be changed, altered, or amended only by action of a two-thirds majority of all current active members.

## **BY-LAWS OF THE COUNCIL OF SOUTH CAROLINA PROFESSIONAL ARCHAEOLOGISTS**

### **SECTION 1.**

The objects and purposes of this corporation are found in Section 1 of this Constitution.

### **SECTION 2.**

The officers shall serve as the Executive Committee for the corporation. The number and composition of officers is established in Section 5 of this Constitution. Meetings of all officers shall be at the call of the President, or in his/her absence, the Vice-President. In the event of incapacitation or resignation of any office of the corporation, the officers may name his/her surrogate who shall serve until the next duly constituted meeting of the members. The officers shall immediately appoint a nominating committee. Nominations will be circulated to the membership once the committee has secured candidates for the vacant office. A special election will be held at the next duly constituted meeting. The newly elected officer will complete the term of the incapacitated or resigned officer.

### **SECTION 3.**

An agenda of business to be conducted at any officially called meeting of the corporation

shall be included with the notification to the total membership. Such notification shall occur at least fourteen days prior to the meeting.

#### **SECTION 4.**

There shall be the following Standing Committee: Membership/Qualifications Committee. Other Committees may be established by the officers as needed.

#### **SECTION 5.**

The rules in *Robert's Rules of Order: Revised* (most recent edition) are adopted as if they were a part of this document and shall apply in all situations where they are not in conflict with the Constitution, By-Laws, or rules of this corporation.

#### **SECTION 6.**

The membership shall be assessed the following annual membership dues:

MEMBERS: \$20.00  
ASSOCIATES: \$10.00  
HONORARY MEMBERS: *Honoris Causa*

#### **SECTION 7.**

Policy determination of those eligible for access to files and information of the corporation shall be set by the officers.

#### **SECTION 8.**

Members: The Membership/Qualifications Committee shall review all applications to membership and shall present their recommendations to the members for a vote at the next meeting. Member status shall be confirmed by a two-thirds vote of a quorum of members at a duly constituted meeting. Current full members shall receive all corporate information, have a voice in corporate business, and a vote in corporate affairs. Associate members shall be elected by a two-thirds vote of a quorum of members at a duly constituted meeting. Associates shall receive corporate information and have a voice in the meetings of the corporation but shall not be afforded a vote in corporate affairs. A member is considered "active" when they pay yearly dues and attend at least one meeting per two-year election term. A member becomes "inactive" when they pay yearly dues, but do not attend at least one meeting per two-year election term. An inactive member has the same rights and privileges as an active member. However, in the event of a vote for a constitutional change they will not be counted towards achieving a quorum (see Section 15 of the Constitution).

A member is considered to be "former" when they no longer pay dues. For a former member to become active, they must submit a letter of intent to rejoin to the membership committee. No new vote for membership is required.

## **SECTION 9.**

President: The President shall be the principal executive officer of the corporation subject to the direction and control of the officers. The President shall be in charge of the business and affairs of the corporation; the President shall appoint all necessary committees not otherwise provided for herein and define their duties; the President shall see that the resolutions and directives of the officers are carried into effect except in those instances in which that responsibility is assigned to some other person by the officers; and, in general, the President shall discharge all duties incident to the Office of President and such other duties as may be prescribed by the officers; the President shall preside at all meetings of the members, and of the officers.

## **SECTION 10.**

Vice-President: The Vice-President shall assist the President in the discharge of Presidential duties as the President may direct, and shall perform such other duties as may be assigned by the President or officers. In the absence of the President, or in the event of the President's inability or recusal to act, the Vice-President shall perform the duties of the President.

## **SECTION 11.**

Secretary: The Secretary shall maintain the current administrative records of the corporation; the Secretary shall see that all notices are duly given and ballots mailed; the Secretary shall record minutes of meetings of the officers and of the members; the Secretary shall have all other duties as may be assigned by the President or by the officers.

## **SECTION 12**

Treasurer: The Treasurer shall maintain all financial books of the corporation; the Treasurer shall have custody of all funds of the corporation and be responsible for receipt and disbursement thereof, subject to the control of the officers and/or members; the Treasurer shall have all other duties as may be assigned by the President or by the officers.

## **SECTION 13**

Archivist: The Archivist shall maintain all records of the corporation from previous administrations; the Archivist shall have all other duties as may be assigned by the President or by the officers.

## **SECTION 14**

A member may be removed if they are found to have violated the Code of Ethics.

Removal of an individual from member status requires a special meeting of the Executive Committee to assign three (3) at-large members to an Investigating Committee. These three individuals will be interviewed by the Executive Committee to determine if they are reasonably neutral, have no interest in the outcome, and have no involvement in the situation being investigated. In addition, this committee shall be constituted to represent the interests of all parties. The investigative committee will review a statement of the charges and evidence, as well as a statement of defense from the accused. They will then consider the validity of the charges. If the charges are found to be valid, the findings of this committee shall be documented and circulated to all members. The question of removal may be brought to a mail vote of all active members. A two-thirds vote of a quorum of active members may result in exoneration from the charges or removal from member status. A fellow removed from such status has the right to reapply for reinstatement after two years. The membership committee will review their performance since the time of removal and will make a recommendation to the membership. If reinstated, all records related to the ethics violation will be destroyed.

## **SECTION 15**

COSCAPA members and associates shall adhere to the following Code of Ethics adopted by SOPA/RPA:

### **The Archaeologists Responsibility to the Public**

An archaeologist shall:

1. Recognize a commitment to represent archaeology and its research results in the public in a responsible manner;
2. Actively support conservation of the archaeological resource base;
3. Be sensitive to, and respect the legitimate concerns of, groups whose culture histories are the subjects of archaeological investigations;
4. Avoid and discourage exaggerated, misleading, or unwarranted statements about archaeological matters that might induce others to engage in unethical or illegal activity;
5. Support and comply with the terms of the UNESCO Convention on the means of prohibiting and preventing the illicit import, export, and transfer of ownership of cultural property, as adopted by the General Conference, 14 November 1970, Paris.

An archaeologist shall not:

1. Engage in any illegal or unethical conduct involving archaeological matters or knowingly permit the use of his/her name in support of any illegal or unethical activity involving archaeological matters;
2. Give a professional opinion, make a public report, or give legal testimony involving archaeological matters without being as thoroughly informed as might reasonably be expected;

3. Engage in conduct involving dishonesty, fraud, deceit, or misrepresentation about archaeological matters;
4. Undertake any research that affects the archaeological resource base for which she/he is not qualified.

#### An Archaeologists Responsibility to Colleagues, Employees, and Students

An archaeologist shall:

1. Give appropriate credit for work done by others;
2. Stay informed and knowledgeable about developments in her/his field or fields of specialization;
3. Accurately, and without undue delay, prepare and properly disseminate a description of research done and its results;
4. Communicate and cooperate with colleagues having common professional interests;
5. Give due respect to colleagues' interest in, and rights to, information about sites, areas, collections, or data where there is a mutual active or potentially active research concern;
6. Know and comply with all federal, state, and local laws, ordinances, and regulations applicable to her/his archaeological research and activities;
7. Report knowledge of violations of this Code to proper authorities;
8. Honor and comply with the spirit and letter of COSCAPA'S disciplinary procedures.

An archaeologist shall not:

1. Falsely or maliciously attempt to injure the reputation of another archaeologist;
2. Commit plagiarism in oral or written communication;
3. Undertake research that affects the archaeological resource base unless reasonably prompt, appropriate analysis and reporting can be expected;
4. Refuse a reasonable request from a qualified colleague for research data;
5. Submit a false or misleading application for membership in the Council of South Carolina Professional Archaeologists.

#### The Archaeologist's Responsibility to Employers and Clients

An archaeologist shall:

1. Respect the interests of her/his employer or client, so far as its consistent with the public welfare and this Code;
2. Refuse to comply with any request or demand of an employer or client with conflicts with the Code;
3. Recommend to employers or clients the employment of other archaeologists or other expert consultants upon encountering archaeological problems beyond her/his own competence;
4. Exercise reasonable care to prevent her/his employees, colleagues, associates and

others whose services are utilized by her/him from revealing or using confidential information. Confidential information means information of a non-archaeological nature gained in the course of employment which the employer or client has requested be held inviolate, or in the disclosure of which would be embarrassing or would be likely to be detrimental to the employer or client. Information ceases to be confidential when the employer or client so indicates or when such information becomes publicly known.

An archaeologist shall not:

1. Reveal confidential information, unless required by law;
2. Use confidential information to the disadvantage of the client or employer;
3. Use confidential information for the advantage of herself/himself or a third person, unless the client consents after full disclosure;
4. Accept compensation or anything of value for recommending the employment of another archaeologist or other person, unless such compensation or thing of value is fully disclosed to the potential employer or client;
5. Recommend or participate in any research which does not comply with the requirements of the Standards of Research Performance (SOPA/RPA).

#### **SECTION 16.**

These By-Laws may be changed, altered, or amended in the following manner: The officers may, at their own discretion or upon petition by ten members of the corporation, initiate changes, alteration, or amendments to these By- Laws, which changes, alteration, or amendments shall become effective upon approval by a two-thirds vote of a quorum of members at a duly constituted meeting.