

## **Guidelines for Establishing a New Chapter of**

### **The Society For Pennsylvania Archaeology**

The following are recommendations and regulations for forming a new local chapter for the Society. The formation of chapters is governed by the Constitution of the Society. The Articles concerning formation of chapters are the following:

#### **Recommendations**

1. In order to establish public interest and support for a chapter in your location, an organizational meeting or meetings should be held in a public forum. A likely site might be a local college, library or a local historical society.
2. If there appears to be a continuing, sustainable interest, election or appointment of officers is in order. At the minimum a president and secretary-treasurer are required. With an additional three directors they would form an Executive Committee.
3. Forward a petition for establishing a new chapter to the Secretary of the Board of Directors of the Society. See Article X, 2.
4. You will need the signatures of ten members in good standing of the Society. Often this is a more appropriate place to begin planning a new chapter. Contact a chapter near you or an officer of the Society to help mentor and advise the process.
5. The Board of Directors of the Society will consider the petition and issue a decision. If the board approves, a charter will be issued and a \$25.00 fee levied.
6. Please read the entire Constitutional Article for guidance in duties and regulation of chapters.

## From the Constitution of The Society for Pennsylvania Archaeology

### ARTICLE X

#### CHAPTERS

1. In order to better serve the interests of the membership, Chapters of the Society may be established in any urban or rural area, region, or locality in Pennsylvania.
2. **Chapters may be established by the Board of Directors of the Society upon receipt of a petition signed by at least ten members in good standing in the Society.** Such petition shall set forth the purposes of the members so petitioning, and shall be acted upon by the Board of Directors no later than three months following the Board's receipt thereof. The Board shall either accept or reject the petition in writing of its decisions. The formation of new Chapters shall be executed by granting a Chapter Charter, for which an initiation fee of twenty-five dollars shall be leveled.
3. Chapters should make every effort to encourage their members to join the State Society. Chapters may, if they desire, in their bylaws require membership in the Society for Pennsylvania Archaeology.
4. In recognition of the Chapters' responsibility to the parent organization the Society may, in time of financial emergency, request voluntary contributions.
5. **No person may hold office in any Chapter at any time unless he is a member in good standing of the Society for Pennsylvania Archaeology, Inc.**
6. A Chapter of the Society shall be an autonomous organization in all matters regarding internal membership composition, place and date of meetings, lectures, research programs, field trips, officers, collections, libraries, monies, organization, and all other matters, except as set forth elsewhere in this Constitution, and as follows:
  - a. A Chapter shall have no classes of membership other than those provided for in this Constitution, except that a chapter may establish for its own purposes a Junior Membership, which shall be restricted to individuals under the age of fourteen years. A Junior member shall not be subject to Society dues, and shall receive only those privileges of the Society which accrue to the Chapter as a whole. The executive Committee of the Chapter, shall set schedules of dues for the several classes of members enrolled in the Chapter.
  - b. A Chapter shall be organized with officers consisting of at least a President and a Secretary-Treasurer, and shall have an Executive Committee of at least three members. All Chapter officers shall be members of its Executive Committee.

- c. Each Chapter Secretary shall present a report on the membership of the Society at the Annual Meeting on its activities during the preceding year, and shall at the same time submit a written report thereon to the Secretary of the Society, indicating the number of Chapter members and their categories of membership, the financial standing of the Chapter, and the names and postal addresses of all Chapter members.
  - d. Each Chapter shall, within nine months of the adoption of this Constitution prepare or revise and adopt a written constitution for the governance of its members and activities. Said constitution shall be submitted to the Board of Directors of the Society for review and ratification. No Chapter shall have or promulgate rules or constitutions which are in conflict with this Constitution or any provisions thereof.
7. The Society shall not be responsible for debts incurred or contracted by any Chapter of the Society, or any officer or member thereof, without the written consent of the Board of Directors of the Society.
8. The Society for Pennsylvania Archaeology may revoke a chapter's charter for any one of the following reasons:
- 1.) The chapter does not elect and fill the required chapter officer positions of President, Vice President, and Secretary-Treasurer on at least a two-year interval.
  - 2.) The chapter fails to hold any local meetings during a two-year period.
  - 3.) The chapter fails to provide an annual report of activities for two consecutive years to the Society for Pennsylvania Archaeology.
  - 4.) A chapter conducts activities that are in violation of the constitution of the Society for Pennsylvania Archaeology and are, therefore, detrimental to the Society as determined by the Board of Directors.

The Board of Directors of the Society for Pennsylvania Archaeology will decide if any of the above criteria have not been met. The Board will attempt to contact the most recent officers of the chapter and notify them that their charter will be revoked if the problems are not corrected. Notification of the chapter in question must be attempted before 31 December of the year preceding the next scheduled Annual Meeting of the Society for Pennsylvania Archaeology for the revocation proposal to be considered at that meeting. If the chapter fails to respond and correct problems noted by the next scheduled Annual Meeting, the Board of Directors will recommend revocation of the chapter's charter to the membership of the Society for Pennsylvania Archaeology. The charter will be rescinded if a majority of the members attending the Annual Meeting vote to support the Board of Director's recommendation.

Revocation of the charter means the chapter will no longer be permitted to claim affiliation with or use the name of the Society for Pennsylvania Archaeology for any purpose.

Chapters may petition for reinstatement of their charter if it was rescinded for reasons 1,2, and 3 above. To do so, the chapter must demonstrate to the Board of Directors how they have corrected the deficiency. A vote of the Society for Pennsylvania Archaeology members, however, will not be required for reinstatement in these cases.

Chapters who have had their charters revoked as a result of reason 4 above must petition the Board of Directors for reinstatement. If it can be demonstrated to the Board that the chapter no longer permits or condones activities that violate the constitution of the Society for Pennsylvania Archaeology, the Board will propose reinstatement to the members at large at the next scheduled annual meeting. A majority vote of attending members is required to approve the recommendation made by the Board of Directors.

ADOPTED at the Annual Meeting of THE SOCIETY FOR PENNSYLVANIA ARCHEOLOGY, INC. held on the 27th day of April, 2002 at Greensburg, Pennsylvania.

The entire Constitution is available on the Society's website at: [www.PennsylvaniaArchaeology.com](http://www.PennsylvaniaArchaeology.com) .

Contact information for Officers, Local Chapters, and Board of Directors as well as the SPA Newsletters, Board of Directors meeting minutes and events and links may be found at the website as well.

Inquiries may be directed to Judy M. Duritsa, SPA Secretary at: [jmduritsa@comcast.net](mailto:jmduritsa@comcast.net), or 724-836-0895 or by mail at 301 North Drive, Jeannette, PA 15644

## Sample Petition

We, the undersigned, being cognizant of the purposes, procedures and rules of the Society for Pennsylvania Archaeology, Inc. and being genuinely desiring to uphold the same, do hereby petition the Board of Directors of the Society to establish in the City of \_\_\_\_\_, Pennsylvania a Chapter of the Society, to be known as the \_\_\_\_\_ Chapter and do further agree to be bound in the principles of the Society, as evidenced by the documents hereunto attached this \_\_\_\_\_ Day of \_\_\_\_\_.


Submitted By:


President

Secretary

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