

PENSACOLA ARCHAEOLOGICAL SOCIETY

CONSTITUTION

And

BY-LAWS



UPDATE of JANUARY 2026

As of the above date, this document will be officially housed in the following locations:

- 1. PAS Website -- <https://pasfl.org/>**
- 2. In hard copy with the PAS President and Secretary**

REVISED: 10 January 1995, 2014 and January 2026

INTRODUCTION

This document set was prepared to provide guidelines in the operations of the Pensacola Archaeological Society (otherwise referred to as “PAS” and “the Society” interchangeably). Each Officer, Director and Board Member should consult the PAS website to obtain the current version of the Constitution and By-Laws document.

All Board Members should familiarize themselves with the contents of this document. The Secretary should bring a hard copy to each Executive Board Meeting, where any additions or deletions (upon approval of the Board) will be made.

The guidelines contained herein will provide a continuity of operation of the PAS by informing new Board Members of their duties, responsibilities and the internal operation of the PAS. However, this cannot replace the transfer of information from the outgoing Officers and/or Directors, who should inform their replacements of any procedures and information relevant to that position and necessary for insuring a smooth transition from one Executive Board to the next. Upon the changing of a PAS President, Vice-President, Director or Officer, the Secretary should be notified as to whom next will be filling that position. The incoming person will be directed to consult the PAS Constitution and By-Laws document that is published on the PAS Website.

The PAS Constitution and By-Laws document should be updated as needed, and possibly on an annual basis. Each revision should be dated with the month and year, and uploaded on the PAS Website to replace the outdated document. The task of facilitating the physical update of this document belongs with the Secretary, who may delegate in order to receive assistance.

PENSACOLA ARCHAEOLOGICAL SOCIETY CONSTITUTION

Revised—30 January 2026

ARTICLE I. NAME

This organization, incorporated as a corporation not for profit under the laws of the State of Florida, shall be known as the Pensacola Archaeological Society, Inc. (Within the Constitution and By-Laws documents, the Pensacola Archaeological Society, Inc. organization may also be referred to as “PAS” and the “Society” interchangeably.) This organization shall engage only in those activities which are permitted by IRS Section 501(c)3.

ARTICLE II. PURPOSES

- (1) to bring together and educate persons interested in the archaeology of the Northwest Florida area.
- (2) to promote scientific archaeological research and investigation in the Northwest Florida area.
- (3) to educate the public concerning the importance and value of scientific archaeological investigation.
- (4) to preserve archaeological resources of the Northwest Florida area.
- (5) to interpret and publish data attendant thereto.
- (6) to promote education and responsible stewardship of Northwest Florida archaeology, guided by professional standards in archaeology and in collaboration with the University of West Florida Department of Anthropology, the University of West Florida Archaeology Institute, and the Florida Public Archaeology Network (FPAN).

ARTICLE III. MEMBERSHIP

- (1) Membership shall be extended to all persons or institutions who are in agreement with the Constitution and By-Laws of the Society and by payment of the prescribed annual dues.
- (2) All members shall be informed of and agree to abide by the following Statement of Ethics:

“I pledge that I will not violate the terms and conditions of any state or national antiquities statutes or laws concerning archaeological or cultural resources or engage in the destruction or distortion of archaeological data or disregard proper archaeological techniques or ethics or engage in the practice of illegally buying or selling archaeological materials, artifacts, or human remains.”

- (3) Each membership shall be entitled to one vote, one notification of amendment vote, and one copy of any publication distributed to the membership.

ARTICLE IV. GOVERNMENT

The government of the Society shall be vested in the Board of Directors who shall be elected by the membership in such a manner as prescribed in the By-Laws.

ARTICLE V. MEMBERSHIP AND SPECIAL MEETINGS

(1) The membership meetings shall be held as directed by the Executive Officers or Board of Directors.

(2) One (1) annual business meeting a year as directed by the Board of Directors shall be for the purpose of electing officers, receiving reports of officers and committees and for any other business that may arise.

(3) For membership meetings a quorum shall consist of ten (10) members and one (1) Executive Officer for the transaction of any business.

(4) Special meetings may be called by order of the President, Executive Officers or Board of Directors. Special meetings may also be called by at least ten (10) members. A ten (10) day notice is required for all special meetings.

(5) Membership and special meetings can be held in-person or virtually as specified by the Board.

ARTICLE VI. AMENDMENT

This Constitution may be amended by a two-thirds (2/3) vote of the members present at any membership meeting, provided that a written notice of intention and ballot to amend, stating the nature of the amendment, has been sent to the membership at least thirty (30) days prior to the time of the meeting.

PENSACOLA ARCHAEOLOGICAL SOCIETY BY-LAWS

Revised-30 January 2026

ARTICLE I. MEMBERSHIP AND DUES

- (1) Membership shall include the following categories: Individual, Family, Student, and Life.
- (2) Dues are to be determined by the Board of Directors. They shall be payable for each calendar year.
- (3) Members found to be in violation of the PAS Statement of Ethics as written in the PAS Constitution are subject to expulsion for one year with loss of membership privileges and dues by a two-thirds (2/3) vote of a Quorum of the Board of Directors.
- (4) Membership application approval shall be by the Membership Secretary who shall be responsible for informing applicants of the Statement of Ethics.

ARTICLE II. ELECTION OF OFFICERS AND DIRECTORS

- (1) At each annual business meeting of the Society, the membership shall elect Executive Officers for one (1) year. The tenure of office of all elective Executive Officers shall begin upon the adjournment of the regular annual meeting of the Society.
 - (a) The Executive Officers shall consist of a President, Vice President, Corresponding Secretary, Recording Secretary and Treasurer.
 - (b) Directors shall consist of four (4) members elected for terms of two (2) years. The terms of the Directors shall be staggered so that two (2) retire each year and two (2) are elected each year. In addition, one (1) Student Director shall be elected every two (2) years.
 - (c) No member shall be eligible for or hold the office of President for more than three (3) consecutive years unless approved by the Board.
 - (d) The immediate Past President shall serve as a member of the Board of Directors, aligning with the service of the next President or a minimum of three (3) years.
- (2) Requirements for nominees.
 - (a) All nominees for officers of the Society must be members in good standing.
 - (b) All nominees on the slate submitted by the Nominating Committee are to be contacted by a member of the committee prior to the annual business meeting to determine their willingness to serve if elected.
 - (c) Nominations may also be made from the floor.
- (3) The duties of the officers shall be as their titles, by general usage, would indicate, and such as may be assigned to them respectively by the Board of Directors at times and as provided by the Constitution and By-Laws of the Society.
- (4) Board of Directors.
 - (a) the Board of Directors shall consist of the hereinafter named officers: President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, four (4) Directors, a Student Director, Immediate Past President, and chairs of each standing committee (See Article III).

The President shall:

- serve as Chairman of the Board

The Board of Directors shall:

- Determine the operation policy of the Society
- Administer the finances of the Society
- Serve as trustees, having the care, custody and control of any equipment and property acquired by the Society

(b) A quorum of six (6) Board Members shall be necessary for the transaction of business by the Board of Directors.

(c) Vacancies in elective offices shall be filled by a member in good standing appointed by the Board of Directors.

(d) Meetings of the Board of Directors: The Board of Directors shall meet in the months and at the time and place decided upon by the Board of Directors.

ARTICLE III. COMMITTEES

(1) The President shall have the authority to create Special Committees and appoint the Chair of all (Standing and Special) Committees. Committees shall have such duties and functions as may be assigned to them by the President and Board of Directors. The President shall be ex-officio member of all committees except the Nominating Committee. All committees created by the President cease to exist upon the expiration of that President's term of office. The tenure of all standing committee chairs corresponds to the term of the President.

(2) STANDING COMMITTEES.

(a) Membership Management Committee:

This committee is led by the Membership Secretary. This committee:

- tracks membership activity, including membership sign-ups
- maintains membership roster, and
- networks with the Treasurer concerning membership dues

(b) Publicity and Recruitment Committee:

This Committee shall be to:

- publicize and increase the membership of the Society
- educate the public concerning the Society and its projects as well as the importance and value of scientific archaeological investigation

This committee is:

- responsible for maintaining the Society website
- creating and distributing press releases, the Society newsletter, and
- creating and posting social media content

(c) Program Activities Committee:

This Committee shall:

- plan and provide programs for regular meetings and other activities
- coordinate with guest speakers
- arrange special trips and events
- network with the Publicity and Recruitment Committee to share information about program activities

(d) Nominating Committee:

This Committee shall:

- consist of three (3) members, two (2) of whom are not serving as executive officers of the Society

It shall be the duty of the Committee to:

- compile and notify a slate of qualified nominees for all elective positions to be filled the following academic year
- to present this report at the annual business meeting of the Society.

(e) Florida Anthropological Society (FAS) Relations Committee:

This Committee will be:

- led by the FAS Chapter Representative
- responsible for sharing information between FAS and the Society
- the facilitator of collaboration between the two organizations

(3) COMMITTEE CHAIRS.

(a) Standing Committee Chairs:

The Chairs of each Standing Committee, including the Membership Secretary, shall:

- serve on the Society Board of Directors
- attend Board meetings
- have full voting power

(b) Special Committee Chairs:

The chairs of each (President-created) Special Committee will:

- attend the Board meetings at the President or Board's request

The Chairs of Special Committees are not members of the Board and do not have voting privileges on the Board.

ARTICLE IV. RULES OF ORDER

Roberts Rules of Order (the latest edition) shall be recognized as the authority governing the meetings of the Society, Board of Directors and Committees, where not in conflict with the Constitution or By-Laws of this Society.

ARTICLE V. DISTRIBUTION OF ASSETS

(1) REVENUE: No part of the revenues of the Society shall inure to the benefit of or be distributed to any member, officer, trustee or other private individual except in the prescribed discharge of authorized Society business and for authorized reimbursement for expenses for services rendered to or for the Society in affecting its purposes.

(2) LIQUIDATION: Upon termination and dissolution of the Society, there shall be no distribution of property until all debts and material on loan have been fully satisfied. Upon such dissolution, any funds or assets remaining after payment of all just debts of the Society shall be distributed under the direction of the Board of Directors to such tax exempt charitable, scientific, or educational organizations, associations, funds or foundations whose objectives and purposes relate to the study of archaeology and anthropology. No member, officer, director or other private individual shall receive any distribution of assets of the Society.

ARTICLE VI. FISCAL YEAR

The fiscal year of the Society shall begin at the annual business meeting and end following the next year's annual business.

ARTICLE VII. STANDARDS

The Society's accepted archaeological techniques shall be the PAS Statement of Ethics and any Standards referenced in the PAS Constitution and By-Laws. All Archaeological field work shall be under the direction of a professional archaeologist as defined by the US Secretary of Interior guidelines.

ARTICLE VIII. NAME USAGE

No member of the Society shall participate in any type of archaeological fieldwork, in a public or private endeavor or publication, in the name of the Society, without prior Society approval.

ARTICLE IX. BY-LAWS — AMENDMENT

These By-Laws may be amended by a majority vote of the members present at any membership meeting, provided that a written notice stating the nature of the amendment has been sent to the membership at least thirty (30) days prior to the date of the meeting at which the amendment is to be considered.