

**BY-LAWS OF THE INTERNATIONAL ASSOCIATION FOR OBSIDIAN STUDIES****ARTICLE 1 – NAME**

This organization shall be known as the International Association for Obsidian Studies (IAOS).

**ARTICLE 2 – PURPOSE**

1. The general objective of the IAOS shall be to provide a professional association for those involved in the study of the physical properties and processes that affect natural glasses, including geological formation, geographic distribution, chemical characterization, hydration, and the application of these studies to archaeological and geological problems, including dating.
2. The specific and primary purposes of the IAOS are:
  - a. To establish a forum from which current issues and advances in the study of natural glasses may be presented and discussed.
  - b. To promote awareness and provide informational programs that will aid the archaeological and geological community in becoming more aware of problems and potentials of the application of techniques from the physical and natural sciences in archaeology and geology.
  - c. To promote interdisciplinary research designs in archaeology.
  - d. To encourage research and the preparation of papers and reports on the investigations of natural glasses and the application of the results of such studies to archaeological and geological problems.
  - e. To endeavor to maintain high technical standards in related archaeological and geological studies.
  - f. To assist new and existing laboratories to adopt or conform to acceptable and comparable standards for analysis and reporting.
  - g. To establish a code of conduct directed towards these ends.
  - h. To cooperate with archaeological, geological, and other natural and social scientific associations and societies.
  - i. To advance relations with governmental agencies and the public in general; all without pecuniary profit to any directory, officer, or member.

**ARTICLE 3 – POWERS**

1. IAOS shall have the power to receive, administer, and disburse dues, assessments, and other grants to further its ends; to acquire, hold absolutely or in trust for the purposes of the IAOS; to

publish newsletters, reports, bulletins, journals, and monographs; to affiliate with other organizations in the pursuit of common aims, and to appoint delegates or representatives to such organizations; to establish branches, sections, or divisions, on a regional or functional basis; and to engage in such other activities as are in keeping with the objectives of the association.

2. No part of the net receipts of the IAOS shall insure to the benefit of or be distributable to its members, officers, committee members, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the IAOS as set forth in these By-laws.
3. No substantial part of the activities of the IAOS shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the IAOS shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of the candidate for public office.

#### **ARTICLE 4 – MEMBERSHIP**

1. Membership in the IAOS is open to any person in sympathy with the objectives of the IAOS, as set forth in Article 2, without regard to age, sex, race, religion, or nationality.
2. The IAOS may have several classes of membership as determined by a vote of the membership. Membership shall consist of Regular Members, Lifetime Members, and Student Members. Each member shall have one vote in the transaction of the business of the IAOS and shall be eligible for any elected or appointive office in the IAOS, subject only to restrictions defined elsewhere in these By-laws.
  - a. Regular Members
    - 1) Regular Members are those persons or organizations interested in obsidian studies or who perform obsidian studies. Regular members may, for instance, be archaeologists involved in applying or using obsidian data for archaeological interpretations.
  - b. Lifetime Members
    - 1) Lifetime Members pay a one-time fee determined by the Executive Board and receive a membership that is active for the lifetime of the member or lifetime of the IAOS.
    - 2) Lifetime Members are a special category of Regular Members and maintain the same rights and privileges as Regular Members.
  - c. Student Members
    - 1) Student Members enjoy all privileges of Regular Members. Students will receive a year's free membership if they submit either an obsidian-related article for publication in the

Newsletter or an abstract of such article published elsewhere. Students are eligible for membership for a lower fee.

3. The Executive Board may, by a three-quarters vote, remove from the membership rolls any member whose acts are contrary to the ideals, objectives, and accepted standards of the IAOS as set forth in Article 2, and the code of conduct established by vote of the membership of the IAOS. The action of the Executive Board may be subject to an appeal to the IAOS membership at its Annual Meeting.
4. The Secretary-Treasurer shall be empowered to discontinue the membership of any person or organization for non-payment of dues for the annual membership.
5. No member shall be personally liable to any creditor of the IAOS for any indebtedness of liability, and any and all creditors shall look to the IAOS assets for payment.
6. The use of IAOS membership contact information is only for purposes that accord with the general objectives described in these by-laws. Decisions regarding use of the membership contact information shall be made by the Executive Committee. Except for regular distribution of the newsletter by the Newsletter Editor, only the Secretary-Treasurer or the President shall send emails using the IAOS email list.

#### **ARTICLE 5 – ORGANIZATION**

1. The Officers of the IAOS shall consist of a President, a Vice-President/President Elect/Past-President, a Secretary-Treasurer, the Newsletter Editor, and the Webmaster, representing no fewer than two institutions or laboratories.
2. IAOS policies and directions shall be established by the Executive Board, the Advisory Board of Directors, and other IAOS members selected by the Executive Board.
3. The President shall serve as the IAOS's chief executive officer and its representative in official affairs and transactions. The President shall make certain that all resolutions of the Executive Board are implemented.
4. The Vice-President shall be elected for one year, at the conclusion of which he/she shall succeed to the office of President to serve a two year term. He/she will then serve one year as Past President.
5. The Secretary-Treasurer shall be elected for a two-year term, and may be renewed consecutively either by majority vote of the IAOS or by unanimous decision of the remainder of the Executive Board.
6. The Executive Board of the IAOS shall consist of the President, Vice President, Secretary-Treasurer, the Newsletter Editor of the IAOS.

7. No restriction is placed on officers seeking election to the same office in which he/she has previously served, nor a different office within the IAOS, provided that terms of the President office are not served consecutively.
8. In the event of the absence, death, resignation, or incapacity of the President, the Vice President shall assume the duties of the President for the remainder of the President's term.
9. The offices of President, Vice President, and Secretary-Treasurer shall be elected by a majority vote of the IAOS members.

## **ARTICLE 6 – DUTIES OF THE OFFICERS**

### **1. President**

- a. The President shall serve as the IAOS's chief executive officer and its representative in official affairs and transactions. The President shall make certain that all resolutions of the Executive Board are implemented. The President shall preside over all meetings of the IAOS. If the President cannot attend a meeting, the Vice President shall preside in his/her place. The President shall have the usual appointive power and shall exercise all the duties and responsibilities commonly associated with this office, except as provided by the By-laws.
- b. The President may appoint representatives of the IAOS to other societies, agencies, or councils or select such representatives from slates submitted by other societies and agencies.
- c. Acting in consultation with the Vice President, the President shall appoint all necessary committees and define their duties.
- d. Acting in consultation with the Vice President, the President shall appoint all necessary committees to represent the interests of the IAOS in that region.
- e. The President, Vice President, and Secretary-Treasurer shall sign all written contracts authorized by majority vote of the Executive Board or the IAOS members at an Annual Meeting, or by special mail or email ballot, except for basic contracts for printing, and other matters necessary to routine publication, as well as contracts for products or services to be provided at IAOS sponsored events. Such contracts may be signed by the President, Vice President or Secretary-Treasurer.
- f. The actions of the President in exercising the duties and responsibilities of the office shall be subject to review and approval of the Executive Board.

### **2. Vice President**

- a. The Vice President shall consult with and assist, as appropriate, the President in completing his/her duties.

- b. The Vice President shall preside over all meetings at which the President in cannot attend and shall assume the President's responsibilities for the duration of that meeting.
- c. The Vice President shall assume the title and duties of the President after serving his/her term as Vice President.

### 3. Secretary-Treasurer

- a. The Secretary-Treasurer, subject to the directives of the President in consultation with the Vice President, shall be responsible for maintaining contact with the President and Vice President, have charge of administrative matters under the direction of the President, be responsible for the administration of the finances of the IAOS subject to provisions in these By-laws. Duties of the Secretary-Treasurer are to:
  - 1. Announce all meetings to the membership of the IAOS, either by mail, email, or through the IAOS Newsletter.
  - 2. Maintain and distribute minutes of all meetings to the Executive Board.
  - 3. Keep and update membership rolls of the IAOS on both electronic and written media, maintaining a minimum of two backup copies of electronic membership, By-laws, Working Policies, and other documents authorized or adopted by the IAOS
  - 4. Maintain records of all financial transactions in accordance with standard bookkeeping practices.
  - 5. Have custody of all money and securities for the IAOS.
  - 6. Assemble and mail or email articles, and announcements to the membership.
  - 7. Mail/email and receive applications for membership.
  - 8. Conduct elections as described in Article 9.
- b. The Secretary-Treasurer is directed to correspond with every IAOS members each year, encouraging them to renew their membership, informing them of any changes in annual dues, IAOS activities, and officers. This correspondence may be included in a bulletin or newsletter that discusses other IAOS matters.
- c. As soon as possible following the Annual Meeting, the Secretary-Treasurer will mail or email to all members of the Executive Board a copy of the current By-laws, a copy of the minutes of the Executive Board and Annual Meeting, and a copy of membership materials and IAOS stationary.

### 4. Newsletter Editor

- a. The Newsletter Editor shall be responsible for the coordination, editing, and production of the IAOS Newsletter.
  - b. The Newsletter Editor shall coordinate with the Secretary-Treasurer to update the annual membership list for distribution of the IAOS Newsletter.
5. Any duty or responsibility delegated to any officer or member may be temporarily re-delegated by mutual consent of the President and Vice President, or re-delegated for the duration of the elected year by a majority vote of the membership, or a majority vote of the Executive Board.

#### **ARTICLE 7 – EXECUTIVE BOARD**

1. Subject to the general directives and limitations imposed by the membership at the Annual Meetings or by mail/email ballot, the Executive Board shall have authority to execute on behalf of the IAOS all powers and functions of the IAOS, as defined by these By-laws.
2. The Executive Board may hold special meetings at the request of the President.
3. A Quorum of the Executive Board shall consist of the President, Vice President, and Secretary-Treasurer of the IAOS.
4. Questions shall be decided by the Executive Board by a majority of the votes cast at any meeting and /or by mail or email ballot. In the case of a tie vote, the decision of the President shall be final. If a member of the Executive Board is unable to attend a meeting, the member may, by written authorization, appoint any active member of the IAOS to serve as proxy for that meeting. But no person by virtue of holding proxies shall have the right to cast more than one vote.
5. The President may on his/her own initiative, or shall at the written request of any member of the Executive Board, ask the Board to vote on specific questions by mail/email ballot. Ballots shall be mailed/emailed by the Secretary-Treasurer who shall specify on the ballots the date on or before which they are to be placed in the mail or emailed to the Secretary-Treasurer. This date shall not be less than fifteen (15) days from the date they were placed in the mail or emailed nor more than thirty (30) days from the date they were placed in the mail or emailed by the Secretary-Treasurer.
6. Reports of officers, representatives, delegates, committees, and agents shall be approved by the Executive Board. At the discretion of the Executive Board, these reports may be presented in full or in brief at the Annual Meeting.
7. The Executive Board shall act upon the budget provided by the Secretary-Treasurer. A budget shall be submitted to the Executive Board at the Annual Meeting for approval.

#### **ARTICLE 8 – ADVISORY BOARD OF DIRECTORS**

1. An Advisory Board of Directors shall be nominated by the Executive Committee. This board will normally be composed of those senior researchers who have made important and life-long contributions to obsidian research. These Directors shall receive Lifetime Member status and shall be permanently installed unless declined by the individual.. These Directors may be called upon by the Executive Committee from time to time for advice on any topic relevant to the goals of the IAOS.

#### **ARTICLE 9 – ELECTIONS**

1. Before December 1 of each year or January 1 for March-April election, the Secretary-Treasurer shall submit an announcement of election of new officers in the IAOS Newsletter. This announcement shall solicit nominations and provide information regarding the election process.
2. Officers are elected for terms running one or two years beginning at the time of the Annual Meeting until the following Annual Meeting.
3. Any person receiving two or more nominations shall, upon acceptance of the nomination, be placed on the ballot. If no nominations are received by the Secretary-Treasurer, nominations will be solicited at the Annual Meeting. Each nomination at the Annual Meeting must be supported by a second.
4. Each active member shall be entitled to vote for one candidate for each office. The election shall be conducted by mail or email prior to the Annual Meeting.
5. Officers shall be elected by a simple majority vote of ballots received.
6. The results of any elections shall be announced at the Annual Meeting.
7. Any officer or member of the Executive Board may be removed for cause or without cause at any Annual or Special Meeting of the IAOS by a two-thirds (2/3) vote of members in good standing present, provided that notice of such proposal shall have been stated in the announcement of the meeting.
8. If an officer is unable to complete the term of office, the Executive Board, by Special Meeting, ballot, email, or telephone conference, may appoint a member to fill the unexpired term, so long as not inconsistent with other provisions of these By-laws.

#### **ARTICLE 10 – MEETINGS**

1. The IAOS shall hold Annual Meetings at times and places designated by the Executive Board, although the IAOS shall hold at least one annual meeting. The location and date for the meeting for the subsequent year will be determined at the Annual Meeting.
2. In general, the location and time for the Annual Meeting will be determined by the geographic distribution of members, to ensure maximum participation and minimize inconvenience for the majority of Institutional members. When appropriate, Annual Meetings will be scheduled to

coincide with other professional meetings (e.g., Society for American Archaeology Annual Meetings; International Symposium on Archaeometry) to provide an economy of travel and increase opportunities for participation.

3. Due notice of the place and time of the ensuing Annual Meeting along with an optional agenda shall be published in the IAOS Newsletter and mailed to all active members no later than the announcement soliciting nominations for new officers.
4. The attending members of the Annual Meeting shall constitute a Quorum.
5. The business of the IAOS shall be discussed at the Annual Meeting. The order of business at the Annual Meeting shall be as determined by the President. Papers and other matters of scientific interest, as well as symposia, may be presented at the Annual Meeting.
6. Special Meetings of the IAOS shall be called by the President at any time the Executive Board or the general membership so directs by a majority vote. Special Meetings may be held in person, by email, on a telephone conference call, or Internet web meeting, or in another manner in which the meeting is easy and cost-effective form members to attend. Any matter of business may be decided at a Special meeting, provided notice of such business was specified in the call. Special Meetings may not be called with less than thirty (30) days notice to all members of the Executive Board.
7. Special Meetings of the Executive Board may be held at the call of the President, in consultation with the Vice President, or upon written or email request of at least three (3) members of the Executive Board. Special Meetings of the Executive Board may not be called less than fifteen (15) days notice to all members of the Board.
8. All matters of the business of the IAOS may be decided by means of a referendum vote by mail or email ballot under conditions specified in these By-laws.
9. The President may rule on questions of order and procedure coming before the meeting or submit such questions to the vote of the meeting.
10. At its Annual Meeting, the following tasks should be accomplished:
  - a. Any amendments to the By-laws must be proposed and voted upon, if at least 10 members, including two officers are present.
  - b. The IAOS budget needs to be reviewed and approved, as appropriate, by vote from the Executive Board and/or membership.
  - c. Review and discuss, as appropriate, the goals and objectives of the IAOS, and activities toward achieving those goals.
11. Coordination of the arrangements and program for the Annual Meeting is vested in a standing committee consisting of the President, Vice President, and Secretary-Treasurer of the IAOS.

12. Official sponsorship of scientific symposia presented at another meeting (i.e. Society for American Archaeology) shall be given after consideration by the Executive Committee., The Executive Committee may seek a majority vote of the body.

## **ARTICLE II – FINANCES**

1. The fiscal year of the IAOS shall run from January 1 to December 31.
2. A dues assessment, to be levied on an annual basis, shall be established by the Executive Board.
3. The annual dues structure may vary, according to the type of membership (e.g. Student Member, Regular Member).
4. Dues shall be payable on January 1 of each year.
5. Failure to pay dues by 180 days after January 1 of the year in which they become due will result in automatic dismissal of a member.
6. The funds of the IAOS shall be deposited in the name of the IAOS in such bank or trust company as the Secretary-Treasurer shall designate and shall be drawn out by checks, drafts, or other orders for the payment of money signed by the Secretary-Treasurer or by such person or persons as shall be designated by the Executive Board. Any expenses related to official IAOS business, such as routine expenses for IAOS Bulletin mailings, IAOS Annual Meeting or event support, over the amount of \$250, or expenses of any amount that are outside of regular IAOS business, shall require prior approval from the IAOS Executive Board.
7. All deeds, mortgages, releases, conveyances, contracts, or other instruments of the IAOS authorized by the Executive Board shall be executed on behalf of the Council by the officer or officers authorized by the Executive Board. Said officer or officers shall be authorized to accept gifts of money or kind on behalf of the IAOS and to deposit these with the funds of the IAOS or hold them in trust pending instructions by the Executive Board.
8. The income from annual dues and from investments and other sources shall constitute the working fund of the IAOS, available for operating, publications, and other current expenses consistent with the purposes of the IAOS as the Executive Board may direct.
9. No financial obligation in excess of the funds available in the treasury shall be assumed by the Executive Board or by any officer on behalf of the IAOS except when approved by a two-thirds vote of the members of the IAOS present at a regular Annual Meeting or at a Special Meeting, provided that for the purpose of this section, estimated receipts from annual dues and other accounts receivable for the current year may be considered available funds.

## **ARTICLE 12 – DISPOSAL OF ASSETS**

1. Upon the dissolution of the IAOS, whether voluntary or involuntary, after paying all of the liabilities of the IAOS, the IAOS shall dispose of its assets exclusively for the scientific and

educational purposes set forth in these By-laws by donating them to an institution or organization exempt from taxation under paragraph 503 c (3) of the Internal Revenue Code of 1954 (or the corresponding provision of such future Internal Revenue laws as may be in effect).

#### **ARTICLE 13 – AMENDMENTS**

1. The By-laws may be amended by a two-thirds vote of the members present at a business meeting of the Annual Meeting or at a Special Meeting called in accordance with Article 10, paragraph 3. The By-laws may also be amended by mail or email ballot provided that a proposed amendment is approved by two-thirds vote of the votes cast.
2. Amendments may be proposed by the Executive Board or by any ten (10) members of the IAOS. The proposed amendments shall be mailed or emailed to the members of the IAOS by the Secretary at least thirty (30) days before an Annual Meeting or Special Meeting. In the case of a mail ballot upon an amendment, members shall address ballots to the Secretary and place them in the mail and postmarked not more than thirty (30) days from the date they were mailed out and postmarked by the Secretary. An amendment shall go into effect immediately upon approval unless otherwise specially provided.
3. The provisions of these By-laws, as amended, shall be effective immediately upon their adoption and shall supersede and nullify all previous enactments in conflict with them.