

# **American Association of Physical Anthropologists Constitution and By-Laws**

## **CONSTITUTION**

### **ARTICLE I**

#### *Name and Purpose*

*Section 1. Name.* The name of this society is the American Association of Physical Anthropologists.

*Section 2.* The purpose of the Association is the advancement of the science of physical (biological) anthropology.

*Section 3.* The Association shall be incorporated as appropriate for a non-profit, scientific Association. The place of incorporation shall be determined by the Executive Committee of the Association.

### **ARTICLE II**

#### *Officers*

*Section 1. Officers.* The officers of the Association shall be a President, a Vice-President, a Secretary, a Treasurer, and in alternate years either President-Elect or a Past President. All serving officers have voting privileges within the Executive Committee.

*Section 2. Presidential Duties.* The President shall chair the annual business meeting and the Executive Committee. He or she shall have powers and authorities usually vested in the President of a learned society and shall perform such other duties as the Executive Committee or membership may direct.

*Section 3. Duties of the President-Elect.* The President-Elect shall assist the President, and, in the absence or disability of the President during the second year of the President's term, shall perform the duties of the President.

*Section 4. Duties of the Past-President.* The Past-President shall assist the President, and, in the absence or disability of the President during the first year of the President's term, shall perform the duties of the President.

*Section 5. Vice-Presidential Duties.* The Vice-President shall assist the President in the performance of the President's duties, and shall also be responsible for planning the program of the annual meeting.

*Section 6. Secretary's Duties.* The Secretary shall ensure that minutes are taken during the annual business meeting and any Executive Committee meetings, and that these are published or otherwise made available to the Association. A copy of the current Constitution and By-Laws, and a separate list of all votes, successful motions and resolutions shall be kept

by the Secretary's office. The Secretary will also oversee the maintenance of the Association's membership list.

*Section 7. Treasurer's Duties.* The Treasurer shall keep financial accounts of the Association, ensure that its funds are collected, and disburse funds under the direction of the Executive Committee. Accounting for the financial status of the Association is part of that duty, including a written report to the Association at the annual business meeting.

*Section 8.* All officers, Editors, Associate Editors and other Association officials (including elected Executive Committee members) must be regular members in good standing.

*Section 9. Terms.* The President and Vice-President shall be elected for terms of two years each in alternate years. The President shall serve as President-Elect in the year prior to assuming the presidency and as Past-President in the year following her or his term as President. The Treasurer shall be elected for a term of four years. The Secretary shall be elected for a term of two years and not on the same election cycle as the Treasurer. An elected officer may serve in different offices sequentially, but no person shall hold more than one office or editorship concurrently. No one shall serve more than one term in each of the editorships or elected positions of the Association.

### **ARTICLE III**

#### *Committees*

*Section 1a. Executive Committee Membership.* The Executive Committee shall consist of the five officers (President-Elect and Past-President serve in alternate years and are not members of the Executive Committee at the same time), four elected committee persons, the Editor of the Association's official journal, and the Editor of the *Yearbook of Physical Anthropology*. Editors of any other publications sponsored by the Association may be added to the Executive Committee by majority vote of regular members present and voting at the annual business meeting.

*Section 1b. Executive Committee Tenure.* At least one member of the Executive Committee, exclusive of the officers of the Association specified in Section 1a preceding, shall be elected annually to serve for three years. Editors serving on the Executive Committee as a consequence of their Editorship will be removed from Committee membership immediately should the publication or their editorial position terminate.

*Section 1c. Executive Committee Duties.* The management of the affairs of the Association in the interim between meetings is delegated to the Executive Committee. The Executive Committee is empowered to engage appropriate external agencies and services necessary to the efficient, professional operation of the Association and the protection of its interests. Other Committee duties are specified in the Constitution and By-Laws.

*Section 2a. Other Standing Committees.* The following standing committees shall be constituted: Membership and Credentials; Publications; History and Honors; Student Programs; Education; Ethics, Diversity; and Career Development. Each Committee shall have

at least three members, one of whom is designated by the President to chair the Committee. All members are appointed for a three-year term by the President with advice and consent of the Executive Committee. There shall also be a Nominating Committee consisting of at least three persons, including a Chair. The chair shall be appointed by the President with advice and consent of the Executive Committee for a one-year term, beginning at least three months prior to the annual meeting. The President is responsible for charging Committees with their duties and receiving their reports. At the President's discretion, Committee members may be given staggered terms. All Committees are to keep detailed records of their proceedings suitable for transmission to future committee members. The Chair of the Membership and Credential Committee is specifically charged with examining the credentials of membership applicants in all membership categories, corresponding with applicants concerning membership, presenting a list of qualified applicants to the Executive Committee and general membership for consideration, and overseeing the maintenance of the Association's membership records.

*Section 2b. Ad Hoc Committees.* Each annual meeting of the Association shall be managed by a Local Arrangements Chair appointed by the President, with approval of the Executive Committee, to serve for a term determined by the President. The Local Arrangements Chair is responsible for planning the meeting, overseeing and managing its operations and finances and bringing them to a conclusion, giving a final accounting, and reporting on these activities to the President, the Executive Committee, and the business meeting of the Association. Each Local Arrangements Chair is empowered to appoint an *ad hoc* Local Arrangements Committee to assist in carrying out these duties. Since each meeting will ordinarily have its own Local Arrangements Chair, there may be several such Chairs serving concurrently. The President may, when necessary and with the consent of a majority of the members of the Executive Committee, appoint other ad hoc committees to deal with specific issues. *Ad hoc* committees exist for a period of up to three years. Additional years may be added by the President and Executive Committee.

*Section 3. Committee Reports.* The activities of all standing and *ad hoc* committees of the Association shall be reported either at the annual business meeting or on the Association's web site. Means of reporting shall be determined by the Executive Committee.

## **ARTICLE IV**

### *Meetings*

*Section 1.* The Association shall meet once a year, except when special circumstances require otherwise, at a time and place to be determined by the Executive Committee.

## **ARTICLE V**

### *Membership*

*Section 1a.* Regular membership shall be open to professional anthropologists, advanced graduate students showing evidence of professional capacity, professionals in cognate sciences, and others who have demonstrated qualification by publication or other professional activities in the discipline of physical anthropology.

*Section 1b.* Student membership normally shall be open to bona fide students for a maximum of ten years. Extensions for additional years are subject to annual reapplication.

*Section 1c.* Special membership shall be open to persons with a professional interest in physical anthropology currently not desiring or eligible for regular membership.

*Section 1d.* A lapse in membership of more than five years requires reapplication.

*Section 2.* Regular members, in good standing, are entitled to subscribe to the official journal, to vote at the annual meeting, and to all other privileges of the Association. Student and special members are only entitled to subscribe to the official journal.

## **ARTICLE VI**

### *Dues*

*Section 1.* There shall be annual dues of an amount fixed by the Association at an annual meeting. Such dues shall include an amount for the conduct of the Association's business plus the cost of any official publication to which the member is entitled.

## **ARTICLE VII**

### *Amendment*

*Section 1.* Any change in the Constitution or By-Laws of the Association must be proposed in writing by at least five regular members. Such proposal shall be referred to the Executive Committee and shall be discussed at the next executive meeting. If approved there, the Amendment will be distributed to the membership at the next annual business meeting. If approved there, the amendment will be distributed to the membership in the minutes of the annual meeting. At the following annual business meeting, it will be submitted for final approval. A two-thirds vote of the regular members present and voting shall be sufficient for adoption.

## **ARTICLE VIII**

### *Publications*

*Section 1.* The Association will publish at least one official journal, designated as such by the Executive Committee with the approval of a majority of the regular members present and voting at the business meeting. The Executive Committee with the approval of a majority of the regular members present and voting at the annual meeting may establish additional publications.

*Section 2. Editor.* At proper intervals, the Executive Committee shall appoint the Editor of its official journal to serve for a term of six years. During his/her term, the Editor has voting privileges on the Executive Committee. Appointments and terms for editors of other serial publications sponsored by the Association shall be made by the Executive Committee.

*Section 3. Editorial Board.* The Editor of the official journal shall nominate for the Executive Committee's approval an editorial board of at least eight Associate Editors, of whom at least two shall be nominated annually to serve for four years. Nominations and terms for Associate Editors of other serial publications sponsored by the Association shall be made by the appropriate Editor and shall be submitted to the Executive Committee for its approval.

*Section 4.* The *Yearbook of Physical Anthropology* is published under the auspices of the Association.

*Section 5. Yearbook of Physical Anthropology Editor's Term.* At proper intervals, the Executive Committee shall appoint an Editor of the *Yearbook of Physical Anthropology* to serve in that office for a term of five years. The *Yearbook* Editor is expected to produce one volume of the *Yearbook* at the end of each of those five years and has voting privileges on the Executive Committee during her/his term. The incoming *Yearbook* Editor should be appointed approximately two years before onset of his/her term in office, but will not assume the title of Editor nor have a vote on the Executive Committee until the previous Editor's term expires.

## **ARTICLE IX**

### *Dissolution*

*Section 1. Procedure.* In the event of dissolution of the organization, all remaining assets will be distributed only to organizations which qualify for exemption under Section 501(c)(3) of the Internal Revenue Code to be used for scientific or educational purposes.

## **BY-LAWS**

### **CHAPTER I**

#### *Nomination and Election of Officers*

*Section 1. Nominating Committee.* Regular nominations for office shall be made by the Nominating Committee.

*Section 2. Nominating Procedure.* The Nominating Committee shall name candidates for each office for which a term will expire at the next annual meeting. Before the end of January preceding that meeting, the Nominating Committee shall provide each regular member of the Association with a ballot for voting on these candidates. Nominations for any office may be made in mail and by writing over the signatures of at least twenty (20) regular members to the chair of the Nominating Committee no later than the first business day in October of the year preceding. For each office to be vacated, the names of at least two candidates, including all candidates validly nominated by mail, shall be placed on the ballot. Voting members must cast their vote no later than the last day of February preceding the annual meeting.

*Section 3. Election.* The Chair of the Nominations Committee shall certify the voting results and inform the Executive Committee of the election results in advance of the annual Executive Committee meeting, to allow newly elected candidates to attend that meeting. However, the election results shall become final only when the results have been verified at the Executive Committee meeting and announced at the annual meeting of the Association. Only a plurality is needed for election.

*Section 4. Terms.* All terms of office shall commence with the close of the annual business meeting following their election.

### **CHAPTER II**

#### *Nomination and Election of Members*

*Section 1. Proposal.* Candidates for regular membership shall apply or be nominated in writing. Nominations must come from two regular members. Student members must be certified as students by a regular member of the Association who serves on the faculty of the student's school. The names of the candidates must be submitted to the Chair of the Membership and Credentials Committee of the Association, together with a statement of the candidates' qualifications. Special membership is open to any student member requesting this status.

*Section 2. Consideration.* It shall be one of the duties of the Membership and Credentials Committee to consider all candidates duly proposed. Those approved shall be recommended for election by the Association at the business meeting.

*Section 3. Election.* At the annual business meeting the Chair of the Membership and Credentials Committee shall present the list of candidates for membership approved by that committee. In the absence of objection from the floor to any name presented, the

Secretary-Treasurer shall be instructed to cast a unanimous ballot for the list submitted. Any name challenged from the floor may be withdrawn upon proper motion for further consideration, provided the reason for the objection is stated. If the motion to withdraw a name is lost, the candidate shall be voted upon separately. A three-fourth vote of the regular members present and voting shall be necessary for election.

### **CHAPTER III**

#### *Meetings*

*Section 1. Business Meeting.* One session of the annual meeting shall be devoted to the business affairs of the Association, including announcement of the election of officers, election of regular members, reports of officers, committees and delegates, the finances of the Association and such other business as may properly be brought before it.

*Section 2. Quorum.* Forty regular members in good standing shall constitute a quorum at the annual business meeting. The presence of a quorum shall be determined by the Secretary.

*Section 3. Executive Committee.* The Executive Committee shall meet regularly just prior to the annual meeting of the Association and at such other times as the business of the Association may require. The session of the Executive Committee just prior to the annual meeting shall be called its regular meeting.

*Section 4. Agenda.* At its regular meeting the Executive Committee shall determine the agenda for the annual business meeting.

*Section 5. Proposals.* Any item of business to be brought before the membership for a vote at the business meeting *may* be excluded from the agenda unless it has been sent to the President at least four weeks prior to the date of the meeting. It shall be the President's responsibility to see that copies of such proposals appearing on the agenda are made available to the membership by the beginning of the annual meeting.

*Section 6. Meeting Conduct.* The annual business meeting and Executive Committee meetings shall be conducted according to parliamentary procedure. The Chair may appoint a parliamentarian to advise on meeting conduct.

### **CHAPTER IV**

#### *Dues*

*Section 1. Amount.* The annual dues of the Association shall be amounts set by a majority of regular members present and voting, and shall include the amount of the annual subscription rate to the official journal and other publications.

*Section 2. Spouses.* In cases where both spouses are members of the Association, only one subscription to the official journal and other publications shall be required.

*Section 3. Retirement.* After 25 years in good standing, regular members who are formally retired, upon written request, may be relieved of payment of the administrative dues

component without impairment of standing.

*Section 4. Voting Privilege.* Only regular members whose dues have been paid for a given year are considered in good standing for that year and entitled to vote in the annual business meeting. It shall be the duty of the Treasurer to ensure proper compliance with this provision. Student and special members do not have voting privileges.

*Section 5. Delinquents.* A member in arrears of dues after one year shall be dropped automatically from the mailing list.

*Section 6. Reinstatement.* A member dropped from the rolls for nonpayment of dues may be restored to membership by payment of current dues plus all delinquent dues for periods during which the official journal was received.

*Section 7. Membership Categories.* It shall be the responsibility of the Executive Committee to determine special categories of membership not covered by these By-Laws, and to determine the appropriate level of dues of these categories.

## **CHAPTER V**

### *Publications*

*Section 1. Editor.* At the expiration of an Editor's term, the Executive Committee shall appoint a new Editor of any official publication of the Association.

## **CHAPTER VI**

### *Vacancies*

*Section 1.* In the event of a vacancy in the office of the President during the first year in office, the Past-President shall reassume the office for the remainder of the year. In the event of a vacancy in the office of the President during the second year in office, the President-Elect shall become President.

*Section 2.* The Executive Committee shall appoint a regular member in good standing to fill any vacancy among the Vice-President, Secretary, Treasurer, and Executive Committee. Such appointment shall hold until the next annual meeting when any unexpired term shall be filled by regular nomination and election procedure.

*Section 3.* In the case of vacancy among the Editors and Associate Editors of an official publication, the Executive Committee shall be empowered to designate a regular member in good standing for the unexpired term of the place left vacant,

## **CHAPTER VII**

### *Conflict of Interest*

No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, officers, 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 set forth in the Constitution. Actual expenses incurred by Executive Committee members while conducting the affairs of the Association may be paid by the Treasurer, provided that such expenses are authorized in advance by the Executive Committee.

No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in or intervene in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by an entity exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an entity, contributions to which are deductible under 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

## **CHAPTER VIII**

### *Indemnification*

The members of the Executive Committee and members of other committees shall not be held personally liable for the obligations of the Association, and shall not be liable in damages to the Association for injury which may result from the fulfillment of their duties when they discharge the duties of their position in good faith and with that degree of diligence, care and skill which ordinarily prudent persons would exercise under similar circumstances in like positions.

*Note:* Amendments to Section 2 of Article III of the AAPA Constitution, as well as the consolidation of Sections 1 and 2 of Article VII of the AAPA Constitution, were approved at the 2000 Business Meeting of the AAPA. The changes have been incorporated in the Constitution as shown above. Please refer to the December 1999 issue (AJPA 110:493-497) for its older version.

*Note:* Numerous amendments to AAPA Constitution and By-Laws, were approved at the 2013 Business Meeting of the AAPA in Knoxville, Tennessee. The changes have been incorporated in the Constitution as shown above. Please refer to the December 2002 issue (AJPA 119:361-366) for its older version.

*Note:* Amendments to split the position of Secretary-Treasurer into two positions as well as a revision and review of the AAPA Constitution, were approved at the 2017 Business Meeting of the AAPA. The changes have been incorporated in the Constitution as shown above. Please refer to AJPA 153(4): 678-683 for its older version.

*Note:* An amendment to Section 1b of Article V of the AAPA Constitution was approved at the 2018 Business Meeting of the AAPA. The change has been incorporated in the Constitution as shown above.