

# Houston Archeological Society

## Standing Rules

### Dues

Annual Dues are payable in advance on or before January 1. Dues for each membership category are as follows:

Contributing	\$35+
Family	\$30
Individual	\$25
Student	\$15

Dues cover a calendar year, January through December, and are payable no later than March 31st to maintain membership. Those who have joined or renewed after September 1 will not be required to pay again until January one year forward.

### Publications

#### Houston Archeological Society Journal

The JOURNAL is generally published on a yearly basis, but publication is dependent upon receiving sufficient articles for publication. The JOURNAL contains archeological reports of local and general interest contributed by Houston Archeological Society ("HAS") members and non-members and approved by the JOURNAL Editor.

The JOURNAL Editor will provide information on the format, etc. to contributing authors.

Distribution of the Journal, either in printed or electronic form, will be free of charge to persons who are members in good standing during the year of publication. Additional free copies may be provided to libraries, educational institutions, authors, other societies, etc., at the discretion of the HAS Board of Directors. Extra copies of each issue may be obtained at cost plus postage if ordered prior to printing.

Back issues may be purchased at a price determined by the Board of Directors. Purchasers must pay postage if copies are mailed.

The JOURNAL Editor is appointed by the President.

#### The PROFILE

The PROFILE is either mailed or transmitted electronically to members each month, and combines information on the monthly meeting program and business items with current short articles of archeological interest to the members. The PROFILE editor is appointed by the President.

## Special Publications

Special Publications may be offered for sale occasionally. Generally, these cover such activities as Society projects or research by individuals too lengthy to be published in the JOURNAL.

Printing of Special Reports funded by the Society must be approved by the Board of Directors.

## Meeting Time and Place

The meeting time and place for Houston Archeological Society monthly meetings will be determined by the Board of Directors and will be publicized in advance of the meeting. See also: HAS Constitution, Article V, Section 2.

## Programs and Honorariums

Programs of archeological interest are presented at monthly meetings and are arranged by the Vice President, who is authorized to extend an honorarium to guest speakers. The amount of the honorarium is determined yearly by the Board of Directors in line with the current financial capabilities of the Society.

## Library

The Society shall support a reference library of archeological publications and journals maintained by and located at the Rice University Fondren Library, Houston, Texas. The website for the Library at Rice University is [www.rice.edu/Fondren](http://www.rice.edu/Fondren). In addition, the Society shall support a library of archeological related books in the Adriance Library and Research Center maintained by and located at the Brazoria County Historical Museum, Angleton, Texas. Use of the library by members is subject to the library and museum rules. New publications may be added to the libraries as funds permit, and donations of books of archeological interest are welcomed by the Society. However, any publications or books received by the society and added to the libraries aforementioned, become the property of the repositories in which they are deposited.

## Fieldwork

The Houston Archeological Society provides organizational support through which individuals may receive training and participate in fieldwork. The Society sometimes lends support through participation in projects sponsored by other archeological organizations or educational institutions and occasionally carries out Society-sponsored projects. HAS-sponsored projects require the following:

1. A written proposal approved by the Board of Directors.
2. A Project Director, appointed by the Board, whose responsibilities will include guidance of the project through completion, including preparation of a written report.

3. A Field Director appointed by the President from September to September. Responsibilities of the Field Director include the following:
  - a. Care of Society field equipment.
  - b. Scheduling of field activities.
  - c. Obtaining signatures on liability release forms from participants.
  - d. Announcing field work schedules at meetings and in monthly meeting announcements.
  - e. Providing logistical support to the project director.
4. Project Director and Field Director may be the same person, but preferably they should be different individuals.
5. The advice of a professional archeologist should, where possible, be sought.
6. A project will be initiated by agreement of the Board of Directors. Closing out of individual phases of a project may be recommended by the Project Director/Field Director formally, but must be approved by the Board of Directors.

The HAS Standing Rules are not all-inclusive and therefore any situation that may arise that is unclear should be referred to the HAS Board for clarification.

### **Laboratory Activities**

The Lab Director is appointed by the President from September to September and will be responsible for the following:

- a. Scheduling and supervision of laboratory sessions for the processing of artifacts and other collected or excavated materials from Society field projects and also material made available for study by private individuals or institutions.
- b. Instruction of Society members on proper lab techniques.
- c. Maintenance of lab equipment and supplies.
- d. Maintenance of records of archeological materials in the lab and lab activities.
- e. Conducting workshops on topics of general interest related to laboratory study of artifactual material.
- f. Release of archeological materials to the designated curator when processing and studies are complete.

Lab sessions (date and time) will be announced in monthly meeting notices and at meetings. Lab sessions are only open to HAS members in good standing. The authorization of guests at the Lab is solely at the discretion of the Lab Director. Additional information may be obtained by contacting the Lab Director.

### **Fieldwork and Laboratory Activities Funding**

The current annual budget provides limited funding for field and laboratory work. A separate fund is maintained to pay special expenses for Board-approved projects. This fund, the Field and Laboratory Donors Fund (FLD) is maintained as a separate ledger account in the general HAS bank account. Monies in this account shall be used to support

field and laboratory projects only and are not transferable. Funds for the FLD account are obtained by soliciting Board-approved potential donors. Donors may designate how their funds are to be used on field and laboratory projects. Undesignated funds will be spent on field and laboratory projects at the discretion of the Board of Directors.

Disbursements for Board-approved projects from the FLD account will require a written application to the Board and Board approval. The request for funds and the Board decision will be noted in The PROFILE.

### **Publicity**

A Publicity Director is appointed by the President to provide detailed information about the Society to the public, other archeological organizations and the news media.

### **Non-Profit Organization**

The Houston Archeological Society is recognized by the U.S. Internal Revenue Service and by the State of Texas as a tax exempt, scientific and educational organization. The following rules must be followed by the Society and its members unless the decision is made to cancel the nonprofit status:

1. Contributions, bequests, legacies and gifts to the Society are deductible by donors but membership dues are not deductible.
2. The Society is not required to pay state sales tax on items purchased for use by the organization. However, tax must be collected by the Society on sales of taxable items, for example t-shirts, publications, etc. (Since this was approved by the membership, the collection of sales taxes by the Society has been revoked by the Office of the Comptroller, State of Texas.)

### **Emergency Advisory Committee**

An Emergency Advisory Committee, appointed by the President and composed of qualified volunteers, will be available to provide assistance in the recognition of significant archeological resources in the Houston area and to make recommendations for the proper handling of these resources. After being contacted, members of this committee will move promptly to visit the site, judge its significance and recommend steps for preservation of the resource.

### **Amendments**

Amendments to the Standing Rules may be adopted by a majority vote at any regular business meeting. A majority shall be a number equal to more than half (50%) of the members present and voting.

Adopted August 10, 1984  
Amended September 9, 2005

Amended February 21, 2013  
Amended January 16, 2014  
Amended March 29, 2024