

**BYLAWS OF THE
SASKATCHEWAN ARCHAEOLOGICAL SOCIETY
(Revised 1982, 1990, 1992, 1993, 1994, 1995, 1996,
1997, 1998, 2000, 2003, 2004, 2005, 2006, 2008)**

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Section 1 - Name

The name of organization will be the Saskatchewan Archaeological Society (hereinafter referred to as "the Society"). The Society shall be a non-profit organization incorporated under The Non-Profit Corporations Act of the Province of Saskatchewan.

Section 2 - Vision

The Saskatchewan Archaeological Society will create and foster a deeper public understanding of archaeology and archaeological information, and encourage public support for the preservation of archaeological resources in Saskatchewan, in Canada, and worldwide.

Section 3 - Mandate

The Saskatchewan Archaeological Society will act as an independent, non-profit, voluntary organization operating in an accountable, democratic and professional manner. It will carry out activities and programs to engage the interest and enlist the involvement of all citizens and in the identification, protection and preservation of archaeological heritage resources.

Section 4 - Goals

- (a) To educate individuals and agencies about the thousands of years of Saskatchewan's human history and about the discipline of archaeology.
- (b) To advocate for the protection of archaeological heritage resources.
- (c) To work in partnership with other parties to the benefit of archaeological heritage.
- (d) To provide and support

the provision of financial and human resources and to assist individuals, groups and organizations to be actively and responsibly involved in research, preservation and education efforts.

- (e) To assist individuals, groups and organizations to be actively and responsibly involved in research, preservation and education efforts.

Section 5 - Objectives

- (a) To promote, and improve upon, the reporting and recording of archaeological resources.
- (b) To increase the involvement of those underrepresented, such as First Nation, Métis and youth, in the care of our archaeological resources.
- (c) To increase our involvement in schools.

Section 6 - Membership

Membership categories shall be Individual, Family, Student, Senior Citizen, School, Institutional, Individual Life, Couple Life and Honourary Life. Membership is open to anyone upon application.

- (a) Honourary Life Membership may be conferred upon persons who have made noteworthy contributions to the advancement of archaeology or to the welfare of the Society. Nominations for Honourary Life membership may be made by three members of the Society who submit in writing the name of their nominee and his or her qualifications to the Executive Board who may decide on acceptance. Honourary Life members are exempt from the payment of dues and are entitled

to all the privileges of membership for the balance of their lives.

- (b) Life membership shall be conferred on individuals or couples who pay the required dues. Life members shall be entitled to all privileges of membership for the balance of their lives.
 - (c) School memberships shall be available to elementary and secondary schools.
 - (d) Family membership shall consist of two or more individuals in a family. Two individuals in that family may vote and hold office. The names of each person comprising the family membership must be submitted to the Society, for record purposes. A family membership shall receive only one copy of each regular Society publication, or notice.
 - (e) Individual members shall consist of those individuals who pay dues.
 - (f) Student membership shall be available to those who are enrolled full time in elementary school, high school or in a post-secondary institution.
 - (g) Senior citizen membership is available to those 65 years of age and over.
 - (h) Institutional membership is available to institutions and agencies and includes all Society privileges except voting rights.
- ## Section 7 - Maintenance of Membership
- (a) Maintenance of membership in the Society is accomplished by payment of annual dues (except in the case of Honourary Life and Life members), and by adherence to

the Bylaws of the Society. A member whose dues are unpaid at the beginning of the fiscal year shall not be in good standing and he or she may not vote, hold office, nor be admitted to the annual business meeting until such time as said dues are paid and accepted.

(b) The Board may refuse to accept the membership of anyone whose actions or practices are deemed harmful either to archaeology or the Society.

Section 8 - Chapters

Subsidiary autonomous Chapters may be established within Saskatchewan. Chapter policies shall not be inconsistent with those of the Society.

Non-members of the Society may hold membership in Chapters but may not act as representatives, nor vote, nor hold office in the Society.

A petition for the establishment of a Chapter may be sent to the President after it has been signed by at least five (5) members in good standing with the Society. The President shall present the petition to a meeting of the Board and they shall act on the petition within four (4) months of receipt by the President. Each Chapter must maintain at least five (5) members in good standing in the Society, on an annual basis.

Chapter affiliation may be dissolved by the Board if the Chapter becomes inactive, if it does not maintain the minimum number of Society members as stated above, or if its actions are inconsistent with Society objectives. A Chapter may appeal its dissolution to the next general membership meeting, which will decide by majority vote whether the dissolution shall be upheld or the Chapter shall be reinstated.

The granting of Chapter status to any Chapter does not authorize the Chapter to incur obligations or liabilities, financial or otherwise, for, or on behalf of the Society. Neither shall the Chapter use the emblem or name of the Society, nor shall it represent the Society except as authorized by the Board.

Section 9 - Governance

The administration and operation of the Society shall be directed by the Board.

(a) The Officers of this Society shall consist of a President, a First Vice-President, a Second Vice-President and a Treasurer elected from the membership at large by a majority vote at any annual meeting.

(b) The Board shall consist of the Officers listed in (a), the elected head of each Chapter or its appointed representative who is a Society member, four individuals elected from the membership at large by a majority vote at any annual meeting and the immediate Past President.

(c) There shall be a minimum of seven (7) and a maximum of twenty (20) directors.

(d) If a Board member, other than a Chapter representative, becomes unable or unwilling to perform his duties in the Society, the Board may appoint a member of the Society to fulfill the responsibilities of that office until the next annual Meeting.

(e) The President may call and shall preside at all regular and special meetings of the Society and of the Board and shall exercise the customary authority of the Office. The President shall be ex-officio member of all committees of the

Society. The President may call special meetings upon seven (7) days notice to the Board members.

(f) The First Vice-President shall assume the duties of the President's office during the President's absence.

(g) The Second Vice-President shall preside at meetings in the absence of the President and the First Vice-President.

(h) The Treasurer shall have charge over of all Society monies from whatever source.

Section 10 -Board of Directors

The Board shall consist of the following:

(a) The Society Officers.

(b) The immediate Past President.

(c) A representative of each Chapter.

(d) Four (4) individuals elected from the membership-at-large.

Only Society members in good standing shall be on the Board.

The immediate Past President shall hold office until the President leaves the position of President. The President, First Vice-President, Second Vice-President, Treasurer and members-at-large who are elected at annual meetings shall hold office for two years.

A Board quorum shall consist of at least six (6) members from the above listing, of whom at least two (2) are Officers.

No individual may hold office on the Board for more than three (3) consecutive terms in the same office. The person appointed

as a Chapter representative is not subject to this limitation.

Section 11 – Indemnity of Directors and Officers

The Society shall indemnify a director or officer, a former director or officer, or a person who acts or acted at the Society's request as a director or officer of a body corporate of which the Society's directors or officers are members, or of which the Society's directors or officers are members, or of which the Society is or was a member (or a person who undertakes, or has undertaken any liability on behalf of the Society or, any such body corporate) and his/her heirs and legal representatives, against any liability resulting from any third party proceeding against such person (liability shall include, without limitation, judgments, fines, penalties and amounts paid in settlement) and any and all costs, charges and expenses reasonably incurred by him/her in respect of any civil, criminal or administrative, action or proceeding, or any appeal therefrom, to which he/she is made a party by reason of being or having been a director or officer of the Society or such body corporation, **unless**:

- (a) the liability is caused by the fraudulent or criminal misconduct of the director or officer; or
- (b) the act or omission of the director or officer that caused the liability constituted an offence against The Non-Profit Corporations Act, any other Act of Saskatchewan or any Act of the Parliament of Canada, **unless** the director/officer had reasonable grounds for believing that his/her conduct was lawful.

Costs, charges and

expenses, which are the subject of indemnification, shall include all direct and indirect costs of any type whatsoever including any deductible solicitor/client costs incurred by the person receiving indemnification.

Any indemnification provided for herein shall be promptly advanced to the person eligible for indemnification as the costs, charges or expenses are incurred by such person or when such person becomes subject to a liability as defined, in this section. In the event it is determined that the person is not entitled to be indemnified hereunder, the Society shall have the right to require the indemnified person to repay all amounts provided pursuant to this indemnification. The burden of proving that indemnification or advances are not appropriate is on the Society.

The Society will maintain a policy of directors' and officers' liability insurance to be put in place at the expense of the Society and/or its directors and officers as the Board of Directors may from time to time determine.

Section 12 - Meetings

A general membership meeting shall be held once every year for the purpose of electing officers and members-at-large, receiving reports and the transaction of Society business. The annual meeting will normally be held in conjunction with the annual conference at which papers of interest to the membership will be presented. Twenty (20) members of the Society, in addition to Board members who are present shall constitute a quorum.

Special membership meetings may be convened by the Board.

The officers separately or the entire Board together shall

meet as often as necessary to conduct the Society's business and meet its objections. Board meetings may be held at the call of the President. The President shall convene a Board meeting if requested to do so by not less than a majority of the Board members.

Section 13 – Dues

Annual dues shall be set by the Board. Honourary Life members of the Society are exempt from payment of dues.

Section 14 – Amendments to Bylaws

(a) Proposed amendments to these Bylaws shall be submitted in writing to the Board. Such amendments shall be submitted to the membership at least fifteen (15) days prior to the meeting at which they will be considered by the membership.

(b) The Board may require that proposed amendments be presented to the Board not less than seventy (70) days before the meeting at which they will be considered by the membership.

(c) A favourable vote of two thirds of the members present at a membership meeting is required for the adoption of an amendment.

(d) The Board may amend the Bylaws and the amendment remains in effect until the next meeting of members, at which time if the members do not approve the amendment the amendment is not effective.

Section 15 – Winding Up

In the event of dissolution of the Society, its assets shall, after payment of all liabilities, be donated to the Royal Saskatchewan Museum, Regina.

**POLICIES OF THE
SASKATCHEWAN ARCHAEOLOGICAL SOCIETY
(2008)**

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POLICY ONE

Amendments to Policies

Amendments to the Policies shall be by a majority vote of the Board.

POLICY TWO

Code of Ethics

1. Members shall endeavour to serve the objectives of the Bylaws, Policies and practices of the Society.
2. Members shall behave in accordance with the spirit, as well as the letter, of provincial and Canadian laws and international conventions dealing with archaeological heritage.
3. Members shall respect the dignity and remains of the human societies, including those that are the subject of any investigation, acknowledging the sanctity and cultural importance that such remains may hold for all people.
4. Members shall endeavour to protect the public interest in conserving archaeological resources.
5. Members shall endeavour to act in such a manner as to maintain the integrity and competence of the profession and avocation of archaeology.
6. Members shall not willfully destroy or distort archaeological data and shall share information, in the spirit of free scientific inquiry.
7. Members shall respect

the rights of landowners, tenants, lessees, and archaeological permit holders, in their field investigations.

8. Members shall encourage others who are not members of the Society to comply with heritage laws, and shall offer assistance to such persons so as to encourage protection and conservation of the resource.

9. The Officers, Board and all other members involved in the discharge of the Society's programs and activities shall endeavour to make each member's involvement in the Society as enjoyable and intellectually rewarding as possible, and to ensure that each member is given full opportunity to actively participate in the Society's affairs and activities, as their interest and abilities dictate.

10. Members of the Board and committees shall not discuss with those not specifically involved in the management of the financial and other affairs of the Society, business that the Board may choose from time to time to define as the confidential business of the Board. Any member has the right to appeal, in writing, to the Board its decision to declare a matter as the confidential business of the Board. The appeal shall be directed to the President and the Board.

POLICY THREE

Membership Discipline

1. The Board may in its discretion, censure and/or inform the Membership of any member who is shown to have

willfully acted against any of the Society's Bylaws, Code of Ethics or who violates any heritage law.

2. A member is entitled to a fair hearing before the Board before he/she is censured. The proceedings of this hearing shall be properly recorded

3. In a case where the Board takes a decision to censure a member, the member has the right to make his/her statement of the case to the general membership at the Annual General Meeting and the Board and shall have the opportunity to make a statement in rebuttal. The assembled membership shall vote on what course of action to take.

4. A member of the Society may withdraw his/her membership status upon request to the President or the Treasurer. However, membership fees will not be returned in such a case.

POLICY FOUR

Committees

(a) The standing committees shall be Program, Management, Archaeological Conservation, Public Education, School Education, Planned Giving, Public Relations, Nominating, Granting and Publications. The President may establish ad hoc committees as necessary to accomplish the objectives of the Society.

(b) The Program Committee shall undertake the planning of general Society activities including conferences,

meetings and field trips.

(c) The Management Committee shall be responsible for the preparation and presentation of a budget for the Society to consider and oversee and direct (as necessary) the work of the Executive Director to ensure that the Society's interests are best served.

It shall meet with the Executive Director at least once every year, for the purposes stated below.

(i) The Committee shall receive any information (complaints, suggestions) pertaining to the duties and policies pertaining to the staff, and such information relating to their performance.

(ii) The Committee shall complete annual performance reviews of the Executive Director.

(iii) The Committee may hold in camera meetings with the Board at Board meetings to receive any such information.

(iv) The President shall inform the Executive Director of all comments, complaints and suggestions received by the Committee relating to staff performance, and shall receive clarification, rebuttal or other informed comment on all the matters raised to arrive at satisfactory solutions.

(v) The Committee shall seek or receive advice or recommendations from the Executive Director or other staff regarding any matters concerning the day-to-day and/or long-term operations, programs and plans of the Society.

(vi) The Committee consists of the President, First Vice-President, Second vice-President and Treasurer. The President shall chair meetings of the Committee.

(d) The Archaeological Conservation Committee shall engage in activities to promote the protection of archaeological resources as approved by the Board.

(e) The Public Education Committee shall research and engage in such activities approved by the Board to promote the educational efforts of the Society.

(f) The School Education Committee shall engage in such activities approved by the Board to promote archaeology to students.

(g) The Planned Giving Committee shall engage in activities to promote the giving of donations to the Society.

(h) The Public Relations Committee shall promote and disseminate information about the Society's meetings and publications and encourage membership in the Society.

(i) The Nominations Committee shall:

(i) After its appointment by the Board ensure that a call for nominations is placed in the November Newsletter;

(ii) Approach those whose names have been volunteered, and others, for the available positions on the Executive to ascertain both their interest in letting their names stand, their capability of attending Executive Board and committee

meetings, and of fulfilling all other necessary duties;

(iii) Publish the names and brief biographies of those who have agreed to stand for office, in the February Newsletter;

(iv) Act as returning officers for the elections at the Annual Meeting.

(j) The Granting Committee shall establish guidelines for the operation of the member funding grants program and any scholarships or bursaries to be awarded by the Society;

(k) The Publications Committee shall assist the Society in the development of the Newsletter, Journal, Occasional Papers and other publications as directed by the Board.

POLICY FIVE

Duties of Officers

(a) The President or designated Chairperson shall exercise the right to vote only for the purpose of breaking a tie.

(b) It shall be the duty of the President to:

(i) Prepare the Agendas for all Board Meetings and any other meetings deemed necessary;

(ii) Review all Grant Applications and Final Report Forms and official correspondence and sign as necessary;

(iii) Appoint all standing Committees after the election of

Officers at the Annual Meeting, by or at the first Board meeting held after the Annual Meeting, except for the Nominating Committee which shall be appointed by the Board;

(iv) Appoint all ad hoc Committees as required;

(v) Prepare and present the President's Report at the Annual Meeting;

(vi) Chair the Management Committee;

(vii) Assign various duties, as necessary; and

(viii) Notwithstanding the foregoing, have general supervision over all Society affairs.

(c) It shall be the duty of the First Vice-President to assist the President in any way possible and to serve on the Management Committee.

(d) It shall be the duty of the Second Vice-President to assist the President in any way possible; to serve on the Management Committee; and to record the minutes of the meetings of the Board and annual general meeting.

(e) The Treasurer shall retain records in a manner acceptable to the Board. The Treasurer shall report on the financial status of the Society, which shall be presented at each regular membership and Board meeting.

It shall also be the duty of the Treasurer to ensure that the Society properly files the Annual Return to the Corporations Branch, the audited financial statements and any other required documents on a timely basis

and to perform such other duties as may be required by the Society and which are compatible with his/her office.

POLICY SIX

Duties of Members-at-Large and Chapter Representatives

(a) Members-at-Large shall attend all Board Meetings and act on Committees as required.

(b) Chapter Representatives shall:

(i) Attend all Board Meetings or, if unable to attend, make the necessary arrangements to have their alternate attend;

(ii) Act on Committees as required;

(iii) Act as an information and communication link to keep both the Chapter and the Board fully informed in a timely manner on all issues concerning the Chapter and the Society;

(iv) Submit a written Chapter report at each Board meeting for publication in the Newsletter.

POLICY SEVEN

Board Meeting Dates

There shall be a Board meeting in each month of March, June, September and December.

POLICY EIGHT

Contracts and Tendering

(a) For spending within budget limits, the persons below shall have authority to

spend as follows:

(i) Executive Director less than \$300.00;

(ii) Management Committee from \$300.00 to \$1,000.00;

(iii) Board over \$1,000.00.

(b) The Board will have authority to authorize spending in excess of budget limits.

(c) To protect against conflicts of interest, the Board recognizes that, first, the Saskatchewan archaeological community is small in size; second, that the most qualified potential contractors may well be the most active in the Society; and third, that every qualified person has the right, without discrimination, to be eligible to compete fairly for contracts. To avoid a real or potential conflict of interest insofar as a given contract or tendering situation is concerned, any person on the Board or any Committee who would stand to benefit financially from the awarding of a contract shall not be present during Board or Committee discussions or decisions on the matter, nor shall such a person vote on or undertake to otherwise influence the decision in the matter.

POLICY NINE

Reimbursement of Volunteers' Expenses

(a) All out-of-pocket expenses incurred by a Board member relating to the business of the Society may be reimbursed upon submission of a completed SAS Expense Claim form. Allowable

expenses are travel, meals, accommodation, phone, postage and photocopying. Committee members may also claim such expenses.

(b) Accommodation reimbursement shall be at the rates established by the Board from time to time. Mileage and meal reimbursements shall be the rates established by the Government of Saskatchewan from time to time.

(c) All claims for reimbursement are to be submitted to the Executive Director and made on the SAS Expense Claim form. Where receipts are required, these are to be attached to the Claim form.

POLICY TEN

Financial Donations

Donors who make donations of \$10.00 or more will be issued an official receipt from the Society.

POLICY ELEVEN

Awards

(a) The SAS annually seeks nominations from its members for the William A. Marjerrison Award (a major merit award named after a past President and Board member), for the Honourary Life Membership Award and for Certificates of Appreciation.

(b) The William A. Marjerrison Award is conferred upon a person, group or agency for outstanding, provincially-significant contributions either to the work of the Society or to Saskatchewan's archaeological

heritage.

(c) The Honourary Life Membership Award is granted to an individual member who has made outstanding and long-term contributions to the goals and work of the Society, thereby enhancing the role of the Society in the cultural life of Saskatchewan. Honourary Life Memberships provides permanent membership in the Society free of the payment of dues.

(d) All nominations are to be made on the form provided by the SAS office. Nominators should be prepared to include information on the nominee's background and contribution, as well as supplementary information such as letters of support, articles, etc. While every nomination will be carefully and thoughtfully considered, the Society will not necessarily make an award in each category in any given year, but it may also make more than one award. To make the awards meaningful, a very high standard for evaluation will be maintained. The deadline for postmarking nominations is December 31. Awards will be presented at the Annual Meeting.

POLICY TWELVE

Media Communications

Effective communication with the media will increase the visibility of the SAS, publicize SAS activities and events, and promote the conservation and protection of archaeological sites.

The Executive Director serves as the official spokesperson for the SAS. Any media inquiries related to

the SAS shall be directed to the Executive Director. The Executive Director is responsible for the preparation and distribution of all press releases. Press releases shall be submitted to the President, or designate, for approval prior to distribution. The President and the Chair of the Public Relations committee should be notified of all media contact so that they are kept informed of current media issues. At each board meeting the Executive Director will provide a summary of any media contact and discuss issues that have arisen as a result.

The Executive Director may designate another individual to speak to the media under specific circumstances. If questions arise that are beyond the scope of the SAS mandate or expertise of the Executive Director the director should direct the media to the appropriate individual.

If controversial issues arise, or there are issues that pose a risk to the reputation of the SAS, the Executive Director should notify the board as soon as possible. When controversial issues arise the Executive Director will consult with the President before speaking to the media.

SAS members and Chapters are free to speak to the media about their own activities and research; however, they may not speak on behalf of the SAS or claim to represent the SAS without the approval of the Executive Director.

Chapters who speak to the media are asked to inform the Executive Director of any media contact so that the office is kept up to date on current

issues. This is especially important if there may be follow up media inquiries to the SAS. If possible, the Chapters are asked to provide the SAS office with a copy of any media coverage for archival purposes.

Chapters and members of the SAS may not claim to represent the SAS in any publications including letters to the editor. The use of the SAS logo, letterhead, and web page content may not be used without the approval of the Executive Director.

POLICY THIRTEEN

In progress

POLICY FOURTEEN

In progress

POLICY FIFTEEN

Development and Chapter Assistance Guidelines

Purpose of the Chapter System

(a) To foster the growth of local affiliated archaeological societies in Saskatchewan.

(b) To act as local agents to further the vision, mandate and goals of the SAS.

(c) To facilitate the dissemination of SAS ideas and services to localities where they are not available, and

(d) To enlarge SAS membership.

Eligibility for Chapter Status

(a) The applicant group must supply a written description of their goals and objectives and in the judgment of the SAS Board, these must be compatible with the SAS

vision, mandate and goals as outlined in the SAS Bylaws.

(b) The applicant group must have at least ten individuals of whom at least five are also members in good standing of the SAS.

Application

A standard application form supplied by the SAS is to be used to apply for Chapter status.

Annual Chapter Fee

Each Chapter is assessed a single fee at the Chapter rate. The Chapter as a whole is a member of the SAS but its members, individually, are not SAS members unless they have applied for and paid their dues to the SAS as individuals.

Benefits of Chapter Status

(a) Each Chapter receives one copy of each of the SAS publications published during the year, for its library.

(b) Each Chapter maintains autonomous self-government.

(c) Each Chapter is entitled to receive SAS services.

(d) Each Chapter is eligible to receive a Chapter Assistance grant within the current year's grant limit to aid it in covering its costs for carrying out its activities. Any expenses incurred by the Chapter in carrying out its activities, consistent with the vision, mandate and goals of the SAS, is allowable.

Obligations of a Chapter

(a) Each Chapter must appoint a Chapter Representative to attend all

SAS Board meetings.

(b) Chapters are expected to facilitate SAS programs and objectives.

(c) Each Chapter must present written reports to at least two of the Newsletters published during the year (this generally being done at Board meetings.)

(d) Each Chapter must send at least one delegate to the Annual General meeting of the SAS to present an oral and written annual report to the general membership.

(e) Each Chapter shall supply a current membership list of its members, noting, so far as is possible which ones are also members of the SAS by December 15th each year.

Responsibilities of Chapter Representatives

(a) The Chapter Representative shall be appointed by the Chapter. The individual chosen shall be a member in good standing of the SAS.

(b) The Chapter Representative is a Director of the SAS with all the attendant privileges and legal responsibilities of any other voting member of the Board.

(c) The Chapter Representative is responsible for ensuring that the checklist that accompanies the grant claim is completed and submitted by December 15th.

Chapter Records

All Chapter records should be kept by the Chapter for the life of the Chapter, for archival and historical reasons.

Dissolution of a Chapter

(a) The SAS is empowered to dissolve a Chapter's membership in the SAS for cause to be determined in the sole discretion of the SAS.

(b) If a Chapter voluntarily dissolves, the SAS recommends that any assets on hand shall go to the SAS.

POLICY SIXTEEN

Member Funding Guidelines

1. Background

The SAS supports locally-based projects and activities which will involve two distinct constituencies:

- (a) members of the SAS and/or Chapters, and
- (b) the general public.

In both cases, the intent is to support an increase in both the quantity and quality of involvement, so that a greatly enlarged number of people can learn about, appreciate and work toward the better protection of Saskatchewan's archaeological sites, artifacts and information.

It is the philosophy of the society that every individual member, wherever they live in the Province, should be given the opportunity to participate in our activities, and that the Society has a public duty to present archaeology and encourage resource conservation to as wide an audience as possible.

The SAS provides two kinds of financial support to members; these are described below.

2. Definition of "Member Funding"

A member is defined for the purpose of the Member Funding Grants, as one of the following:

(a) An individual, in good standing, of the SAS.

(b) A Chapter, in good standing, of the SAS.

3. General Conditions Pertaining To All Grant Applications.

(a) The applicant must, except under exceptional circumstances, reside in Saskatchewan

(b) The applicant must be a member in good standing of the SAS.

(c) Applicant agrees to abide by the letter and spirit of the Bylaws and Policy of the SAS and funds are to be used for purposes, which are consistent with those Bylaws and Policies.

(d) Individuals participating SAS-sponsored projects must be eligible to obtain all provincial and federal permits, which may be required to perform the tasks.

(e) Individuals and groups participating in SAS-sponsored projects must meet all legal requirements during the performance of their work.

(f) The SAS may fund, in part, projects, which receive government or private support, on a cost-sharing basis.

(g) Applications for funds shall be submitted on forms for the purpose provided by the SAS office.

(h) Individuals or groups performing SAS funded special projects must each submit a follow-up report describing the program/activity, accompanied by an acceptable, auditable financial statement to the SAS within three months following the end of their respective fiscal years. This statement must be signed by the individual or by two senior members of the group's executive.

(i) No payments will be made by the SAS after December 20 of the 2nd year in which the grant was awarded.

(j) Receipts and invoices must be submitted with expense claims.

(k) The amount of assistance allocated to each special project would be authorized in the annual report presented at the Annual Meeting. The information also will be supplied to members upon request.

(l) Acknowledgment of funding support shall be made in any finished product of the project such as a publication, display or site marker, of the following: Saskatchewan Archaeological Society, Saskatchewan Lotteries Trust Fund for sport, Culture and Recreation, and Saskatchewan Lotteries. The Lotteries logo must be included.

(m) With the exception of Chapter Assistance Grants the deadline for receipt of applications by the SAS is March 31st.

(n) Non-compliance with either the general or specific

conditions pertaining to grants received from the SAS may result in the withholding, by the Society, of further payments, or a request to the grant holder to return moneys already paid out by the SAS.

(o) Projects that involve and/or invite other members and members of the public to participate or visit the project will have priority over those that do not include such involvement.

4. Member Funding Grants Available

(a) Chapter Assistance Grants

Each Chapter must comply with the requirements of the Chapter Assistance grants, as embodied in the SAS Member Funding guidelines and summarized in the Checklist. A Chapter Assistance Grant application form supplied by the SAS must be completed (accompanied by proper receipts), and the requirements in the Checklist must be met. The application for funding and accompanying documentation must be submitted by December 15th.

(i) Purpose

To provide financial support annually to Chapters for expenditures relating to carrying out the activities of the Chapter which are in accordance with both the written constitution of the Chapter and the Bylaws and Policies.

(ii) Amount Available

Each Chapter is eligible for an amount established by the Board in the SAS fiscal year (January 1 to December 31).

(iii) Eligibility

The application must be made by a group which has been formally accepted as a Chapter of the Society at a meeting of the Board, and which, at the time of application, is a chapter member in good standing of the SAS.

(iv) Procedure and Deadlines

The Chapter may apply for reimbursement of expenditures at any time during the calendar year. Application is to be made on the Chapter Assistance Claim Form (to be supplied by the SAS along with a checklist of requirements) and all items are to be supported by receipts.

All final claims for the year are to be submitted and received by the SAS office by December 20th of the year in question.

(v) Eligible Items

Any and all legitimate expenses considered necessary by the Chapter Executive to carry out the written goals of the Chapter and of the SAS are eligible.

Such expenses may include items like travel expenses and honoraria for speakers, consumable supplies for (for example) local mapping or survey projects, telephone, postage, hall rental, etc.

Major capital expenditures are eligible, provided the following two conditions are met: 1) agreement to purchase such items must be made by a majority of the Chapter Executive and duly recorded in the Minutes of a Chapter meeting and 2) in the event of the winding-up of the affairs of

the Chapter such equipment shall be turned over to the Saskatchewan Archaeological Society.

(vi) Reporting Requirements

The Chapter should make at least two brief reports on its activities for publication in the Newsletter, during the year. Included in one of the reports should be mention of the moneys received from the SAS in support of the Chapter activities.

(b) Research and Project Assistance Grants

(i) Purpose

These awards are designed to support salvage and mitigation of significant archaeological resources in situations where otherwise normal funding may not be available – e.g., agricultural impact, small business enterprises, non-profit recreational or conservation societies' developments. Priority will also be given to projects of an emergency nature where time does not allow for the application for funds from other sources.

(ii) Amount Available

Individual awards are up to a maximum of \$1,000.00. The total amount available for the current fiscal year is indicated in the current year's budget. The Member Funding Committee may decide not to award funds, or the total available in any given year.

(iii) Eligibility

Any member of the SAS may apply. If archaeological fieldwork is involved, the applicant must be able to obtain a valid research permit (for either Type A or B Research of for a

Heritage Resources Impact Assessment or Mitigation Investigation) as required by the Archaeological Resource Management Section, Government of Saskatchewan, prior to the awarding of the fund.

Applications that involve members of the SAS, member of the Chapters, and the public will be given the highest priority.

Priority will also be given to projects that involve fieldwork or archaeological resource conservation.

The funds are intended to cover expenses directly related to the project and, normally, not to provide remuneration for the director or assistants. Expenses might include transportation and room and board (director only), consumable goods, photography, drafting, typing and duplication, telephone, C-14 samples or technical analyses, and postage, etc. Capital equipment (e.g. cameras, etc.) will not be funded. Projects could make use of SAS field equipment, if available.

(c) Procedure and Deadlines

A call for applications will be made in the SAS Newsletter. Application must be made on the form provided by the SAS. The Member Funding Committee will review each application and make recommendations to the Executive.

The application should include a project proposal (similar to that required for a permit application if field research is involved), a resume of background and skills of the applicant, a detailed budget outline, the applicant's permit

number (if applicable), and an estimate of the termination date. The project proposal and budget should cover not only the fieldwork (if this is involved), but also the analysis and report writing phases.

Five copies of the application shall be submitted.

The deadline for receipt of application at the SAS office is 5:00 p.m., March 31st.

Upon approval of a grant, the applicant shall signify acceptance by means of a letter to the President, whereupon a cheque for 50% of the grant shall be issued. An additional 40% will be paid upon completion of the project (as signified to the Committee), and the remaining 10% upon the Committee's receipt of a satisfactory written final report and financial statement (supported by original receipts). The report will follow the format provided by the SAS. (The Executive may waive the 10% holdback if circumstances warrant). The report shall be submitted by December 20 of the year following the one in which an award was made by the Committee.

(i) Eligible Items

See the statement of Purpose, above. Suitable projects might include: small salvage excavations and analysis carried out under professional, contracted supervision; inventory surveys and documentation of the heritage sites within a rural Municipality; staging an archaeology display or demonstration at craft festivals, regional games or fairs; fencing or otherwise protecting an important local archaeological site, etc.

(ii) Reporting Requirements

The recipient must provide a financial statement, with original receipts at the completion of the work and a brief report. This report will also be suitable for publication in the April SAS Newsletter. (If photographs are included in the report, original photographs shall be submitted.)

All grants supporting M.A. research require the submission of a bound copy of the completed thesis for deposit in the SAS library.

(iii) General Conditions

In addition to those conditions and requirements outlined above, those presented in Section 3 above apply.

Applications that have the support and involvement, financial and/or otherwise, of outside organizations (R.M. Councils, recreation boards, other Provincial Cultural organizations, local business or other sponsors, etc.) are encouraged.

These projects that, as appropriate, involve as many as possible of the SAS membership and the general public are encouraged, as are those that will have tangible, lasting benefit.

(d) Receipt of Applications

All applications are to be sent to the SAS office and any communications or inquiries should be directed to the Executive Director.

(e) Governance

The member funding grants program is conducted under the direction of the Granting Committee.

The Executive Director shall be responsible to administer the programs.

5. For Chapter Assistance Grants

- (a) The Chapter should make at least two brief reports on its activities for publication in the Newsletter during the year. Included in one of the reports should be an acknowledgment of the money received from the Society in support of the Chapter's activities.

- materials for educational purposes;
- coordination and direction of an annual archaeological field school.

POLICY SEVENTEEN

Education Program Guidelines

The basic goals of the Education Program are to educate SAS members and members of the chapters of the SAS in archaeological knowledge and techniques, and to extend this type of education insofar as is practicable, to the public in general.

To accomplish these, the following types of activities are carried out:

- workshops or seminars on archaeological topics of relevance to members;
- archaeological field trips;
- annual archaeological bus tour;
- outreach talks to the public;
- assistance and provision of resource