

SAA BOARD POLICY DOCUMENT

This document is a compilation of SAA policies passed by the Board that are currently in effect. With each policy appears a brief legislative history in brackets after the title. Any text in brackets is not considered to be part of the policy, but is simply there for purposes of explanation or clarification. The same is true of titles, which are simply added for convenience and can be changed in the future without Board action.

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Mission and Vision

[Adopted in Motion 149-27.5A (March 2022).]

Motion 149-27.5A. *The Board accepts and approves the strategic plan report produced by the design team and Sort Sol Group. We endorse the proposed new mission, purpose, vision, shared values, analysis of competitive advantages, six priority areas, and strategy screen. The next step will be for the board and Executive Director to develop priorities and an implementation direction. (3-30-22)*

Purpose (our why)

Advancing archaeology, preservation, and practice.

Mission (our aim)

SAA empowers its members to understand humanity's past through ethically-based scientific and humanistic investigation, to promote preservation of archaeological resources and cultural heritage through support of legislation and education, to create collaboration between the profession and descendant communities, and to assist professional growth.

Shared Vision (our direction)

To champion archaeologists in their efforts to advance knowledge of and to protect the past for society; and to build a more ethical, just, and equitable future of the profession.

Core Values (guiding principles and code of conduct)

- Accountability: We are open and transparent.
- Advocacy: We advocate for our members and archaeological resources.
- Learning: We provide opportunities to help members achieve their goals.
- Diversity: We embrace diversity by listening to and hearing all voices.
- Inclusion: We welcome and encourage collaborative archaeologies.

Strategy Screen

The Strategy Screen is a tool for determining, in advance, the criteria for adopting any new strategy to answer the biggest questions facing an organization. It is useful when there is a need to determine the criteria that will guide future strategic decisions before the critical moment of decision arrives.

Considering its identity, the SAA developed the below screen to ensure impact is balanced against organizational capacity:

1. Is this opportunity consistent with our mission, values, competitive advantages, and organizational priorities?
2. Who does it benefit?
 - ✓ All members
 - ✓ Only people who are usually represented
 - ✓ Encourage diverse voices; solicit them
 - ✓ Archaeology as a discipline? Member job security? Society at large?

3. Do we have the capacity?
 - ✓ Human (staff, Board, volunteers)
 - ✓ Technology
 - ✓ Partnership
 4. What are the financial implications of this opportunity?
 - ✓ Revenue neutral, surplus, or deficit
 - ✓ Fundraising potential
 5. How will we measure success?
 - ✓ Members in attendance (annual meeting)
 - ✓ Members (total, renewed, new)
 - ✓ % engaged (elections, needs assessment)
 - ✓ Quality (how well we execute)
- Increased member satisfaction (underrepresented groups, newer members)

Administration

Executive Director Authority for Contracting, Grants, Cooperative Agreements, and Similar Instruments

[Revised Motion 154A-27 (October 2024); reaffirmed in Motion 102-27D (March 1999); adopted in Motion 91-1 (November 1993).]

The Executive Director may sign, as an agent of the Society for American Archaeology, contracts, grants, leases, and agreements provided that such funds have been included in the budget or explicit authorization has been provided by the Executive Committee. The financial and administrative cost rate is zero (0) percent for grants, cooperative agreements, or similar instruments that the SAA is to disburse, unless the Executive Director authorizes a different rate. Contracts, leases, and agreements related to the annual meeting may be signed by the Executive Director once the Executive Committee has approved the meeting destination.

Process for Determining Compensation (applies to the Society's Executive Director)

[Adopted in Motion 121-27.4 (October/November 2008)]

This Policy on the Process for Determining Compensation of the Society for American Archaeology applies to the compensation of the Society's executive director.

The process includes all of these elements: (1) review and approval by the Executive Committee of the Board of Directors; (2) use of data as to comparable compensation; and (3) contemporaneous documentation and recordkeeping.

1. **Review and approval.** The compensation of the executive director is reviewed and approved by the Executive Committee of the Board of Directors of the Society, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.
2. **Use of data as to comparable compensation.** The compensation of the executive director is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.
3. **Contemporaneous documentation and recordkeeping.** There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.
4. **Outline of Process.** Each year the performance of the Executive Director will be evaluated at the Fall Executive Committee meeting.

For the Fall Meeting, meeting, the Executive Director shall prepare a statement of no more than 3 pages to be provided to the Executive Committee at or before the meeting. The Executive Director's statement will address:

- 1) any issues of particular relevance regarding the Executive Director's activities over the past year that are not evident to the Executive Committee through other reporting or interaction;
- 2) the key challenges and opportunities facing the Society and how the Executive Director proposes that they be approached.

Having read the Executive Director's statement, the Executive Committee will evaluate the performance of the Executive Director. In determining compensation, comparable data will be studied in order to determine the compensation level of the Executive Director. The Executive Director performance in the following areas will be taken into consideration:

- 3) The quality and quantity of services SAA provides.
- 4) Effective use of and accountability for SAA's financial resources.
- 5) Maintenance and development of strong internal organization of the SAA Executive Office in which systems, staff productivity, morale and teamwork are high.
- 6) Productive working relationships with the Board.
- 7) Significant achievements or problems encountered during the past year.

Through a personal discussion at the fall Executive Committee and through a formal letter following, the President will convey the Executive Committee's evaluation. The letter will be inserted in the Executive Director's personnel file.

The Executive Director has the option of responding to the evaluation through a letter to the President, a copy of which will be maintained in the Executive Director's personnel file

Scope Of Collections Statement

[Motion 152-43B (October 2023) updates Motion 146F-43D (March 2021), which rescinded Motions 102-27D (March 1999) and 109-55.1 (November 2002).]

Purpose

The purpose of this Scope of Collection Statement (Scope) is to define the bounds of the present and future records included in the Society for American Archaeology (SAA) archive.¹ The records include those items that promote understanding about the history of archaeology in the Americas, the organization's accomplishments and contributions to the major debates about practice, methods, and knowledge of the field, and to record the history of the SAA. This Scope is designed to ensure that the SAA archive is relevant to these objectives. The collection of SAA records is curated at the National Anthropological Archives (NAA) under a Transfer Agreement, which is in keeping with the SAA's goals to preserve the archaeological record and to maintain an organizational history of its activities.

Organizational History, Mission, and Goals of the Society for American Archaeology

The SAA was founded in 1934 and incorporated as a 501(c)(3) corporation in 1972. The SAA's Articles of Incorporation and Bylaws establish the organizational framework and a Board of Directors that is responsible for management of the organization. Board policy is codified in the Policy Manual, which includes the actions taken in 1978 to define organizational records and provide for their long-term care at the NAA.

The mission of the SAA is to empower its members to understand humanity's past through ethically-based scientific and humanistic investigation, to promote preservation of archaeological resources and cultural heritage through support of legislation and education, to create collaboration between the profession and descendant communities, and to assist professional growth.

¹ See Appendix A for a glossary of terms used in this Scope.

Contributors of SAA Official Records

The SAA's official records include a variety of materials in many formats. Records are produced by or for the following SAA positions acting in an official capacity at any time during the history of the SAA: elected and appointed Board Directors (i.e., President, President-Elect, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, Board members, and Board-appointed Directors when an elected Board member resigns); Committee, Task Force, and Interest Group chairs; subcommittee chairs; editors of the SAA journals, newsletter/magazine, and SAA Press; Board-appointed representatives (i.e., someone appointed to liaise with an outside organization); and others in rare circumstances. It is quite possible that not all contributors listed above will create SAA official records during their term, such as a member of the Board of Directors (Board) who is not an Executive.

Other contributors of official records are SAA staff.

(NOTE: Contributors should review the “Acquisition and Transfer to NAA” section below on the preparation and submission guidelines.)

Types of Records to be Archived

The SAA's mission supports the creation, acquisition, and preservation of official records to be archived. Only records with a direct association to the SAA are to be included in the archive. There are some official SAA records that contain confidential information. Their retention, submission, and access requirements are discussed in the “Acquisition and Transfer to NAA” section below. Official records include written correspondence, reports, meeting notes or minutes, images, sound recordings, videos, and other document types that may be in hard-copy or digital formats.

The following directions in this Scope prevent arbitrary and excessive future growth, as well as redundancy, while ensuring that the archive remains relevant to the SAA's goals.

The SAA has a Document Retention and Destruction Policy (DRDP) that was adopted in a motion by the Board in 2008 and then revised and approved by the Board in 2023 (Appendix B). Compliance with this policy is distinct from the Scope. However, all work performed under this Scope must align with the 2023 DRDP and all subsequent updates to that policy, since some of the records that are to be archived are identified in the DRDP.

Additionally, there are other documents that are beyond the bounds of both the SAA's responsibility and preservation capabilities and are not to be archived. These include personal papers. If personal papers containing SAA official records are donated to an archive other than the NAA, effort should be made by the donor to notify the NAA of those materials so that they may be cross-referenced. Documents that can be readily found in other places (e.g., the published journal issues of the SAA) or are duplicates of widely distributed materials, such as business meeting handouts, are also outside of this Scope. Other types of documents that are not to be archived are identified in the appropriate sections below.

The following sections identify and define groups of official records to be retained by the appropriate SAA contributors and submitted for archiving at the NAA as discussed in the “Acquisition and Transfer to NAA” section below.

1. Corporate Documents. These legal records document the formal inception of the SAA, changes to the incorporated status of the SAA, its relationship with and responsibilities to other organizations, and benefits accruing to the SAA from these relationships. Final records and correspondence related to the development, application, issuance, and maintenance of the documents must be retained. Included in these corporate documents are:

- a. Articles of Incorporation that document the formal inception of the SAA.

- b. Tax status determinations made by federal and state/local organizations relevant to organizational business operations including various annual forms.
- c. Co-publication agreements with presses.
- d. Documentation of formal relationships with other organizations, such as the Register of Professional Archaeologists, Digital Antiquity, and the National Park Service.
- e. Written correspondence with attorneys and others regarding legal issues that may or may not be reflected in governance documents. Records involving individual conduct are not to be retained.

2. Governance Documents. These include all materials that define the organization, structure, policies, principles, and operational procedures of the SAA. Most are captured for archiving via the Board books. Changes to these documents must be preserved, along with the text and results of formal votes and substantive, related correspondence. Governance records also preserve failed efforts to change these documents (including text, significant correspondence, Committee activities, and records of meetings) and provide a full historic view of SAA development. Cross-references to official meeting records may be necessary to represent fully the information in governance discussions. Most e-mail exchanges related to governance documents do not meet these criteria and should not be retained, particularly those that are routine. Governance documents are official records that include the following items:

- a. Bylaws. The bylaws set the organizational parameters, management, and business processes of SAA. Published documents are the official versions of these documents.
- b. Policies and Statements. Policies and statements contain the principles adopted by the SAA to determine present and future courses of action. SAA statements, as well as guidelines, are documents that inform members, legislators, and the public about issues that affect the careers and practice of archaeologists. All policies and statements, changes to their texts, and documentation related to their development and implementation, including versions sent to the membership for review and a summary of the comments, must be preserved. Only critical drafts that reflect significant changes to the development of issued policies and statements are to be retained.
- c. Procedures. The SAA historically has developed and evolved several manuals documenting accepted procedures of the organization. These include the Procedures Manual that describes responsibilities of Officers, representatives, and Committee Chairs and the guidance for an incoming Program Chair about the processes for organizing the annual conference. Some SAA staff manuals (i.e., Government Affairs Manager) must be retained because they contain significant information about the activities of the position. These documents change over time; preservation of all issued documents and correspondence related to the evolution of the documents are important to understanding the philosophical changes of the organization. The records associated with procedures also include any versions sent to the membership for review and a summary of the comments.
- d. Board Books and Meeting Minutes. The Board books are comprised of Committee, Task Force, SAA staff, and other reports that provide the background and information necessary to brief the Board about the current business of the SAA that they must address at their meetings.
- e. Records of Official Votes Outside Meetings. The Board may vote on issues throughout the year using telephone, e-mail, or other methods to poll the Board. These records include the issue to be voted upon, critical backup documentation circulated with the issue, meeting notes, the formal vote, and the minutes of actions taken without a meeting. Related e-mail exchanges or personal notes from informal phone calls are not to be retained.
- f. Annual Business Meeting Minutes and Documents. By the terms of the bylaws, the SAA has an annual business meeting that includes official reports of Officers. A record of any new business stated at the annual Business meeting is to be preserved.

g. President's Correspondence with Membership. Critical governance and policy issues may arise that necessitate correspondence between the President and the SAA membership.

3. Planning Documents. These materials include all documents that set short or long-range goals and targeted accomplishments for the organization or a group within the SAA. Planning documents include the SAA's strategic long-range plan, annual work plans for individuals or Committees, significant correspondence related to plan development, review comments, and similar information. Although budgets are planning documents, they are considered below under Financial Documents.

4. Project Products. The SAA, through its Officers, Committees, Task Forces, subcommittees, and Interest Groups, engages in a wide variety of tasks that produce products for the organization. The products vary widely, such as exhibits, posters, brochures, videos, fliers, studies and surveys approved under the Survey Project Oversight Subcommittee of the Board (SPOSB), guidance, reports, significant correspondence on an issue researched by a relevant Committee or Task Force often at the request of the SAA President or Board, and similar items. Much of this work is done through Committee efforts², sometimes as directed by the Board, and at other times by individuals and subcommittees. These materials include the final tangible product, in addition to the proposal, relevant contract documents, and product reviews. Only document drafts and raw videos³ that reflect significant changes in the development of final products are to be preserved. Videos should be submitted with a consent form by all participants in the video and, if possible, a transcript.

5. Financial Documents. Financial documents include internal and external records that summarize and analyze fiscal procedures, fund balances and allocations, and financial planning processes. The following records must be retained for archiving:

- Annual budgets, including the process of developing and modifying them, and the results of regular monitoring, evaluation, and assessment.
- Financial statements, tax returns, audits, and reviews that summarize the SAA's financial position and document independent reviews of procedures and conclusions.
- Summaries of investments activity and donations.
- Documentation and valuation of inventory and dispersal of inventory.
- Special financial analyses, such as asset management, donation projections, business services and publications costs, outsourcing financial management, and dues increase projections.
- Documentation of financial discrepancies and mismanagement, and financial correspondence with auditors, accountants, and other parties.
- Annual audits by outside agencies.
- Reports, findings, special projects, and meeting notes of the Investment, Finance, and Fundraising Committees.

Supporting financial materials (i.e., bank and other account management statements, credit and debit documentation, investments activity, records of other income, and ledgers) should not be retained for archiving, but kept for Internal Revenue Service inspection or other audits for seven (7) years.

² Specific Award and Scholarship Committee work products are under Awards and Scholarships; Government Affairs Committee, International Government Affairs Committee, and Repatriation Committee work products are under Government Affairs; Investment Committee, Finance Committee, and Fundraising Committee work products are under Financial Documents; and Publication Committee work products are under Publications.

³ Raw videos are only to be archived if they contain significant footage that was not included in the final product, such as might occur if an hour-long raw video is edited to 15 minutes. This is best determined by the originator.

Documents that provide an audit function are copious and not revelatory about the intentions and discussions of the SAA, so are not to be archived.

6. Business Operations. The SAA's business operations furnish a variety of services to the membership. Preserving the history of business services is important to providing the complete context in which the SAA's accomplishments can be viewed. Refer to the DRDP (Appendix B) for the retention protocol of business operation documents. Regular reports documenting accomplishments, as well as correspondence between the Board (and designated liaison officials) related to performance documentation, direction, and planning are to be preserved. An annual list of members is to be retained. Correspondence between the business office and membership should be retained only if it is unusual, developmental, or related to society issues arising during normal business operations. Routine requests for information (e.g., requests for membership login information and clarification about the three-role rule during annual meeting submissions) are to be discarded, unless used for documenting a pervasive lack of performance or malfeasance by an SAA Officer, SAA staff member, or outside agency.

7. Publications. The SAA publishes journals (*American Antiquity*, *Latin American Antiquity*, and *Advances in Archaeological Practice*), monographs of the SAA Press, and *The SAA Archaeological Record* (previously the *SAA Bulletin*). The publications themselves have been filed with the Library of Congress during assignment of copyright since 1971 and the SAA office also serves as a repository for these publications. Only publications that were not copyrighted before 1971 are to be archived at the NAA. There are other publications authorized by the SAA, such as *Archives of Archaeology* beginning in the 1950s, that must be archived. Documents, substantive correspondence about policy and procedure, and minutes of the Publications Committee and Editorial Board meetings related to the development, maintenance, and improvement of the publications program must be retained. These include the development of new journals, publication series and individual volumes; any legal or ethical issues that have been raised; contracts (i.e., JSTOR, Editorial Manager, Cambridge University Press); sales projections and issues; information on continuation of a series; and major changes to the *Style Guide*. Additionally, the Editor(s) of each journal, newsletter/magazine, and the SAA Press must retain a summary list of authors and titles for all manuscripts received, accompanied by their disposition, and a list of reviewers for each title reviewed. The following records must not be archived: correspondence pertaining to rejected and accepted manuscripts, which should be destroyed after three years unless needed by an incoming Editor; original artwork from authors; and pre-publication reviews of manuscripts.

8. Conference Documentation. The annual conference provides important opportunities for professional interaction and advancement of the SAA's goals. The preliminary and final conference programs, event guide, and Annual Meeting Abstracts book must be archived. Individual SAA members may send their abstract to The Digital Archaeological Record (tDAR) at the Arizona State University for preservation and access. Final reports, negotiations and agreements, and other organizational information documented through correspondence preserve details about conference arrangements. Records of conference financing are important for framing the conference accomplishments. Public relations information, including press releases document the impact of the conference on the local community, and photographic images of attendees and events are to be preserved as important visual records. Individual papers presented by conference attendees, handouts, transparency slides, and similar presentation materials are considered personal papers and are not to be retained as SAA official records.

9. Awards and Scholarships. The SAA presents a variety of awards and scholarships to individuals and

groups for outstanding achievements. Information on the development, operational procedures, and special projects of each award and scholarship is critical to understanding its purpose. Any changes to an award or scholarship must be discussed in Committee reports to the Board. Each Award and Scholarship Committee's report to the Board must include a summary of the Committee's selection. Lists of recipients and citations of presentations are published in the May issue of *The SAA Archaeological Record* and listed in the final conference program, but correspondence regarding award creation, selection, and with awardees are to be retained. Information about the nominations of individuals for awards and scholarships, including nomination forms, notification letters, and lists of applicants must be destroyed and not archived. The meeting notes for award committees are confidential and should not be archived. Promotional materials, e.g., brochures and graphics, are not to be retained.

10. SAA Website. The SAA's website is designed to educate and inform a wide variety of interested individuals worldwide about the purpose and activities of the organization. On an annual basis, the webmaster must preserve a copy of the website on the best available format for preservation purposes.

11. Elections. Annually, the SAA holds elections to fill vacant positions on the Board and the Nominations Committee. Elections may include changes to the by-laws or an issue or issues on which member input is requested. A copy of the full ballot, including supporting documentation and the final election report, must be preserved.

12. Education and Outreach. The SAA has an active public education and outreach program. The educational resources, studies, conference materials, and meeting notes of the Public Education Committee must be retained. Other products, such as the Public Archaeology Notes, Archaeology for the Public, American Perceptions of Archaeology Poll data, career brochures, fact sheets, exhibits, and bookmarks are also to be archived. The continuing education program products, such as proposals for online seminars, letters of agreement with instructors, seminar recordings, presentation slides and hand-outs, seminar feedback surveys, and proposals for changes to the program must be archived.

13. Government Affairs. The SAA has an active government affairs program. It sends letters and writes formal position statements on a variety of policy issues that impact archaeological resources, such as federal and state legislation, including National Historic Preservation Act Section 106 consultations; federal regulations; tribal matters; preservation issues; and issue documents from outside organizations. The records to be preserved are the final products, previous drafts when significant changes were made, and substantive correspondence about their development when a committee is assigned to draft a letter about an issue. Meeting notes of the Government Affairs Committee, International Government Affairs Committee, and Repatriation Committee are to be retained. The mass emails to the SAA membership, such as "SAA Positions and Actions", "SAA Statements and Guidelines", "Gaining Ground", and the monthly "Government and International Government Affairs Update" must be retained for archiving.

14. Memorabilia and Merchandise. The SAA produces various memorabilia (i.e., commemorative items such as the trowel celebrating the 75th anniversary of the SAA) and merchandise (i.e., shirts, hats, daypacks, mugs, pins) that vary in type and style over time. The SAA archive at the NAA does not include objects. However, every effort should be made to take and retain a high-resolution image of all items of memorabilia or merchandise each year.

Acquisition and Transfer to NAA

The SAA primarily acquires records for archiving by submission from the SAA contributors identified in the "Contributors of SAA Official Records" section acting in their official capacity to the SAA Archive Committee, as well as from the SAA staff following the DRDP. Occasionally, a donation may occur if, for example, a family member or colleague finds records from a deceased SAA member who was not able to submit the official records created under their charge.

Several policies, including the Best Practices for Committee and Task Force Chairs and Board Liaisons, Interest Group Guidelines, Survey Project Oversight Policy, and others, provide direction for record retention and archiving. Additionally, the Archive Committee will periodically contact new Committee, Task Force, and Interest Group chairs about their related duties and remind outgoing chairs about their responsibility to assemble the records identified for retention in this Scope. Records must be submitted to the Archive Committee within six (6) months after the end of a chairperson's term. Transfer by a SAA Officer may also occur on an annual basis.

All SAA contributors of records must provide the Archive Committee or, in some cases, SAA staff with an inventory of the records they submit using the SAA Records Submission Form (Appendix C). The "Types of Records to be Archived" section of this Scope will help SAA Officers determine what records to submit and to whom. The preferred record format for digital records is PDF/A.

Important information to include on the submission form, when applicable, is:

- How and where the submitter acquired the records of previous SAA contributors, sometimes decades old, if they did not create those records;
- Whether some of the records of a previous SAA Officer or contributor were sent to another archive, including what type of records and to which archive.
- If a group of records are confidential, the submitter may recommend access restriction for a period longer than the standard 10 years from creation.

The Archive Committee is responsible for ensuring that the submitted or donated records are in compliance with this Scope; eliminating duplicates; creating a basic inventory of the records received, reviewed, and accepted; and transferring the records to the NAA for archiving. It is also responsible for evaluating the nature and extent of the intellectual property of the SAA contributor or donor and evaluating whether the SAA contributor or donor has consented to release confidential information to SAA and NAA. The SAA Archive Committee will destroy any culled items, unless a donation is rejected at which time the materials shall be returned to the donor. Furthermore, the Archive Committee represents the Board in accepting title to and responsibility for non-official records transferred or donated by individuals not identified in the "Contributors of SAA Official Records" section above. If the members of the Archive Committee cannot agree on a proposed donation, the matter is to be sent to the Board for a final decision. The SAA Secretary prepares any deeds of gift, letters of thanks, acceptance, or rejection, and transmits them, as appropriate, to the donor or other source of acquisition.

SAA staff also prepare and directly transfer official records for archiving following the section "Types of Records to be Archived" above and the DRDP, primarily on an annual basis by July 31. This date is appropriate because the summer months are when SAA staff have time to assist with archiving SAA official records. A copy of the records submission form (Appendix C) sent to the NAA must be provided to the Chair of the Archive Committee to help ensure that duplicate records are not transferred to the NAA.

The submission of records is regarded by SAA and NAA as a permanent transfer of ownership⁴ from SAA to NAA, except if SAA establishes its own permanent archives. The circumstance of SAA establishing its own archive elsewhere is the only time that SAA records may be withdrawn, in whole or in part, from NAA.

The SAA strongly discourages the acquisition of donations with restrictions or limiting conditions, such as copyright, except in extenuating circumstances whereby the material is of sufficient significance that

⁴ SAA retains copyright in its publications and trademark of its name, logo, and the title of its publications.

reasonable accommodation might be offered. The SAA Archive Committee makes clear to all donors that the donation of records for archiving results in the transfer of ownership, copyright, and intellectual property to the SAA and then to the NAA. The Committee also evaluates any submission of records with a restriction and, if the members cannot agree, sends the matter to the Board for a final decision. The SAA is not a partner to, or encourages in any way, the trafficking in illicitly collected materials. All acquisitions of objects and records must be collected, exported, imported, transported, or otherwise obtained and possessed in full compliance with the laws and regulations of the country of origin, the United States federal government, and the individual states of the United States. The SAA also is not a partner to accepting materials where the intellectual property of the donor is not clear or where confidential information is being provided without consent to release that information to a third party.

Uses and Restrictions of SAA Records Archived at the NAA

Access to the SAA archive is provided by the NAA. The contents of this archive may be used for exhibits, research, publications, other interpretive media, or such other purposes as NAA permits with primary consideration given to the preservation of each item and of the archive as a whole, as well as accurate interpretation.

Unless otherwise specified, records archived by the NAA are to be accessible for research after ten (10) years from the date of their creation. At the discretion of the SAA, longer access restrictions, no greater than fifty (50) years, may be placed upon specific bodies of records. The SAA staff is to identify any bodies of records that require an access restriction period longer than ten years before they transfer records to the NAA. Committee, TF, and IG chairs, as well as the SAA Archive Committee, may recommend longer access restrictions in the SAA Records Submission Form. The recommendations will be decided by the Executive Director and President before the annual submission of SAA records to NAA. SAA Officers shall be allowed to consult all records as necessary to transact current business, even if they are still withheld from research use.

When any SAA archived records are opened by NAA for research, NAA will be responsible for informing researchers of the requirement to obtain clearance from writers (or their descendants) of letters or other papers possibly not covered by the SAA's transfer of ownership to NAA. NAA has the right to microfilm, digitize, or otherwise duplicate any records for preservation and research purposes and to permit others to do so in accordance with NAA standard operating policies.

Restrictions may be placed on the publication of images or manuscripts in the SAA archive if, upon rare occasions, these materials are subject to copyright and the SAA does not hold the copyright.

Implementation and Revision

The implementation of this Scope is essential to its success. All contributors of official SAA records, including SAA Officers, SAA staff, Committee, Task Force, and Interest Group chairs, will be expected to read, understand, and abide by this policy. A copy of this policy should be included in the new position information packets and available on SAA's website.

The SAA Scope of Collection Statement will be reviewed and updated for accuracy at least every five (5) years. The Archive Committee will conduct a first review, with the Board having final approval.

APPENDIX A: GLOSSARY⁵

⁵ The majority of definitions provided are adapted from the Society of American Archivist's *Dictionary of Archives Terminology* at <https://dictionary.archivists.org/index.html>.

Access restriction – A period of time in which users are denied access to archival records, often in order to protect confidentiality or personal privacy, or to preserve materials.

Archive – An organization’s entire preserved body of interrelated and interdependent records.

Archives – 1) The location where an archive is stored. 2) Multiple, unrelated archival collections.

Board book – A compilation of official records provided before a meeting of the Board of Directors for review, discussion, and approval.

Confidential – Restricted information that may require permission to access in order to protect the parties involved.

Consent form – A document that informs participants of an activity (e.g., video) and of any risks that may come with it or rights they are waiving. When the participant signs the form, they agree with the details outlined within.

Copyright – A legal protection for creative intellectual property works.

Correspondence – 1) Written communication typically addressed to a specific individual or group, including mass communications to SAA membership, and sent by courier, post, or electronically, including letters, e-mail, postcards, telegrams, memorandum, and facsimile (fax). 2) The process of communicating in writing, including e-mail. Significant correspondence is that which is important and meaningful such that it substantively alters or improves the outcome of the final product being communicated.

Cull – The process to remove and dispose of unwanted materials, usually duplicates.

Deed of gift – An agreement transferring legal title (i.e., ownership) to property without an exchange of monetary compensation.

Donation – Material for which legal title is transferred from one party to another without compensation.

Image – A representation of the appearance of something or someone; a picture. Includes photographic prints, negatives, color transparencies (slides), and digital images.

Officers – SAA Officers on the Board of Directors are the President, President-Elect, Secretary, Secretary-Elect, Treasurer, and Treasurer-Elect.

Official record – A record created by, received by, sanctioned by, or proceeding from an individual acting within their designated capacity.

Personal papers – Records created and originally kept by an individual outside of their official capacity and function as the archive of that individual. Examples might be personal correspondence about SAA Committee or Task Force matters that was not included in the submission of official records by a Committee or Task Force Chair, or individual papers presented by SAA conference attendees, handouts, transparency slides, and similar presentation materials.

Record – Information that is recorded in many different types of formats including, but not limited to, paper, e-mail, electronic document software, spreadsheets, web pages, databases, analog and digital audio files, analog and digital video files, photographs, and ephemera, and has value as evidence of institutional activity. Not all recorded information constitutes a record. The International Organization for Standardization defines a record as “information created, received, and maintained as evidence and information by an organization or person in pursuance of legal obligations or in the transaction of business”.

Sound recording – Any medium capable of capturing and reproducing an audible signal, including phonograph records, magnetic tape, compact discs, and computer files. The term does not include multimedia recordings that include sound, such as the soundtrack on a motion picture.

Transfer – The process of moving records as part of their scheduled disposition, especially from an office to an archives or from a SAA record creator to the SAA Archive Committee.

APPENDIX B: SAA DOCUMENT RETENTION and DESTRUCTION POLICY

Document Retention and Destruction Policy

[Updated in Motion 150I-43 (March 2023). Adopted in Motion 121-27.3 October/November 2008]

The Board approves the existing practice regarding document retention and destruction and adopts the Document Retention and Destruction Policy. This policy works in concert with the *Scope of Collection Statement for the Society for American Archaeology Archive*.

This Document Retention and Destruction Policy identifies the record retention responsibilities of the **SAA Officers and staff**, as defined in the *Scope of Collection Statement for the Society for American Archaeology Archive*, for maintaining and documenting the storage, destruction, and archiving of the Society's documents and records.⁶

Terms for Retention. The attached Documents Retention and Destruction Policy (DRDP) delineates the lifecycle of physical, such as paper and negatives, and digital documents. In addition to the timeframes established, it is understood that no physical or digital documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation. Additionally, when records are to be archived annually as identified in the "Convey to Archives?" column below, the records should be conveyed to the National Anthropological Archives by July 31 of the year they were produced. This date is appropriate because the summer months are when SAA staff have some time to assist with archiving SAA official records.

Significant versus General Correspondence - A specific record series titled "Significant Correspondence" has been created in this document with the intent to capture only the most relevant communications with SAA staff members. Significant correspondence is defined as correspondence, usually email, that is vital to the history of the SAA and/or the discipline of archaeology. For example, the Manager of Communications and Fundraising is expected to archive any significant correspondence exchanged with the fundraising committee regarding topics such as new funds, special appeals, and the theme of annual appeals. In contrast, General Correspondence is defined as communication that does not contribute to the history of SAA and falls within the routine operations of SAA; does not fall under any category outlined in the Scope of Collections Statement (SOCS) or DRDP. Some examples are: general information about the SAA, membership claims, website issues including password changes and help requests, membership renewal notices, and general inquiries about publications. Therefore, the category of "General Correspondence," found in the previous version of the DRDP, has been removed.

Confidential and Sensitive Records

There are some official SAA records that contain sensitive and/or confidential information. Most records submitted to the NAA will be accessible for research after ten (10) years from the date of their creation.

⁶ The SAA Officers defined in the *Scope of Collection Statement* are: "Elected and appointed Board of Directors (i.e., President, President-Elect, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, Board members, and Board-appointed Directors when an elected Board member resigns); Committee and Task Force chairs; subcommittee chairs; editors of the SAA journals, newsletter/magazine, and SAA Press; Board-appointed representatives (i.e., someone appointed to liaise with an outside organization); and the SAA staff."

However, access restrictions, no greater than fifty (50) years, may be placed upon specific bodies of records that are deemed confidential and/or sensitive. These records are identified as such when they are transferred to the NAA by SAA staff or the SAA Archive Committee, and the NAA staff will manage access accordingly.

Terms for Destruction. SAA staff are responsible for destroying all records identified as “Destroy” in the “Convey to Archives?” column after the retention period is over. In cases where destruction of financial, confidential, or other sensitive material is required, a standardized document destruction process is mandatory. Hard-copy documents are to be destroyed by shredding. Electronic records that contain financial, confidential, or other sensitive information must be deleted in a manner that ensures the content contained in them is not able to be captured and retained elsewhere. Electronic records should be deleted from local hard drives and servers, as well as any CDs, thumb drives, and external storage devices. SAA shared files are currently located on a cloud server, run by Egnyte (<https://www.egnyte.com/>). SAA staff are also responsible for logging into the SAA’s cloud server and ensuring secure digital deletion of appropriate files following the company’s protocols. The executive director is responsible for ensuring SAA staff destroy the records appropriately and in a timely way.

Primary Locations of Records. Physical documents, such as paper, photographs, and CDs, are held in the file cabinets at the SAA HQ office. As physical document work flows have diminished in use, the majority of documents are born digital and remain digital. These documents are primarily located on the email server, currently hosted by Intermedia, and also on the shared server, currently hosted by Egnyte.

Exceptions. Exceptions to the established terms of retention may be granted only by the SAA’s executive director or president, if appropriate, in consultation with the Society’s certified public accountant and/or attorney and the Archive Committee.

Chief Financial Officer (CFO)

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|---|-----------------------|---------------------------------|-----------------------------|----------------------------|
| ADMINISTRATIVE | | | | |
| Procedure manual | CFO | Current, plus 1 year | Working | No |
| FINANCIAL | | | | |
| Accounts payable, including purchase orders & supply orders | CFO | Current, plus minimally 7 years | Legal | Destroy |
| Monthly Bank Reconciliations | CFO | Current, plus minimally 7 years | Legal | Destroy |
| Bank Statements | CFO | Current, plus minimally 7 years | Legal | Destroy |
| Depreciation schedules | CFO | Current, plus minimally 7 years | Working | No |
| Duplicate deposit slips | CFO | Current, plus 2 years | Legal | Destroy |
| General Ledgers / year end trial balance | CFO | Current, plus minimally 7 years | Legal | No |
| Invoices (to customers, from vendors) | CFO | Current, plus minimally 7 years | Working | No |
| Timesheets | CFO | Current, plus minimally 3 years | Legal | Destroy |
| Insurance renewals | CFO | Current, plus 3 years | Working | No |
| Postage Receipts | CFO | Current, plus 7 years | Working | No |
| Postal Permit File | CFO | Current, plus 3 years | Working | No |

Manager, Government Affairs (MGA) Program

(In the interest of minimizing duplication of effort, the MGA is strongly encouraged to work with the Chairs of the Government Affairs, International Government Affairs, and Repatriation Committees to determine who is responsible for ensuring the rows of records below that are to be conveyed to the NAA are actually sent for archiving.)

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|---|-----------------------|---------------------------------|-----------------------------|---|
| ADMINISTRATIVE | | | | |
| Lobbying Disclosure Forms | MGA | Current, plus minimally 5 years | Working; History | Destroy |
| Procedure Manual | MGA | Permanent | History | Yes, when significant changes are made |
| SIGNIFICANT CORRESPONDENCE | | | | |
| Advisory Committees (Government Affairs, International Government Affairs, Repatriation) & Board | MGA | Permanent | History | Yes, with access restrictions on sensitive or confidential records |
| Individual members, i.e., federal and state legislation, federal regulations, tribal issues; historic preservation | MGA | Permanent | History | Yes, with access restrictions on sensitive or confidential records |
| PROGRAM ACTIVITIES | | | | |
| Policy Issues, i.e., formal position statements and letters on federal and state legislation, i.e., NHPA consultations; federal regulations; tribal issues; preservation issues; important issue documents from outside organizations | MGA | Permanent | History | Yes, annually by July 31 (some are archived via the SAA website in "SAA Positions and Actions"; "SAA Statements and Guidelines"; also in Board books) |

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|--|-----------------------|-------------------------|-----------------------------|---|
| Meeting agendas and notes for Advisory Committees | MGA | Permanent | Working; History | Yes, annually |
| Government and International Government Affairs Monthly Updates | MGA | Permanent | History | No, archived via the SAA website |
| Mass communications to SAA members, i.e., SAA Actions; Gaining Ground | MGA | Permanent | History | No, archived via the SAA website |
| Take Action communications to members, to Hill, and federal agencies from website or other sources | MGA | Permanent | History | Yes, annually by July 31. Copy from SoftEdge. |

Manager, Information Services (MIS)

(In the interest of minimizing duplication of effort, the MIS is strongly encouraged to work with the Chair of the Programming Committee to determine who is responsible for ensuring the rows of records below that are to be conveyed to the NAA are actually sent for archiving.)

| Record Title or Description | Position Title | Retention Period | Reason of Retention | Convey to Archives? |
|--------------------------------------|-----------------------|-------------------------|----------------------------|----------------------------|
| ADMINISTRATIVE | | | | |
| iMIS Modules Manuals | MIS | Current, plus 4 years | Working | No |
| Database Structures | MIS | Long term | Working | No |
| Hardware/Equipment Purchase Invoices | MIS | Current, plus 4 years | Working | No |
| Maintenance Contracts | MIS | Current, plus 4 years | Working | No |
| Licensing Agreements | MIS | Current, plus 4 years | Legal | No |
| Password File | MIS | Current, plus 1 year | Working | No |
| Configuration files | MIS | Long term | Working | No |

| | | | | |
|--|-----|---|---------|-----------------|
| Procedure manual | MIS | Current, plus 1 year | Working | No |
| SIGNIFICANT CORRESPONDENCE | | | | |
| Advisory Committees (Programming, but without submission data) & Board | MIS | Permanent | History | Potentially yes |
| Individual members | MIS | Permanent | History | Potentially yes |
| PROGRAM ACTIVITIES | | | | |
| SAA Servers Database/Backups | MIS | Current, plus 7 years | Working | No |
| System Documentation (Software & Hardware) | MIS | Current, plus 4 years | Working | No |
| iMIS Database Table Layouts | MIS | Long term | Working | No |
| Annual download of SAA website | MIS | Permanent | History | Yes, by July 31 |
| Annual list of SAA members | MIS | Permanent | History | Yes, by July 31 |
| Career Job ad requests for posting on Web | MIS | Current, plus 1 year beyond posting termination | Working | No |

Manager, Publications (MP)

(In the interest of minimizing duplication of effort, the MP is strongly encouraged to work with the Chairs of the Publications and Ethics Committees, as well as the Editors of SAA publications, to determine who is responsible for ensuring the rows of records below that are to be conveyed to the NAA are actually sent for archiving. Note that rows called “Editorial Manager software contract” and “JSTOR agreement” have been deleted from this version of the DRDP because they are not current, but may be relevant in the future. Also, “Accepted book proposals” is not included below because it is the responsibility of the SAA Press editor rather than the Publications Manager to archive.)

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|------------------------------------|-----------------------|---------------------------------|-----------------------------|----------------------------|
| ADMINISTRATIVE | | | | |
| Printer Contracts | MP | Current, plus minimally 4 years | Legal; Working | No |

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|---|-----------------------|-------------------------|-----------------------------|----------------------------------|
| Budgets, i.e., meeting program, journals, tSAR | MP | Current, + 2 years | Working | No |
| Trademark agreements | MP | Long term | Legal; Working | No |
| License agreements | MP | Long term | Legal; Working | No |
| Library of Congress Registration Forms | MP | Long term | Legal | No |
| Copyright forms | MP | Long term | Legal | No |
| Procedure manual | MP | Current, plus 1 year | Working | No |
| Permissions Granted for reprinting | MP | Long term | Legal; Working | No |
| SIGNIFICANT CORRESPONDENCE | | | | |
| Advisory Committees (Publications, Ethics) and Board | MP | Permanent | History | Yes |
| Individual members | MP | Permanent | History | Potentially Yes |
| Editors and editorial boards | MP | Permanent | History | Potentially Yes |
| ANNUAL MEETING PUBLICATIONS | | | | |
| Event Guide and Preliminary Program (electronic files/PDF only) | MP | Permanent | History; Working | No, archived via the SAA website |
| Final program (print) | MP | Permanent | History | No, archived via the SAA website |
| Final Program Production Files | MP | Long term | Working | No |
| Abstracts | MP | Permanent | Working/History | No, archived via the SAA website |
| ARTWORK | | | | |
| SAA Original Corporate Artwork | MP | Permanent | History | Yes |

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|---|-----------------------|-------------------------|-----------------------------|---|
| JOURNALS AND MAGAZINE | | | | |
| Author and Editor Galleys | MP | Current, plus 1 year | Working | No |
| Printed/Bound volumes | MP | Permanent | History | No, available through Library of Congress |
| Editor Reports | MP | Permanent | History | No, archived via Board book |
| Editor RFPs | MP | Long term | Working | No |
| TSAR electronic files sent to printer | MP | Long term | Working | No |
| The SAA PRESS | | | | |
| Book Contracts | MP | Long term | Legal; Working | No |
| Marketing files | MP | Permanent | Working; History | No, information on SAA website |
| Book Production Files (print and ebook) | MP | Long term | Working | No |
| Author and Editor Galleys | MP | 1 year | Working | No |
| Printed volumes | MP | Permanent | History | No, available via Library of Congress |

Manager, Communications & Fundraising (MCF)

(In the interest of minimizing duplication of effort, the MP is strongly encouraged to work with the Chair of the Committee on Awards and Scholarships to determine who is responsible for ensuring the rows of records below that are to be conveyed to the NAA are actually sent for archiving.)

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|--|-----------------------|-------------------------|-----------------------------|---|
| ADMINISTRATIVE | | | | |
| Notes from HQ | MCF | Permanent | History | Yes, annually by July 31 |
| Mass emails to members via Constant Contact | MCF | Permanent | History | No, captured on SAA website in "SAA News" |
| Procedure manual for MCF | MCF | Current, plus 1 year | Working | No |
| Procedure manual – Awards & Scholarships | MCF | Permanent | History | Yes, when significant changes are made |
| SIGNIFICANT CORRESPONDENCE | | | | |
| Committee on Awards & Scholarships, Awards Committees, & Board | MCF | | History | Potentially Yes |
| Scholarship Committees | MCF | | History | Potentially Yes |
| Fundraising committee, i.e., new funds, special appeals, theme of annual appeals | MCF, ED | | History | Yes |
| MEDIA RELATIONS | | | | |
| Contact Files | MCF | Long term | Working | No |
| Media List | MCF | Long term | Working | No |
| Press releases | MCF | Permanent | History | Yes |
| AWARDS | | | | |
| Ceremony & Script | MCF | Current, plus 1 year | Working | No |
| Citations for plaques | MCF | Current, plus 1 year | Working | No, award winner info published in TSAR & final program |
| Notification letters | MCF | Current, plus 1 year | Working | No |

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|--|-----------------------|-------------------------|-----------------------------|---|
| Promotional materials, i.e., brochures, graphics | MCF | Permanent | History | Yes |
| Winner application package | MCF | Permanent | History | Yes |
| SCHOLARSHIPS | | | | |
| Lists of applicants | MCF | Current, plus 7 years | Working | No |
| Winner Application packages | MCF | Current, plus 3 years | Working | Yes |
| Citations | MCF | Current, plus 2 years | Working | No, info on award winners in TSAR; published in final program |
| Notification letters | MCF | Current, plus 1 year | Working | No |
| Promotional materials, i.e., graphics, brochures | MCF | Permanent | History | Yes |
| FUNDRAISING | | | | |
| Annual and other appeal emails | MCF | Permanent | History/Working | Yes |
| Fundraising reports | ED | Permanent | History | No, archived in Board book |

Membership Programs - Senior Manager, Meetings and Membership (SMMM) and
Coordinator, Membership Services (CMS)

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|--|-----------------------|-------------------------|-----------------------------|--|
| ADMINISTRATIVE | | | | |
| Monthly Membership Stats | SMMM | Permanent | History | Yes |
| Annual meeting digital photos, i.e., awardees, scholarships, audience, Board | SMMM/ CMS | Permanent | History | Yes; also in TSAR |
| Procedure Manual | SMMM | Permanent | Working; History | Yes, when significant changes are made |
| Procedure Manual | CMS | Current, plus 1 year | Working | No |
| SIGNIFICANT CORRESPONDENCE | | | | |
| Board, i.e., emails with impact on SAA activities and its future | SMMM | Permanent | History | Potentially yes |
| Individual members, i.e., ideas that impact membership | SMMM | Permanent | History | Potentially yes |
| CoAS, i.e., issues of concern by members (not dues renewal notices) | SMMM | Permanent | History | Yes |
| Interest Groups, i.e., eBlasts | CMS/ED | Permanent | History | Potentially yes |
| Volunteers | CMS | Permanent | History | Potentially yes |
| COUNCIL OF AFFILIATED SOCIETIES | | | | |
| Applications and Guidelines | SMMM | Permanent | Working; History | Yes |
| Membership drive brochure | SMMM | Permanent | History | Yes |
| Newsletter | SMMM | Permanent | History | No, archived via the SAA website |
| INTEREST GROUPS | | | | |

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|---|-----------------------|-------------------------|-----------------------------|------------------------------|
| Proposals | CMS | Permanent | History | No, archived via Board book |
| Newsletters | CMS | Permanent | History | No, on SAA website |
| Guidelines | CMS | Permanent | History | No, archived via Board books |
| MERCHANDISE | | | | |
| SAA gear files, i.e., info on source company and year purchased | SMMM | Long term | Working | No |
| Photos of merchandise with year(s) sold | SMMM | Permanent | History | Yes |
| SUBSCRIPTIONS | | | | |
| Subscriber Claims (history in iMIS) | CMS | Current, plus 6 months | Working | No |
| Subscriber Correspondence | CMS | Current, plus 1 year | Working | No |
| COMMITTEES | | | | |
| Appointment Letters (history in iMIS) | CMS | Current, plus 5 years | Working | No |
| VOLUNTEER PROGRAM | | | | |
| Applications | CMS | Current, plus 1 year | Working | No |
| Volunteer Blacklist | CMS | Permanent | Working | No |
| MEMBERSHIP | | | | |
| Member Claims (history in iMIS) | CMS | Current, plus 6 months | Working | No |
| Meeting Participant Waiver Requests | CMS | Current, plus 1 year | Working | No |
| Membership Brochures | CMS | Permanent | History | Yes |
| Renewal Files (Invoices, Letters, Envelopes, and Postcards) | CMS | Current, plus 1 year | Working | No |

Manager, Education and Outreach (MEO)

(In the interest of minimizing duplication of effort, the MEO is strongly encouraged to work with the Chairs of the Public Education Committee and Public Archaeology Interest Group to determine who is responsible for ensuring the rows of records below that are to be conveyed to the NAA are actually sent for archiving. Note that rows called Annotation Project⁷ and Departmental Survey⁸ have been deleted from this version of the DRDP but may be relevant in the future.)

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|---|-----------------------|-------------------------|-----------------------------|--|
| ADMINISTRATIVE | | | | |
| Budget | MEO | Permanent | Working; History | No, archived via Board books |
| SAM.gov renewal | MEO | Current, plus 1 year | Working | No |
| Procedure manual | MEO | Permanent | History; Working | Yes, when significant changes are made |
| SIGNIFICANT CORRESPONDENCE | | | | |
| Committees/IGs (Public Education; Public Archaeology IG; Task Forces) & Board | MEO | Permanent | History | Potentially yes |
| Members | MEO | Permanent | History | Potentially yes |
| NPS Cooperative Agreement | MEO | Permanent | History | Yes |
| PUBLIC EDUCATION COMMITTEE | | | | |
| Educational resources | MEO | Permanent | History | No, archived via SAA website; Yes, if not on website |
| Studies | MEO | Permanent | History | No, archived via SAA website |

⁷ This project was to create an annotated bibliography of archaeology education materials. The struggle was how to annotate and indicate appropriateness--how to list an item with an inappropriate message without saying don't use it. It was an early effort around 1992. There may be info about it in the "Archaeology and Public Education" Newsletter.

⁸ Another very early effort that Ed Friedman led. The idea was to send a survey from the SAA to anthropology departments to find out about what programs were teaching about public outreach and education and the level of importance they placed on it. Ed wrote the letter and it was sent. The level of response was likely negligible.

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|---|-----------------------|-------------------------|-----------------------------|---|
| Conferences, i.e., SHA, National Council for the Social Studies | MEO | Permanent | History | No, archived via SAA website; Yes, if not on website |
| Meeting notes | MEO | Permanent | History | Yes |
| CONTINUING EDUCATION | | | | |
| Proposals from instructors | MEO | Permanent | History | Yes |
| RPA certification applications | MEO | Permanent | History | Yes |
| Letters of agreement with instructors | MEO | Permanent | History | Yes |
| Presentation slides and hand-outs | MEO | Permanent | History | Yes |
| Seminar recordings | MEO | Permanent | History | Yes |
| Feedback surveys | MEO | Permanent | History | Yes |
| Proposals for changes to program | MEO | Permanent | History | No, archived via Board books |
| OTHER PROGRAM ACTIVITIES | | | | |
| Network of State/Provincial Archaeology Education Coordinators (https://www.saa.org/about-archaeology/get-involved-locally), i.e., significant correspondence | MEO | | History | Potentially yes |
| Archaeology & Public Education, i.e., Public Archaeology Notes | MEO | | History | No, archived via SAA website |
| Archaeology for the Public | MEO | | Working; History | Yes |
| Career Brochures | MEO | | Working; History | Yes |
| Fact Sheets | MEO | | Working; History | Yes |
| Bookmarks | MEO | | Working; History | Yes |

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|--|-----------------------|-------------------------|-----------------------------|---------------------------------------|
| American Perceptions of Archaeology Poll Data, i.e., 2000 Harris Poll, 2018 Ipsos Poll | MEO | | History | Yes. Reports archived via SAA website |
| Exhibits | MEO | | History | Yes |
| State Archaeology Celebration Poster Contest | MEO | | History | No, winner posters archived via TSAR |

Executive Director (ED)

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|--|-----------------------|--|-----------------------------|------------------------------------|
| ADMINISTRATIVE | | | | |
| Routine Contracts, i.e., hotel and meeting logistics | ED | Current, plus 7 years | Legal | No |
| Contracts that impact the history of SAA, i.e., JSTOR, CUP; special projects/surveys like Discovering the Archaeologists of America Pilot) | ED | Permanent | Legal; History | Yes, if not archived in Board book |
| DC Annual Report and Registered Agent Identification | ED | Long term | Legal | No |
| Incorporation Papers | ED | Permanent | Legal | Yes |
| Insurance Policies | ED | Current, plus 7 years | Legal | No |
| Insurance claims | ED | Permanent | Legal; History | Yes |
| Lease | ED | Current, plus 7 years after expiration | Legal | No |
| Security – Building | ED | Current, plus 7 years | Working | No |
| Ombuds report | ED | Permanent | History | No, archived via SAA website |
| Procedure manual | ED | Permanent | Working; History | Yes, when significant |

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|---|-----------------------|-------------------------|-----------------------------|--|
| | | | | changes are made |
| SIGNIFICANT CORRESPONDENCE | | | | |
| President | ED | Permanent | History | Yes, with access restrictions on sensitive or confidential records |
| Board of Directors | ED | Permanent | History | Yes, with access restrictions on sensitive or confidential records |
| Individual members | ED | Permanent | History | Yes, with access restrictions on sensitive or confidential records |
| GOVERNANCE / BOARD OF DIRECTORS | | | | |
| Board Book, i.e., decision documents, Society Updates, & agenda | ED | Permanent | Legal | Yes |
| Meeting minutes | ED | Permanent | Legal | No, archived via SAA website |
| Board and Committee Handbook | ED | Current | Working; History | Yes, when significant changes are made |
| Bylaws | ED | Permanent | Working; History | Yes |
| Bylaws Ballots | ED | Permanent | Working; History | Yes |
| Policy Manual | ED | Permanent | History; Legal | No, archived via SAA website |

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|---|-----------------------|---|-----------------------------|--|
| President's Files | ED | Permanent | History | Yes. Receive from president within 6 months after close of service |
| Call to Meetings | ED | Current, plus 2 years | Working | No |
| Committee Charges and Composition | ED | Permanent | Legal; History | No, archived via SAA website |
| TAXES | | | | |
| Tax returns and worksheet, revenue agents reports and other documents relating to determination of income liability | ED | Current, plus minimally 7 years after filing | Legal | Destroy |
| IRS rulings | ED | Current, plus minimally 3 years from the date filed | Legal | Destroy |
| 990 Public Inspection Copy | ED | Current, plus minimally 3 years from the due date of the IRS return or the date filed | Legal; Working | No |
| FINANCIAL | | | | |
| Working Files, i.e., budgets, work papers, audits, financials, etc. | ED | Current, plus 7 years | Working | No |
| Approved Budget Notebooks (w/ justifications) | ED | Permanent | History | No, archived via Board book |
| Accounts receivable | ED | Current, plus minimally 7 years | Legal | Destroy |
| Monthly, quarterly, & annual financials | ED | Permanent | History; Legal | No, archived via Board |

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|--|-----------------------|-------------------------|-----------------------------|---------------------------------|
| | | | | book or in TSAR |
| Monthly Investment Statements | ED | Current, plus 7 years | Legal | No |
| Audits, including reports & backups | ED | Permanent | Legal; History | Yes |
| Overhead Calculations | ED | Current, plus 2 years | Working | No |
| Chart of Accounts | ED | Permanent | Working; History | Yes |
| SAA by the Numbers | ED | Permanent | History | No, archived via the Board book |
| Fundraising, i.e., fundraising strategy and planning | ED | Permanent | History | Yes |
| Major donor gift agreements | ED | Permanent | Working; History | Yes |
| Planned Giving, i.e., brochures on planned annuities | ED | Permanent | Working; History | Yes |
| Royalty Statements | ED | Current, plus 7 years | Working | No |

| GRANTS, COOPERATIVE AGREEMENTS, & MEMORANDA OF AGREEMENT | | | | |
|---|----|---|---------|--|
| Proposals (funded and unfunded) | ED | Permanent | History | No, archived via Board book; Yes, if not in Board book |
| Final agreements, i.e., NPS, tDAR, NSF | ED | Permanent | History | Yes |
| Significant correspondence, i.e., initial ideas for the grant/CA and key changes in content | ED | Permanent | History | Yes |
| HUMAN RESOURCES | | | | |
| Personnel Files | ED | Current, plus 4 years after termination | Legal | No |

| | | | | |
|---|----|--|------------------|-----|
| Prospective Employee Files | ED | Current, plus 4 years of duration of claim or litigation involving hiring practice | Working | No |
| Terminated Employee Files | ED | Permanent Current, plus 4 years after termination | Legal | No |
| I-9 | ED | Current, plus 3 years after hire or 1 year after termination | Legal | No |
| Job Descriptions – Current | ED | Permanent | Working; History | Yes |
| Emergency Contacts File | ED | Current, plus 4 years | Working | No |
| Employee Employment Manual | ED | Current | Working | No |
| Summary Plan Descriptions Medical/Dental (Benefits) | ED | Long term | Legal | No |
| Retirement Plan | ED | Permanent | Legal | No |

Travel Policy

[Amended in Motion 154-27 (September 2024.) Amended in Motion 142-27.1 (November 2018) Amended in Motion 140-27.3 (October 2017) Amended in Motion 102-27D (March 1999); also see Motion 97-27X (November 1996), Motion 86-3 (April 1992).]

It is the SAA traveling member’s responsibility to book air and ground transportation via the least expensive means. SAA staff will book lodging.

All Board members, editors, and program chairs are encouraged to save money whenever possible booking tickets. Excessive fares resulting from inordinately late purchases will not be fully reimbursed at the full reimbursement rate. SAA does not have preferential airlines nor does it support individual preferential airlines but rather the lowest cost airlines to the destination. Web fares are generally the least expensive. SAA does not reimburse travel agent fees nor travel insurance fees.

Requests for reimbursement should be submitted with the digital Expense Reimbursement Request form along with all documentation and receipts. All forms and backup should be submitted via email to the manager, Financial and Administrative Services, whose email is included on the expense reimbursement form. Reimbursements may be requested as soon as the ticket is purchased.

Board and Executive Committee

For both the annual meeting (and fall Board and Executive Committee meetings), room and tax will be covered, but the traveling member will need to provide a credit card for incidentals.

- a. Meal expenses incurred during the annual meeting and regular board meetings are not covered other than the group meals provided during a Board meeting. At the spring meeting breakfast and lunch are provided. At the fall meeting, breakfast, lunch, and dinner are provided. Group dinners are provided for the Board at the Fall meeting on Thursday evening, Friday and Saturday.
- b. All Board members, including those starting and concluding their terms, may claim reimbursement for transportation expenses, including airfare, cab/shuttle fare between airport and hotel, or personal car mileage (the current IRS rate), if not flying, assuming that the mileage reimbursement does not exceed the cost of the airfare from a Board member's home base. A Board member will be reimbursed only up to the airfare level from the member's home base.
- c. Lodging is provided for the duration of the annual meeting, normally Tuesday night through Saturday night at the annual meeting, and Thursday through Saturday night for the fall Board meeting. During the annual meeting, private rooms are provided. During the fall Board meeting, rooms may be shared to reduce costs and as a team-building experience if the budget does not allow for single rooms. In this instance, single rooms may be requested but the cost difference must be reimbursed to SAA by the Board member requesting that arrangement.
- d. The two Executive Committee meetings are treated similarly to the Board meetings. Group meals are covered from Thursday night dinner to Saturday night dinner, all inclusively.

Editors of SAA Journals and the Magazine

For sitting editors of *American Antiquity*, *Latin American Antiquity*, *Advances in Archaeological Practice*, and *The SAA Archaeological Record*, SAA will normally reimburse expenses for travel from the editor's home airport to the annual meeting.

- a. At the annual meeting, SAA will cover transportation from/to the airport via shuttle or public transportation and lodging for a maximum of four nights.
- b. This travel support is provided for three years, including the year the editor will be outgoing. Travel support is not provided for the year in which the editor-designate transitions to editor on the Friday night of the meeting ("incoming editors.") It is provided for the following three years.

Program Chair

A program committee chair will have air travel and four nights lodging at the annual meeting for which s/he serves as chair. In the case of joint program chairs, only one will have travel and room paid.

Other Chairs

No other committee chairs will have travel paid to Board meetings, the annual meeting, or other committee-related travel.

Members Authorized to Represent SAA

An individual travelling to represent SAA is included in this travel policy. A member representing SAA should have a MOU or another written document delegating authority to this member. Specifically, SAA will reimburse for meals based on the allowable amounts for government per diem travel (see Staff below). SAA will reimburse based exclusively on receipts submitted. SAA expects the member to use the most economical means of transport available and will reimburse from the member's home base.

Executive Director and Staff Travel

Executive Director and staff travel is held to the same economical constraints as that of the Board. Meal reimbursements in the U.S. will be based on the allowable amounts for government per diem travel as determined at: <https://www.gsa.gov/travel/plan-book/per-diem-rates> . Per diems are not provided. SAA exclusively uses receipt and reimbursement. If charged on the Society credit card, receipts are required, and the allowable meal per diems may not be exceeded.

- a. For Executive Director travel outside of the United States, (excluding Mexico and Canada) economy comfort on flights is an option, assuming that it is a nominal increase over the economy rate.
- b. SAA does not reimburse for incidental expenses. Specifically, no reimbursements are available for mini-bar purchases, dry cleaning, etc.
- c. When all staff or several staff dine together, the bill, including tax and service, must not exceed the meal per diem rate per person.

Whistle Blower Policy

[Amended in Motion 149E-27 (June 22). Adopted in Motion 117-27.1 (October 2006).]

The whistleblower policy, after adoption by the Board, is made a part of the Employee Manual.

Whistleblower Policy

The Society for American Archaeology is committed to fostering a workplace conducive to open communication with respect to the Society's business practices and to protecting employees from reprisals or victimization for whistleblowing in good faith.

Reporting Violations

The whistleblowing procedure is intended to be used for serious issues such as concerns regarding financial reporting, unethical, or illegal conduct. In most cases an employee's supervisor is in the best position to address areas of concern. If for some reason reporting the concern to your supervisor is not possible, you may take your concern to the president of the Society.

The employee should be able to demonstrate to the person they have contacted that there are sufficient grounds for concern. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. No action of any kind will be taken against anyone filing a complaint in good faith under this policy, even if the allegations prove not to be substantiated, and retaliation in any form against such an individual will not be tolerated. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

No employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within SAA prior to seeking resolution outside of SAA.

How the Report Will Be Handled

The action taken will depend on the nature of the concern. Reports of violations or suspected violations will be kept confidential to the extent possible, subject to the need to conduct an adequate investigation. With respect to suspected violations, reported to a supervisor, the President of the Board of Directors will receive a report of any complaint and a follow-up report on the actions taken. All reports will be promptly investigated, and appropriate action will be taken, if warranted.

Subject to legal constraints, the complainant will receive information about the outcome of any investigations.

Employment-related concerns should be reported to the executive director.

Annual Meeting

Advertising, Exhibiting, and Sponsoring

[Updated in Motion 150F-70 (February 2023); Adopted in Motion 102-27D (March 1999). Also see Executive Committee meeting 46, item 12 (April 1983); Executive Committee Meeting (34EC1), item b (April 1969); 15th Annual Meeting, item d (May 1950).]

The SAA benefits from non-dues revenue, which helps the Board keep member dues and meeting registrations as low as possible.

Acceptance of advertisers, advertisements, exhibitors, and sponsors is based on legal, social, professional, and ethical considerations. SAA publications, programs, and services are published for and on behalf of the membership to advance the mission and purposes of the society. The society, therefore, reserves the right to, unilaterally, reject advertisements, advertisers, exhibitors, or sponsors which it deems not to be in the best interest of the Society's mission and purposes.

In the interest of transparency, the Society may refuse advertisements, advertisers, exhibitors, or sponsors who have not published the firm's principals (e.g. owner, Board of Directors, or key employees.) (2/17/2023)

Abstracts

[Reaffirmed in Motion 102-27D (March 1999); adopted in Motion 97-68F (November 1996).]

Abstracts are required for all sessions other than administrative meetings and for all formal presentations.

[The sense of the board was that introductions to symposia would not be regarded as formal presentations and would not require abstracts.]

Badge Usage

[Adopted in Motion 115-70.2 (November 2005)]

The Board reaffirms its de facto policy that attendees must display their badges when attending the annual meeting and meeting-related functions.

Check Box for Call for Submissions

[Amended in Motion 154C-28 (January 2025). Amended in Motion 150A-70.2 (October 2022.) Amended in Motion 143L-70 (July 2019). Adopted in Motion 131-70.3 (April 2013).]

The Board adopts a new section of text and requests the new text be added to the abstract submission page effective with any new configuration or implementation of a new abstracts review portal.

****PLEASE NOTE: Individuals who are currently sanctioned for assault or harassment by an adjudicating institution (e.g., a university, court, professional organization) will be barred from taking part in the SAA annual meeting in any manner. Appeals to this policy may be requested in the case of advance registration; on-site registration for such individuals will not be permitted.****

- In order to participate in the Annual Meeting of the Society for American Archaeology (SAA), I understand that I must be a member of SAA during the year of the meeting. By Board policy, outlined in the [Submissions Guidelines](#), current members must renew by the close of the membership grace period, January 30, and nonmembers must join the Society no later than November 15.
- If I do not renew/join by the applicable deadline, I understand that my submission will be rejected by the Board of Directors and that it cannot be reinstated, regardless of any action taken by the Program Committee.
- By checking the box below, I acknowledge the membership deadline requirement in order to participate in the Annual Meeting.

Also, by checking the box below, I certify that:

- a. I have read the SAA Principles of Archaeological Ethics (at <https://saa.org/career-practice/ethics-in-archaeology>.) I have self-evaluated my proposed submission in consideration of the ethical principles of the SAA. I understand the SAA recognizes some areas of scholarship may confront the existing ethical principles. Also, all abstracts are subject to review by the Program Committee, who, in addition to vetting the scientific merit of proposed submissions, will make a final determination of any ethical obstacles.

- b. I recognize that images of human remains have the potential to be unsettling to some members of our community and those communities with whom we work. I understand that many in our community come from outside of the United States where the rules are different about displaying human remains. SAA policies do not ask that I not show images of human remains. Rather, SAA asks that I indicate in my abstract whether my presentation includes such images in an effort to create a more respectful environment for all and as a courtesy to those who may prefer not to see such images. I am not and have not ever been the subject of a discrimination or harassment lawsuit or related administrative complaint that resulted in an adverse finding. Further, I do not have and have not had a current or pending disciplinary action, such as suspension or termination of registration resulting from a Register of Professional Archaeologists' grievance investigation.
- c. I agree to adhere to the SAA Meeting Safety Policy, available at [Submissions Guidelines](#), which includes an SAA events Code of Conduct, and I understand that my failure to comply with these policies may result in my removal from the SAA Annual Meeting and any future SAA Annual Meetings without refund of my registration fee.
- d. I understand that SAA has the right to modify or cancel my submission at any time for any reason upon written notice to me.
- e. I grant the SAA a nonexclusive, royalty-free license to caption, record and make available my presentation or comments for the sole purposes of making my presentation available and more accessible to SAA meeting participants. This may include live transcription or captioning of audio. I agree that my name and email address may be shared with other attendees or exhibitors.
- f. I understand that I must declare my use of Artificial Intelligence (AI) and clearly explain it in my presentation. I did not use AI to write my abstract.
- g. I have reviewed and accept the terms of the [SAA Privacy Policy](#). I expressly consent for SAA to use my personal data to provide its programs and services. For example, SAA will use meeting registration data to print badges and the program. I understand that I may contact SAA at any time at membership@saa.org to have my personal data removed from its database or to ask how SAA will use my data. I understand a request to erase data will terminate a membership because SAA will not be able to mail any print publications and provide online benefits. Users may opt-out of specific email communications as detailed in the SAA Privacy Policy.

Companion Participation (see also: Immediate Family Member Pass)

[Restated in Motion 102-27D (March 1999); adopted in Motion 96-26 (April 1996).]

The board recommends making selected events at the annual meeting available, at some surcharge, to a member companion but recognizes the necessity to restrict certain events that have a professional component and limited room available.

Electronic Symposia and Debate Meeting Formats

[Adopted in Motion 152-70B. (October 2023).]

Motion 152-70B. The Board sunsets Electronic Symposia and Debate as existing formats for the annual meeting. (10-21-23)

Forums

[Adopted in Motion 129-70.5 (April 2012).]

The Board sets the minimum number of discussants for a forum at the annual meeting at 3, and the maximum number at 8, and confirms that the de facto practice that all forums are two hours long.

Forum Participants

[Adopted in Motion 132B-70 (Fall 2013)]

The Board changes the number of possible participants in a forum at the annual meeting from up to eight to up to 12 members and changes the number of moderators from one to up to 2 co-moderators.

Fryxell Symposium

[Reaffirmed in Motion 102-27D (March 1999); adopted in Motion 61-6 (December 1986).]

Beginning in 1988 a symposium slot will be allocated each year at the SAA annual meeting for the "Fryxell Symposium." This symposium will be organized according to guidelines developed by the Fryxell Award Committee.

Funding of Receptions

[Reaffirmed in Motion 102-27D (March 1999); adopted in Motion 101-70C (November 1998).]

The Board approves in principle the following policy for funding of receptions at annual meetings: SAA does not, as a general rule, fund committee or interest group receptions at the annual meetings. Committees may request, through the annual budget process, funding for a reception for a specific purpose, such as formation of an interest group. Committees and Interest Groups may sponsor receptions if they can cover the costs through Interest Group fees or by other means.

Immediate Family Member Pass (see also: Companion Participation)

[Adopted in Motions 115-70.3, 115-70.4, and 115-70.5 (November 2005)]

Individuals who are non-archaeologists and who are attending the annual meeting as guests of meeting registrants must purchase and display a guest badge during the annual meeting. Guest badges provide entry to the meeting venue.

Accompanied children 12 years of age or under are not required to display a guest badge. Unaccompanied children may not attend the annual meeting.

Papers Read by Stand-ins

[Restated in Motion 102-27D (March 1999); adopted in Motion 97-68H (November 1996).]

In the event of unexpected absence from the meetings, an SAA member may permit his or her paper to be read by any registered attendee.

Participation and Membership

[Adopted in Motions 115-70.1 (November 2005)]

Participation in the annual meeting is denied to individuals who are non-members and who have not submitted a membership application and fees as of November 15 prior to the Annual Meeting. For renewing members, dues must be paid by the close of the grace period, (January 30), or their names will be removed from the final program, and their registration fees, if paid, will be forfeited.

Individuals who have presented papers at times when they were not members will be denied the member privilege of participating in future Annual Meetings until monies owed SAA are paid.

Individuals who have violated SAA policy by participating in the Annual Meeting without having paid their dues, may return to good standing by paying monies owed SAA but will not receive SAA serial publications for the period in which monies were owed.

Special circumstances, not related to waivers, may be appealed to the Executive Director, for example, a delegation of non-U.S. scholars.

The Board instructs the Executive Director to reject submissions of papers for the 2006 Annual Meeting from those individuals who have not joined the Society by December 15, 2005.

Past Presidents Sessions

[Adopted in Motion 138-70.2 Fall 2016]

The Board provides for a timely annual meeting session to honor a past SAA president. While these are not Board-sponsored sessions, they are exempt from the three-role rule.

Program Chair Appointment

[Reaffirmed in Motion 102-27D (March 1999); adopted in Motion 96-31 (April 1996).]

Program chairs will be appointed 2 years in advance of the meeting they will organize.

Public Session

[Restated in Motion 102-27D (March 1999); adopted in Motion 90-4 (April 1993).]

The Board instructs future Annual Meeting Program Chairs to exempt the Public Session from the usual review (but with full coordination with Executive Director and Program Chair).

Refunds

[Adopted in Motion 147E-70 (June 2021)]

Because refunding registrations is a manual process that is extremely time-consuming, in the event the 2022 meeting is cancelled or otherwise modified, SAA will not be automatically refunding registrations. Annual meeting registrations will be transferred to the 2023 Annual Meeting. In keeping with prior years, an individual member can request a complete refund of their registration until December 1, 2021; and can receive a refund of their registration minus a \$25 administrative fee, if requested before February 28, 2022.

Renewing Members as Meeting Participants – Renewal Deadline

[Adopted in Motion 121-70.1 (October/November 2008)]

The Board changes the membership renewal deadline for members who are meeting participants to January 30th, after which they will be dropped from the meeting program without recourse.

Annual Meeting Safety Policy and Code of Conduct at SAA Events

[Amended in Motion 151C-67 (July 2023). Amended in Motion 150C-67 (November 2022); Adopted in Motion 144H-70.1 (December 18, 2019).]

I. PRINCIPLES

Background

This policy (“Policy”) defines a code of conduct for attendees of the SAA Annual Meeting and other SAA events and mandates response to incidents of misconduct in activities sponsored by the SAA. This Policy will be reviewed and updated, as needed, every three years unless events and situations necessitate earlier action.

Everyone is entitled to a safe and harassment-free experience when participating in SAA activities. The SAA understands that participation at its events is an important part of career development and affirms the values of respect, equity, multicultural pluralism, and nondiscrimination at these gatherings. Harassment harms the individual. Harassment also damages the SAA community by discouraging participation in SAA events and compromising the exchange of ideas that is at the center of the SAA's mission to promote and stimulate interest and research in the archaeology of the Americas and beyond.

Because of the importance of the meeting to career development and concerns at the Society about inclusion of marginalized groups in the Society's events, the SAA has elected in this Policy to give priority to survivors of harassment and assault and to ensure their ability to participate freely in SAA events.

Scope

This policy applies to all meeting attendees at the SAA Annual Meeting and any SAA events, which includes the conference rooms and organized sessions of the SAA, workshops, excursions, receptions, webinars, and SAA committee, task force, and interest group meetings.⁹ Although reportable incidents are *not* limited to those occurring at the Annual Meeting and SAA events, any expulsions or restrictions are limited to areas under SAA control. For example, the SAA can bar or exclude an individual from conference sessions, exposition halls, SAA meetings, or social events; however, the SAA's ability to restrict individuals from spaces accessible to the general public is limited.

Attendee Health and Safety

When any event participant discloses or reports an incident of misconduct, the SAA's first immediate priority will be the health, safety, and well-being of the attendee. Except in emergency situations, where the venue policy and procedure take precedence, the SAA Executive Director and SAA President, in consultation with legal counsel and hotel/convention center security, will determine whether the involvement of local law enforcement is necessary or prudent.

⁹ SAA committee, task force, and interest group meetings take place in various venues; the Policy will apply, regardless of venue, for all committee, task force, and interest group meetings that are formally convened. The Policy will not apply to SAA events that are open to the public.

II. CODE OF CONDUCT

SAA meeting participants involved in SAA activities and events are expected to conform to the principles and provisions of this policy, the SAA Principles of Archaeological Ethics, and the Register of Professional Archaeologists' Code of Conduct.

The following behaviors are prohibited at the SAA Annual Meeting and SAA events:

- Harassment of any kind, including sexual harassment, sexual assault, and coercion
- Physical or verbal abuse, including bullying
- Unwelcome comments and/or exclusionary behaviors related to an individual's age, sex, gender identity and expression, perceived sexual identity, appearance or body size, military status, ethnicity, individual lifestyle, marital status, sexual orientation, physical or cognitive abilities, political affiliation, race, religion, or nationality
- Intimidation, stalking, or following

Any attendee who is required by their employer or by a legal process to refrain from certain behaviors or from contact with certain individuals is expected to adhere to those restrictions while participating in all SAA activities. Violation of employer requirements and/or legal restrictions will constitute a violation of this Code of Conduct if disclosed or reported.

Prohibition against Retaliation

Retaliation is when someone penalizes another person for

- Reporting, or expressing an intent to report, what the person believes in good faith to be assault, harassment, or any conduct prohibited by the SAA as stated herein
- Assisting another in reporting assault or harassment, or any conduct prohibited by the SAA
- Participating in any SAA inquiry, review, or investigation pertaining to misconduct
- Having previously reported assault, harassment, or misconduct, and/or having participated in an inquiry, review, or investigation, whether the potential violation occurred at SAA or elsewhere

SAA strictly prohibits retaliation to ensure that SAA event participants feel comfortable coming forward with their concerns without fear of reprisal. Any person who engages in retaliation in violation of this Policy will be subject to barring or expulsion from SAA events, possible termination of membership, or other disciplinary action.

III. OMBUDS AT THE SAA ANNUAL MEETING

Ombuds

For each SAA Annual Meeting, the SAA will designate ombuds (“Ombuds”) to serve as confidential resources for meeting attendees. The primary duties of the Ombuds are (1) to work with meeting attendees to explore and assist them in determining options to help resolve conflicts, problematic issues, or concerns, and (2) to bring systemic concerns to the attention of the organization for resolution. The Ombuds retained by SAA for its Annual Meeting shall follow the Standards of Practice and Code of Ethics of the International Ombudsman Association (<https://www.ombudsassociation.org/standards-of-practice-code-of-ethics-2>).

The Ombuds will operate in a manner to preserve the confidentiality of meeting attendees who come to them, will maintain a neutral/impartial position with respect to the concerns raised, and are independent of formal SAA organizational structures.

WHAT AN OMBUDS DOES¹⁰

Activities and functions most frequently undertaken by an Ombuds include, but are not limited to:

- Listens and understands issues while remaining neutral with respect to the facts. The Ombuds doesn’t listen to judge or to decide who is right or wrong. The Ombuds listens to understand the issue from the perspective of the individual. This is a critical step in developing options for resolution.
- Assists in reframing issues and developing and helping individuals evaluate options. This helps individuals identify the interests of various parties to the issues and helps focus efforts on potential options to meet those interests.
- Guides or coaches individuals to deal directly with other parties, including the use of formal resolution resources of the organization. An Ombuds often seeks to help individuals improve their skill and their confidence in giving voice to their concerns directly.
- Refers individuals to appropriate resolution resources. An Ombuds may refer individuals to one or more formal organizational resources that can potentially resolve the issue.
- Assists in surfacing issues to formal resolution channels. When an individual is unable or unwilling to surface a concern directly, the Ombuds can assist by helping give voice to the concern and/or creating an awareness of the issue among appropriate decision-makers in the organization.
- Facilitates informal resolution processes. An Ombuds may help to resolve issues between parties through various types of informal mediation in cases where parties consent to this informal process.
- Identifies new issues and opportunities for systemic change for the organization. The unique positioning of the Ombuds serves to provide unfiltered information that can produce insight to issues and resolutions. The Ombuds is a source of detection and early warning of new issues and a source of suggestions of systemic change to improve existing processes.

¹⁰ Excerpted from the International Ombudsman Association (<https://www.ombudsassociation.org/what-is-an-organizational-ombuds>).

WHAT AN OMBUDS DOES NOT DO

Because of the informal, neutral, confidential, and independent positioning of an Ombuds in an organization, they typically do not undertake the following roles or activities:

- Participate in formal investigations or play any role in a formal issue resolution process
- Serve in any other organizational role that would compromise the neutrality of the Ombuds role
- Receive notice for the organization
- Make binding decisions or mandate policies
- Create or maintain records or reports of individual visitors and individual consultations for the organization

For the SAA Annual Meeting, the Ombuds will *not* be archaeologists. The SAA Ombuds will be as visible as possible at the Annual Meeting so as to be easily identified by meeting attendees.

SAA Ombuds may, with the permission of the individuals who come to them, make recommendations to the SAA President and Executive Director about specific actions that might enhance the safety and well-being of the individuals while at the Annual Meeting. In situations where the Code of Conduct is implicated, the SAA President and Executive Director shall advise the individual of the disclosure and reporting process outlined in Section IV below.

Ombuds will be on-site and accessible during the Annual Meeting and available by e-mail, phone, and for face-to-face meetings. Ombuds' contact information will be published in all SAA Annual Meeting collateral materials (printed and online), including on SAA meeting badges.

Ombuds Selection and Identification

The SAA Ombuds retained for the SAA Annual Meeting shall hold the CO-OP® certification from the International Ombudsman Association, or possess the appropriate professional qualifications and experience to fulfill the obligations and duties as described herein. *At the SAA Annual Meeting, there shall be at least one Ombuds. If there are more than one (1) Ombuds, they shall be of different genders.* The Ombuds positions will be filled by the SAA Executive Director after candidate interviews have taken place with a panel made up of the SAA President or designee(s) and SAA Counsel. Upon selection, the SAA Annual Meeting Ombuds' names and contact information will be published in all appropriate Annual Meeting collateral materials. The SAA Ombuds will be as visible as possible at the Annual Meeting and be clearly badged as the "Ombuds."

Documenting

The Ombuds will summarize for the Board within two (2) months of the Annual Meeting basic demographics and problem categories of those who utilized the service (without any identifying information) at the SAA Annual Meeting and will provide any feedback and recommendations the SAA might wish to consider regarding future meetings.

IV. DISCLOSURE AND REPORTING AT THE SAA ANNUAL MEETING

SAA encourages reporting of any conduct in violation of the Code of Conduct in Section II above, regardless of the identity of the offender. While SAA encourages individuals to firmly and promptly notify the offender that the behavior is unwelcome, SAA also recognizes that power and status

disparities between the offender and the recipient of the offensive conduct may make such a confrontation problematic. Consequently, such direct communication is *not* a requirement or prerequisite for filing a complaint.

Ombuds Visit

Any meeting attendee may reach out to the SAA Meeting Ombuds. This is an independent, informal, and confidential process that enables attendees to discuss any matter of discomfort or distress. The topic of concern may have occurred at an SAA event or elsewhere, or at any point in the past. Connecting with the Ombuds does not require identifying the individual against whom the report is being made (“Subject Individual”¹¹) nor naming the Attendee to the Subject Individual(s) or to the SAA.

Ombuds visits are intended to explore creatively the range of legal, institutional, policy, and personal options and to discuss with the visitor benefits and disadvantages in order to help the individual identify solution(s) that best support them.

While high-level data about the overall categories and types of issues will be shared with the Board by the Ombuds (in the interest of improving the meeting in the future), the Ombuds will adhere to their obligation of confidentiality (unless the individual consents to disclosure), and no specific or identifying information will be shared with the SAA.

Visiting an Ombuds is not mutually exclusive with other processes (e.g., disclosure or report.)

Disclosure and Report

Any SAA member or participant at the SAA Annual Meeting (“Attendee”) may submit a disclosure or a report (as defined below) to the SAA President or Executive Director. Reports and disclosures can be made orally or in writing. There may be circumstances, particularly with Reports, where an oral report may need some written documentation. The SAA President and Executive Director will be the primary point of contact for the Attendee. Attendees may report incidents with or without identifying the Subject Individual. For purposes of this Policy, the following definitions shall apply:

Disclosure (hereinafter “Disclosure” or “Disclosures”) occurs when an Attendee notifies the SAA of a violation of the Code of Conduct or other misconduct and requests assistance from the SAA to enable the Attendee’s continued safe participation in SAA activities. The violation may have occurred at an SAA event or elsewhere, or at any point in the past. Disclosure does not require further investigation or identifying the Subject Individual(s). Disclosure does not require naming the Attendee to the Subject Individual(s). A Disclosure may be made to the SAA President or Executive Director.

The Attendee’s identity shall remain anonymous, unless the Attendee elects to be identified.

¹¹ For the purposes of this Policy, “Subject Individual” refers to *anyone* against whom a report is being made, regardless of SAA membership status.

In cases where a Disclosure is made without identification of the Subject Individual, actions that may be taken will be limited to making accommodations for the Attendee, such as arranging for escorts to, from, and during SAA events at the Annual Meeting.

Reporting (hereinafter “Report” or “Reports”) occurs when an Attendee notifies the SAA of a violation of the Code of Conduct, and requests that the SAA review the matter and take action against the Subject Individual to enable the Attendee’s continued safe participation in SAA activities. A Report may be made to the SAA President or Executive Director.

Reporting requires that an Attendee identify the Subject Individual. A Report will require a description of the alleged incident of misconduct from the Attendee and may be strengthened by statements from any witnesses to the incident.

The SAA President and Executive Director may provide the Subject Individual with a description of the incident and request a timely response. The SAA President and Executive Director will reiterate the non-retaliation provision of the Code of Conduct to the Subject Individual.

Disclosures and Reports under this Policy may be made orally or in writing. To assist Attendees, a form for submission of a written Disclosure or Report is attached to this Policy as **Appendix A**, and all Attendees are encouraged to use this form. The Attendee may designate a third party to represent them when submitting a Disclosure or Report, provided the third party can present written proof or confirmation of such designation to ensure such third party is authorized to speak on the Attendee’s behalf (e.g., signed letter/affidavit). Individuals who are submitting Reports on behalf of other SAA members or individuals should use the form and note that it is on another person’s behalf.

Role of the Ombuds

Attendees who submit a Disclosure or Report will be encouraged to speak with the SAA Ombuds at the Annual Meeting as well. The Ombuds will explore with the Attendee ways to stay safe and ways to participate as fully as possible in the meeting. If a formal report has not been submitted by the Attendee (in cases where a Disclosure has been made), the Ombuds may discuss the option of filing a Report with the SAA as outlined in this Policy; a complaint with the Subject Individuals’ employing institution or local law enforcement; or a grievance with the Register of Professional Archaeologists or another adjudicating body; along with exploring local, institutional, legal, and interpersonal options.

The Ombuds may, if appropriate, mediate or otherwise assist the Attendee and Subject Individual in reaching a resolution, particularly in cases of misunderstandings, if the parties agree to that process.

Actions

THE SAA PRESIDENT AND EXECUTIVE DIRECTOR, IN CONSULTATION WITH SAA LEGAL COUNSEL, SHALL BE EMPOWERED WITH THE DISCRETION TO TAKE ACTION AT THE SAA ANNUAL MEETING.

Actions may include, but are not restricted to, the following:

- Providing access to escorts to, from, and during events for the Attendee
- Removing the Subject Individual from the Annual Meeting
- Requiring the Subject Individual to modify and/or restrict his or her behavior and activity at the SAA Annual Meeting
- Other reasonable steps, consistent with the nature of the alleged misconduct

The SAA President and Executive Director will complete a written memo, summarizing the facts obtained and the resolution. The Attendee and Subject Individual will receive a copy. **There may be circumstances in which identities shall be left out or redacted from the memo.**

The SAA President and Executive Director shall be responsible for prompt updating to the Attendee about the actions taken. The SAA President and Executive Director will be responsible for notifying the Subject Individual about actions the SAA is taking.

The SAA President and Executive Director's memo shall be sent to the Findings Verification Committee referenced in Section V below for further review and determination of whether or not the Subject Individual should be barred from future SAA Annual Meetings or events.

V. DISCLOSURE AND REPORTING PRIOR TO THE SAA ANNUAL MEETING

Any SAA member or participant at the SAA Annual Meeting ("Attendee") may submit a Disclosure or Report up to 30 days prior to the opening session at the SAA Annual Meeting by e-mailing the SAA President (president@saa.org) and/or Executive Director (exdir@saa.org). Attendees may use a third party to represent them when submitting a Disclosure or Report to SAA and for purposes of discussing next steps with the SAA, provided the third party presents written proof or confirmation of such designation to ensure such third party is authorized to speak on the Attendee's behalf (e.g., signed letter/affidavit).

Article X: Meetings of the Society, Section 4 of the SAA Bylaws states:

Upon being presented with credible evidence that an individual has been found, by a court of competent jurisdiction or an administrative or regulatory body, to have engaged in conduct or actions contrary to the ideals, objectives, and accepted standards of the Society as set forth in these Bylaws, Board policies, or the SAA Principles of Archaeological Ethics, the Board may bar that individual from attending the Annual Meeting and other SAA-sponsored events.

Such conduct or action shall include, but is not limited to, sexual assault and harassment.

For the purposes of this policy, the Register of Professional Archaeologists's Grievance Process is considered an administrative body.

Registrants for the SAA Annual Meeting are required to self-certify as follows:

I am not and have not ever been the subject of adverse findings from a discrimination or harassment lawsuit or administrative complaint.

Further, I do not have and have not had a current or pending disciplinary action, such as suspension or termination of registration resulting from a Register of Professional Archaeologists' grievance investigation.

A list of the names of advance registrants will be posted online behind the log-in wall for other advance registrants and members to review within two days of advance registration closing. Advance registrants who are on the program are also included in the Preliminary Program when it is published online.

Disclosures submitted under advance reporting shall be reviewed by the SAA Executive Director, the SAA President, and SAA Counsel for purposes of arranging any accommodations requested to ensure the Attendees' safe participation at the SAA Annual Meeting. The SAA Ombuds for such Annual Meeting will be made aware of the matter and briefed on the accommodations made.

Reports submitted up to 30 days prior to the opening session at the Annual Meeting shall be reviewed by the **Findings Verification Committee ("Committee")**.

Findings Verification Committee

The Committee shall be made up of no fewer than three (3) SAA members, appointed by the Board of Directors to serve staggered three (3)-year terms. Beginning in 2021, at least one of the committee members will be elected by members for a three (3)-year term. The Committee shall be authorized to review Reports and shall be charged with recommending to the Board under Article IX, Section 4 of the SAA Bylaws whether SAA members should be barred from *future* SAA events.

The Committee is charged by the Board of Directors with verifying credibility of evidence and recommending to the Board whether an individual should be barred from attending the SAA Annual Meeting or other SAA-sponsored events and for what period of time. In determining its recommendation, the Committee shall receive and review evidence that the Subject Individual has been found, by a court of competent jurisdiction or an administrative or regulatory body, to have engaged in conduct or actions contrary to the ideals, objectives, and accepted standards of the Society as set forth in these Bylaws, Board policies, or the SAA Principles of Archaeological Ethics. The Committee shall not have the authority to independently receive Reports, or to initiate its own inquiry, review, or investigation with respect to any individual or group.

The Committee's deliberations shall include SAA Counsel, identified to it by the SAA President or Board of Directors.

Committee Report and Recommendation

Upon determining that the documentation underlying the Report is sufficient and credible, the Committee shall document its findings and recommend to the Board whether the Subject Individual should be barred from the SAA Annual Meeting and other SAA-sponsored events. The Committee

recommendations shall be made available to the Attendee (or Attendee's representative in such cases), the Subject Individual, and the Board of Directors.

If an adverse finding against the Subject Individual is recommended by the Committee, the Subject Individual may submit objections to the Board of Directors within ten (10) business days of receipt by the Subject Individual, and provide arguments as to why the Committee's recommendations should not be adopted.

If the Committee's determination is adopted by the Board of Directors, SAA Staff shall be directed to implement all appropriate administrative steps to ensure the Subject Individual is barred from registering for or attending the relevant future SAA events, including the Annual Meeting. Such steps may include measures to identify and prevent the Subject Individual from on-site registration for the relevant SAA events, and may involve asking registrants to provide identification when they pick up their badges.

VI. INVESTIGATION REQUESTS

In some cases, SAA members have found that they are unable to produce a finding to begin or to complete the advance reporting process. The following process ("investigation request") provides a process through which the Society for American Archaeology (SAA) will work with the Register of Professional Archaeologists (Register), a regulatory body for purposes of this policy, to handle referrals concerning potential misconduct.

Once a report has been filed with the SAA President or Executive Director, and/or the Findings Verification Committee Chair, the Findings Verification Committee (FVC) will evaluate any Report using above procedures. In cases where the Report includes a Finding, the FVC may be able to complete their recommendation to the SAA Board without making a request for investigation (Referral) to the Register. However, many times Reports do not include a finding, either because no Finding has been made or because the Finding is sealed or otherwise unavailable.

In cases in which the Report lacks a Finding and in which the person filing the complaint (Threatened Individual/ Third Party Advocate) and the subject of the Report (Subject Individual) are SAA members, the FVC may make a Referral to the Register. The FVC chair will work with the SAA Meetings and Membership Manager to ensure that the Subject Individual is a SAA member or a registered SAA event attendee and that the Threatened Individual is a SAA member or a registered SAA event attendee. The person making the complaint does not have to be the Threatened Individual but can be a Third-Party Advocate. In cases where the Threatened Individual has filed an onsite Report, the SAA Meeting Safety Policy will proceed.

In the event that the FVC is unable to make a determination on the information presented in a Report based on the absence of appropriate findings, the FVC chair will offer the Report submitter the option to move to a next phase of review through the Register's Grievance Process or not, understanding that without the added review the FVC has concluded that it would not otherwise be able to recommend SAA action against the Subject Individual for lack of findings relevant to the claim.

Once a Referral has been made by the Chair of the FVC, the Report will be forwarded to the RPA Grievance Coordinator for review under the Register's Grievance Process using the Register's Code of Conduct. By forwarding the Report, the SAA agrees to the terms of the Register's Grievance Process. The reporting party will be notified of this referral by the SAA at the time that this has been done. If a Grievance Committee is convened, that Committee shall follow the Register's Grievance Process and RPA notification procedures would prevail from this point forward. For non-RPA registrants, the highest level of action by the Register shall be a Grievance Coordinator Report to the SAA FVC. For RPA registrants, the Register may also take action independent of SAA.

The Referral will be evaluated by the Register using its Code of Conduct. This process follows Register's procedures, available here [<https://rpanet.org/about-grievance>]. The decision to review or decline the Referral will be conveyed to the FVC chair consistent with the Register's procedures for making a determination of merit. Updates provided to the FVC chair will also follow the Register's procedures.

The Register's Grievance Coordinator will report their finding to the FVC. By accepting receipt of the findings, SAA agrees that any materials will not be shared beyond the those specified in the SAA Meeting Safety Policy FAQ. The findings report will include:

- Merit determination by the Grievance Coordinator
- A report on the nature, scope, and gravity of any finding

Per the SAA Meeting Safety Policy, the FVC evaluates all findings and then makes a recommendation to the SAA Board of Directors regarding any action in response to the finding. This does not preclude the Register from taking action separately in instances where the Subject Individual is also a Registrant. Any recommendation for action by the SAA shall be made without regard to the RPA registration status of anyone under investigation.

VII. CONFIDENTIALITY, RECORDS, AND REPORTING

Confidentiality

All matters falling under this Policy will be held strictly confidential within the SAA Board of Directors, Findings Verification Committee, Ombuds, SAA Staff, and SAA Counsel. Confidentiality shall be maintained in the interest of protecting the identity of any individual submitting a Disclosure or Report, any other individual party submitting the same, and/or the individual against whom a Disclosure or Report is being made, as well as to minimize legal exposure to the SAA subsequent to any inquiry, review, or investigations conducted by the SAA or the Ombuds ("Inquiry" or "Inquiries").

Notwithstanding the confidentiality of any Disclosure, Report, or Inquiry, the identity of any individual or party to a Disclosure, Report, or Inquiry may be made known on a need-to-know basis, with such individuals' prior written consent, if such individuals so choose. The identity of Subject Individuals, as part of the reporting to the Board and SAA membership, shall be made consistent with the "Reporting" provisions of this Section V below. It is understood that when an adverse determination is made against

a Subject Individual, the identity of such Subject Individual will be disclosed on a need-to-know basis, to effectuate the intent of this Policy.

Records

All SAA deliberations with regard to any Disclosure, Report, or Inquiry, including but not limited to deliberations of the Ombuds, Findings Verification Committee, and SAA Board, shall be kept strictly confidential.

VIII. EDUCATION AND COMMUNICATION

The SAA will provide members with information about appropriate conduct and prevention of misconduct during the SAA Annual Meeting and other SAA events, including the presence of this Policy and contact information for the SAA Annual Meeting Ombuds.

Anti-harassment and all related policies will be posted on the SAA website.

SAA Annual Meeting communications, including web pages, e-mail, and any published materials, including the call for submissions and registration information, will include this Policy or hyperlinks to this Policy. The Policy will be printed in the final program, and a link to the Policy will be provided in the meeting mobile application.

The SAA will promote activities that reduce misconduct in the practice of archaeology, such as trainings for bystander interventions and workshops on reducing abuse, micro-aggressions, and implicit bias. The SAA will make available all information, including the process for making Reports, Disclosures, or filing complaints through social media outlets, where appropriate.

IX. GLOSSARY

Claim—Any formal request by an SAA member seeking action under the SAA Meeting Safety Policy.

Claimant—Any person who submits a claim under the SAA Meeting Safety Policy.

Disclosure—A claim requesting personal support for safe participation at an SAA event. Disclosures do not require outside documentation and do not lead to action against a Subject Individual.

Event (of concern)—Any SAA-sponsored event for which a claimant seeks accommodation under the SAA Meeting Safety Policy.

Finding—Any determination by a court of competent jurisdiction or an administrative or regulatory body. This includes the RPA Grievance Process.

Referral – A formal request by the SAA (FVC chair) to the Register for Professional Archaeologists' Grievance Coordinator to conduct a review according to the Register's Grievance Process. Once a grievance has been referred, the case will proceed according to the Register's grievance process.

Report—A formal request to prevent a Subject Individual from attending one or more SAA events in the interest of the safety of a threatened individual. Reports differ from Disclosures based on the provision of documentation demonstrating a verifiable finding against a Subject Individual.

RPA Greivance Process – A process defined and controlled by the Register of Professional Archaeologists (RPA) to enforce the RPA's Code of Conduct.

Subject Individual—A person who has been accused of harassment and/or assault and from whom one or more threatened individuals seek protection during SAA events.

Third-Party Advocate—A person submitting a claim on behalf of a threatened individual, with their permission. This individual does not need to be an SAA member and/or a registered SAA event attender.

Threatened Individual—A person who has experienced harassment or assault from a Subject Individual and who seeks support to participate in one or more SAA events. This individual must be an SAA member and/or a registered SAA event attendee.

Session Scheduling

[Approved in Consent Motion 116-37B (April 2006)]

The Board acknowledges the inconvenience that may result from occasional problems in scheduling sessions at the annual meeting. However, the Board declines to further increase the difficulties of the program committee by establishing mandatory guidelines.

Scheduling and Site Selection Policy

[Adopted in Consent Motion 102-70 (March 1999).]

The Annual Meeting will normally take place in March or April; it will be scheduled so as not to conflict with either Easter or Passover. Criteria for site selection include: (1) geographical diversity from year to year; (2) reasonable cost to members; and (3) local interest. The Board will consider issues of human rights in selecting cities and states for meeting locations.

Sponsored Sessions (External Sponsors)

[Adopted in Motion 145-27.3B (April 2020).]

Motion 145-27.3B –Given an interest in increasing non-dues revenue, the Board recommends that beginning with the 2021 annual meeting, sessions and any SAA-approved activities, events, or services may be sponsored by external entities. The Executive Director can set pricing; external sponsors will be vetted. (4/17/2020)

Sponsorship and Review of Sessions (also see: Three Role Rule)

[Restated in Motion 102-27D (March 1999); adopted in Motion 95-14 (November 1995).]

With respect to a session at the Annual Meeting, the designation "sponsored" indicates the support of an SAA committee or an organization outside SAA. The designation "invited" reflects a special status and role within the meeting, as defined by the program chair. All sponsored and invited sessions are subject to review by the Program Committee, as are all other submissions, and are subject to the three-role rule. Because numerous committees wish to sponsor sessions, the Program Committee must balance such requests with other program goals; as a result, in some circumstances, requests for sponsored sessions may be rejected. The only exceptions to the review process and three-role rule are the opening and plenary sessions and, in special circumstances, "SAA Sessions" that are mandated by the board in furtherance of key society goals. Non-SAA members who participate only in plenary and opening sessions, or the specifically designated "SAA Sessions," are exempt from the registration fee.

Submissions Review

[Reaffirmed in Motion 102-27D (March 1999); adopted in Motion 100-70 (March 1998).]

For meetings where space is sufficient to accommodate all submissions, the Annual Meeting Program Committee need not conduct a full-scale review of all submissions but rather may simply screen the submissions to ensure their appropriateness.

Three Role Rule (see also: Sponsorship and Review of Sessions)

[Restated in Motion 102-27D (March 1999); also see Motion 99-70 (October/November 1997), Motion 97-68E (November 1996), Motion 95-14 (November 1995).]

An individual may fill no more than three presentation roles at an annual meeting (e.g., symposium chair, paper presenter, poster presenter, discussant, forum moderator, working-group chair or participant). Instructing a workshop or chairing a general session do not constitute "roles" under this rule. Also exempted from this rule are the opening and plenary sessions and, in special circumstances, "SAA Sessions" that are mandated by the board in furtherance of key society goals.

In addition, an individual may not be a senior (first) author of more than one paper or poster, and may not be chair of more than one symposium.

[Adopted in Motion 128-70.1 (October 2011)]

Recognizing the complexities of avoiding scheduling conflicts at the annual meeting, the Board establishes the policy that an individual may chair only one session at any annual meeting.

Waiver Policy

[Reaffirmed in Motion 102-27D (March 1999); amended in Motion 97-70J (November 1996); adopted in Motion 95-15 (November 1995).]

An individual who is invited to participate in a session at the Annual Meeting in order to present information for the benefit of SAA members and who is neither an archaeologist nor a professional in a field whose members would normally belong to the SAA may have the membership requirement waived. In such cases the individual's registration fee should also be reduced to the member rate. In rare instances and for only for the most compelling reasons, the registration fee and membership requirement may be waived entirely. For all waivers, a written application accompanying the session proposal must be made by the organizer of the session and should specifically articulate the benefits to the society and the vocation of the individual for whom the waiver is being requested. Decisions under this policy will normally be made by the Executive Director.

Awards

Creation of New Awards and Scholarships Policy

[Adopted in Motion 147.74-99B (April 2021).]

INTRODUCTION

This policy provides guidelines on the creation of new awards and scholarships. For procedures associated with populating SAA committees, including award and scholarship committees, see the most recent version of the Appointment Policy.

- Proposals for new awards and scholarships should be submitted to the Executive Director who will distribute it for review. Proposals must be reviewed by the Committee on Awards and Scholarships, and the Treasurer if it contains a monetary component, prior to review by the Board and their comments and recommendations presented to the Board alongside the proposal.
- Proposals for new awards and scholarships should include name and description; specific criteria and eligibility; submission materials, instructions, and deadlines; selection and evaluation criteria and deliberation process; funding source, if monetary or in-kind service award; and identify which committee will oversee the award or scholarship. If a monetary or in-kind service component exists, the proposal also should discuss the size of the award with respect to meeting its desired purpose. When developing proposals, the author(s) should review existing award or scholarship web pages and use the section headings as a template (<https://www.saa.org/career-practice/awards> and <https://www.saa.org/career-practice/scholarships-and-grants>).
- New awards or scholarships with a monetary component must have a minimum annual award amount of \$500 (or its equivalent in in-kind services) to be awarded to a single recipient.
- New awards or scholarships with a monetary component (including in-kind services) must be supported by a gift or pledge to cover the amount of the gift for a minimum of three-years.
- If the new award or scholarship is to be funded by a pledge, either fully or in part, the gift instrument documenting the pledge commitment must include a requirement that the pledge payment for each year's award must be received by SAA by August 31 in the year prior to the award. If the pledge payment is not received by the deadline, the award/scholarship will not be announced for the following year.
- New endowments that fund awards or scholarships must be funded with a minimum amount and include a provision for payment of administrative fees as defined in relevant sections (e.g., Endowment Administrative Fee and Payout Policy, Establishing a Named Endowment Fund, Gift Acceptance Policy) of the current SAA Board Policy document.

Naming New or Existing Award/Scholarships/Grants/Prizes or Renaming Awards/Scholarships/Grants/Prizes

[Adopted in Motion 150C-74.1 (November 2022)]

1. An award/scholarship/grant/prize may be named after a person, a group (e.g., a family), a business, or an institution. Please note there is a separate Board-adopted policy concerning named Endowments.
2. The individual for whom a memorial award/scholarship/grant/prize is named shall have achieved eminence in or have a significant relationship to the field of archaeology and/or have provided

distinguished service to the Society. Their life and work should exemplify the goals, standards, and ethics of the Society, as determined by the Board of Directors.

3. The group, business, or institution for which an award/scholarship/grant/prize is named shall be aligned with the ethics, standards, and goals of the Society, as determined by the Board of Directors.

4. Proposals for named awards or scholarships must be reviewed by the Committee on Awards and Scholarships and the Treasurer, prior to review by the Board of Directors and before any formal commitments are made with donors. Their comments and recommendations shall be presented to the Board alongside the proposal. When developing proposals for new awards or scholarships, the author(s) should review existing award or scholarship web pages and use the section headings as a template (<https://www.saa.org/career-practice/awards> and <https://www.saa.org/career-practice/scholarships-and-grants>).

5. The Society retains the right to change the name of an award/scholarship/grant/prize in the event that the Board of Directors deems that the existing name no longer reflects the goals, ethics, and standards of the SAA.

Multiple Awards Policy

[Reaffirmed in Motion 102-27D (March 1999); adopted in Motion 95-23 (November 1995).]

Each awards committee should give no more than one award per year, except in the case of collaborative efforts.

Student Members on Award Committees

[Adopted in Motion 150-74.1A (September 2022)]

The board approves the CAS recommended changes to the SAA Committee Appointment Policy to allow at least one student member to serve on student award committees. The new policy allows for a maximum of one student to serve on each of the following committees: the Student Poster Award, Student Paper Award, Dienje Kenyon Memorial Fellowship, Fred Plog Memorial Fellowship, and Geoarchaeology Awards Committees. In selecting student members for these student award committees' preference should be given to former award recipients. Student committee members will not be eligible for the award on whose selection committee they are serving during the term of their membership. (9-24-22)

Student Poster Award Deadline

[Adopted in Motion 129-84.1 (April 2012).]

The Board sets the deadline for submission of student posters at one month prior to the beginning of the annual meeting. The announcement of the student poster award recipient will not be included with other

award announcements in the program, but will be announced at the Business Meeting and Awards Ceremony.

Student Paper Award Clarification

[Adopted in Consent Motion 114-89.1 (March/April 2005)]

The Board clarifies that for the purposes of this award “student paper” means that all authors were students at the time the paper was submitted for consideration by the Awards Committee.

Student Paper Award Deadline

[Adopted in Motion 129-89.1A (April 2012).]

The Board sets the deadline for submission of student papers at one month prior to the beginning of the annual meeting. The announcement of the student paper award recipient will not be included with other award announcements in the program, but will be announced at the Business Meeting and Awards Ceremony.

Suspending Awards and Scholarships Process

[Adopted in Motion 148A-74.1 (November 2021).]

Motion 148A-74.1 - The Board approves the following policy and process for suspending awards and scholarships, as suggested by the Committee on Awards and Scholarships:

The Society for American Archaeology reserves the right to suspend any award or scholarship presented under its aegis. Recommendations to suspend an award or scholarship are made by the Committee on Awards and Scholarships and approved by the Executive Board. Any award or scholarship which fails to yield at least three nominations or applications for three consecutive years will be automatically reviewed by CAS for suspension. If a suspended award or scholarship is funded by a gift or endowment, the Executive Board will determine how those funds will be refunded or redirected, based on the stipulations of the gift or endowment. (11-12-21)

Committees and Task Forces

Annual Reports

[Adopted in Motion 132-27.1B (Fall 2013)]

The Board requests that each committee chair provide a list of its top three action items for the coming year. These action items should be included in the Spring report to the Board. This requirement does not apply to all awards committees, the Bylaws Committee, the Nominating Committee, and task forces.

Appointments Policy

[Revision updated in motion 152C-27 (February 2023). Revised in motion 144H-23.1 (December 2019); Revised in Motion 137-27.1A; Revised in Motion 131-27.3 (April 2013) Revised in Motion 125-27.1; Amended in Motion 102-27D (March 1999); amended in Motion 101-23A (November 1998); amended in Motion 99-23B (November 1997); amended in Motions 97-27S, 97-27Q, 97-27V, and 97-27W (November 1996); amended in Motion 96-5 (April 1996); adopted in Motion 95-24 (November 1995).]

INTRODUCTION

This policy serves to define the procedures associated with populating SAA committees. Article XI of the SAA Bylaws states that the society will be organized with the following committee structure:

1. **Subcommittees of the board**, which are composed of board members, facilitate the work of the board in providing advisory information;
2. **Standing committees**, which facilitate the operation of the Society;
3. **Advisory committees**, which provide advisory and administrative support to the board;
4. **Task forces**, which perform specific activities for a defined term; and
5. **President's Advisory Board**, composed of all past presidents, advises the board when requested to do so.

In this policy, the words “committee chair” or “committee chairs” are understood to reflect chairs of any of the above bodies.

STANDING COMMITTEES AND ADVISORY COMMITTEES

Article XI of the SAA Bylaws delineates three standing committees, which are the Bylaws Committee, Publications Committee, and Committee on Ethics, and Article VIII of the SAA Bylaws establishes the Nominating Committee. All other SAA committees are advisory committees.

With the exception of the Nominating Committee, the board may create or dissolve advisory committees, and the president appoints chairs and members to these committees (with the advice and consent of the board for committee chairs).

This policy outlines the process for identifying and appointing members and chairs of SAA standing committees and advisory committees, with the exception of the Nominating Committee which is governed by Article VIII of the SAA Bylaws.

Open Call Process

Since the SAA Bylaws were passed, the number and diversity of members has grown substantially. In order to democratize and open access to service on standing and advisory committees, SAA has 40 introduced an open-call process to allow members to express their interest in serving on a particular committee. The purpose of the open call is to ensure that all members have access to opportunities to serve on standing and advisory committees. Each fall, SAA has an open call for members to submit letters stating their interest in serving on up to three committees. All committee vacancies are filled after the open call.

General Policies

- Committee chairs and members must be SAA members in good standing at the time of the appointment and must maintain their SAA membership throughout their term.
- Committee chairs are appointed by the president with the advice and consent of the board.
- Committee members are appointed by the president, based on the recommendation of the committee chair and the board liaison to the committee (see “Board Liaison” section below)
- Prospective committee members may include respondents to the open call, committee members whose first terms are ending (except award committee members who may not serve two consecutive terms), or any other SAA member recommended by the chair.
- Committees may consult with nonmembers of SAA for their special expertise, but such nonmembers may not be members of the committee.
- A committee chair or member may resign at any time or be removed for cause by the president with the approval of the board.
- Should a vacancy occur as a result of a committee member or chair leaving before the end of their term, a replacement may be appointed by the president, in accordance with the appointment procedures defined above, to complete the term.

Committee Co-Chairs

A co-chair may be appointed by the president, with the advice and consent of the board, to assist the chair and act in their absence, but it is the chair’s responsibility to lead the committee and report to the board. The term of a co-chair shall not exceed the term of the chair with whom the co-chair is appointed to serve. The co-chair does not automatically succeed to the chair position.

Open Call for SAA Committee Volunteers

- Each year in October, SAA staff will notify committee chairs and board liaisons of committee members whose terms are ending and will identify any of those who are eligible for reappointment.
- In October of each year, SAA staff will publish an open call to all members who are interested in serving on committees and will identify the committees that have upcoming vacancies. Interested members may respond to the call by submitting a statement of interest (150 words maximum) in which they describe interests, experiences, and skills that are relevant to the committee’s charge. A member may submit statements of interest to a maximum of three committees per year by ranking their choices from first to third.
- The board has established guidelines for evaluating respondents to the open call (Motion 131-27.3B), noting statements of interest should address these criteria: (1) specific expertise and/or experience that relate to the committee’s work; (2) diversity of viewpoints on the committee’s area of work; and (3) recruitment of new committee members to encourage broader member engagement.
- In November, committee chairs (except award committees; see next bullet point) and board liaisons will receive all statements of interest for their committees and will make recommendations within 30 days of receiving the applications. If a single applicant applies for more than one committee, the committees that they ranked higher have priority of choosing the applicant. Recommendations preferably will be made from inquiries received from the open call, but chairs may also recommend a committee member whose first term is ending to serve a second term (except award committees). If there are not enough applicants from the open call to

fill open slots, the chair may also recommend any other SAA member who has relevant experience and is willing to serve.

- Also in November, award committee chairs and the Committee on Awards and Scholarships will receive all statements of interest for their committees and will make recommendations within 30 days of receiving the applications. Recommendations preferably will be made from inquiries received from the open call, but if there are not enough applicants from the open call to fill open slots, the chair may also recommend any other SAA member who has relevant experience and is willing to serve. Award committee members may not serve two consecutive terms, although an individual may serve one term as a committee member followed by one term as chair. Members may not serve on more than one award committee at a time. All recommendations put forward by the award committee chairs and Committee on Awards and Scholarships require approval by the board liaison.
- Committee members may be appointed to a shorter term in order to stagger the rotation of members off the committee in any given year (See below, Terms and Service).
- The SAA president appoints committee members taking into consideration the recommendation of the committee chair, the Committee on Awards and Scholarships (for award committees), and the board liaison. Appointment letters will be sent electronically via email from the president to new committee chairs and committee members confirming their appointment and term. Applicants must sign the attestation on the appointment letter in order to finalize their appointment.
- By January 31, the appointment process should be completed for committee members whose term will begin after the Business Meeting of the Society during the next annual meeting, and at that time committee chairs are responsible for notifying the respondents to the open call who were not selected.

Committee Chair Appointment for all Committees except Award Committees

- Each year in October, SAA staff will notify board liaisons of committee chairs whose terms are ending.
- Board liaisons will query current committee chairs for recommendations to fill the open chair positions and contact potential candidates to gauge their interest and willingness to serve.
- The committee chair candidate may be, but is not required to be, a current or former member of the committee.
- A person may chair no more than two committees simultaneously.
- A committee chair may be appointed to a second term.
- The outgoing committee chair and the board liaison will recommend committee chair candidates to be appointed by the president each fall with the advice and consent of the board.

Award Committee Chair Appointment

- Each year in October, SAA staff will notify the chair of the Committee on Awards and Scholarships and its board liaison of award committee chairs whose terms are ending.
- The Committee on Awards and Scholarships will query current award committee chairs for recommendations to fill the open chair positions and contact potential candidates to gauge their willingness to serve.
- The committee chair candidate may be, but is not required to be, a current or former member of the committee.
- An individual may serve on only one award committee at a time as either a member or chair.

- Award committee chairs may not serve two consecutive terms.
- The Committee on Awards and Scholarships in coordination with the board liaison will recommend committee chair candidates to be appointed by the president each fall with the advice and consent of the board.

Board Liaisons

- Board members do not serve as members of committees, but they do serve as liaisons to committees to facilitate transparency and communication between committees and the board.
- Following the seating of new board members, the president will assign board liaisons to each committee in consultation with the board.
- To ensure effective communication, board liaisons for all committees except award and scholarship committees shall be included in all committee communications.
- Board liaisons for award and scholarship committees do not need to be included in all the committees' deliberation in reviewing and selecting award and scholarship recipients.
- Board liaisons (except the award committee board liaison; see next bullet point) will participate with the committee chairs in reviewing the statements from the open call and will approve or disapprove the committee chair's recommendations to the president for committee member appointments.
- The chair of the Committee on Awards and Scholarships will participate with the award committee chairs in reviewing the statements from the open call and will, in collaboration with the board liaison, recommend committee members to be appointed by the president.

Terms and Service

- Terms of standing-committee and advisory-committee members are three years (updated in *Motion 131-27.3A*), starting and ending after the Annual Business Meeting of the Society (with the exception of the Government Affairs Committee).
- The chair and board liaisons have discretion to recommend members to shorter terms in order to stagger the terms on a given committee.
- Members and chairs of the Annual Meeting Local Advisory Committee, the Annual Meeting Program Committee, and the Nominating Committee serve one-year terms.
- The chair of the Government Affairs Committee serves a one-year term as chair-designate followed by a two-year term as chair.
- Members of the Cheryl L. Wase Memorial Scholarship Committee serve a four-year term, and the chair serves a two-year term that corresponds to the second half of their membership term.
- Fryxell Award Committee members' terms lasts four years, with the terms staggered so that only one member rotates off each year. The member whose term is expiring each year is recommended as a candidate to chair the committee.
- Committee chairs (except award committee chairs) may serve as chair of two committees at the same time.
- Committee members (except award committee members) may serve two, but not more than two, consecutive terms. Recommendation of a committee member to an appointment that exceeds the two-term limit must be brought to the attention of the full board for approval.
- Award committee members may not serve two consecutive terms on the same award committee, but they may serve one term as a committee member followed by one term as chair.

- Committee members or chairs are limited to simultaneous service on two committees, except award committees. A member may only serve on one award committee at a time.

Advisory Committee Composition

Each committee's charge and composition are defined by the board and published on the SAA website (www.saa.org). Additional members may be added to the committee under special circumstances, such as a temporary increase in the committee's workload or the need for sitting members to recuse themselves from the committee's deliberations. In this case, the president, taking into consideration the recommendation of the committee chair and board liaison, may appoint additional members not to exceed half the number specified in the charge.

The composition statements of many committees include the recommendation for at least two students to serve on the committee. Excluded from this recommendation are the Annual Meeting Local Advisory Committee, Annual Meeting Program Committee, Bylaws Committee, Ceremonial Resolutions Committee, Nominating Committee, Committee on Awards and Scholarships, all award committees, Cheryl L. Wase Memorial Scholarship Committee, H. and T. King Grant Committee, Minority Scholarships Committee, and Native American Scholarships Committee. Several committees have very specific composition criteria that differ from the norm.

Cheryl L. Wase Memorial Scholarship Committee

[revision adopted in Consent Motion 150-74.1F (September 2022)]

Cheryl L. Wase Memorial Scholarship Committee: The Cheryl L. Wase Memorial Scholarship Committee has a unique composition based on the narrowly defined restrictions on how the scholarship is to be awarded to a female undergraduate or Masters student who is a resident of New Mexico pursuing a degree in archaeology at a fully accredited university in New Mexico. The committee shall be composed of a chair and five members including one representative from each Qualifying Educational Institution (UNM, ENMU, NMSU) and three members who are not currently employed by any of the qualifying universities. Members of the committee serve a four-year term. The chair shall be a faculty member of one of the Qualifying Educational Institutions and shall be considered the representative of that university. The committee chair is appointed by the SAA president with the advice and consent of the board to serve a two-year term as chair (out of their four-year term on the committee). The chair should be rotated equitably among the Qualifying Educational Institutions. Only the three non-university positions on the committee are open for participation in the open call.

Fryxell Award Committee

The Fryxell Award Committee has a unique committee rotation. The committee shall be composed of a chair and four members. Each member's term lasts four years, with the terms staggered so that only one member rotates off each year. Each year, the member whose term is expiring will be recommended as a candidate to chair the committee. The president appoints the chair each year with the advice and consent of the board.

Government Affairs Committee

The Government Affairs Committee is composed of a chair and 15 members, including at least two students. Ideally, an individual serves as chair of the committee for the two years that coincide with a

particular Congress (which begins in January of an odd-numbered year). The chair of the Government Affairs Committee should be appointed by the president with the advice and consent of the board as chair-designate in an election (even-numbered) year, then become chair on January 3 of the following year. The chair serves a two-year term that coincides with the two sessions of a single congress and may be reappointed for a second term. The SAA Manager, Government Affairs serves as staff liaison to the committee, and the president serves as board liaison.

H. and T. King Grant for Archaeology of the Ancient Americas

The committee is composed of one chair, three members of SAA, plus one member recommended by the Institute for Andean Studies who is also a current member of SAA. Half the committee will be based outside of the US and Canada. The Treasurer and Executive Director of SAA will be nonvoting ex-officio members of this committee

Student Members on Award Committees

[Adopted in Motion 150-74.1A (September 2022)]

The board approves the CAS recommended changes to the SAA Committee Appointment Policy to allow at least one student member to serve on student award committees. The new policy allows for a maximum of one student to serve on each of the following committees: the Student Poster Award, Student Paper Award, Dienne Kenyon Memorial Fellowship, Fred Plog Memorial Fellowship, and Geoarchaeology Awards Committees. In selecting student members for these student award committees' preference should be given to former award recipients. Student committee members will not be eligible for the award on whose selection committee they are serving during the term of their membership. (9-24-22)

NOMINATING COMMITTEE

Article VIII of the SAA Bylaws defines the role, composition, and selection process for the chair and members of the Nominating Committee. Unlike other standing committees or advisory committees, the chair and members of the Nominating Committee change each year. In practice, the Nominating Committee independently selects a slate of candidates to be voted on by the SAA members. SAA Bylaws, Article VIII states that,

- The committee shall be composed of four members and a past Officer who serves as chair.
- Two of the four members of the Nominating Committee are elected by the general membership each year by electronic or mail ballot.
- The other two members and the chair of the Nominating Committee are appointed by the board at their first meeting following the close of the Annual Business Meeting.
- The committee shall fulfill other duties as may be prescribed to it by the board.

TASK FORCES

Task forces may be established by the board at any time to fulfill a specific purpose in a specified period of time. When the task force completes its work and submits its report to the board, the task force is generally terminated, or sunset, by the board.

- Terms of task force chairs and members are typically coextensive with that of the task force.
- Task force chairs are appointed by the president with the advice and consent of the board.
- Task force members are appointed by the president with input from the task force chair.

- Task forces are not included in the open call for committee members.
- Chairs and members of task forces must be SAA members in good standing.

Attestations of Professional Conduct by Committee and Task Force Chairs

[Adopted in Motion 147I-38 (September 2021).]

Motion 147I-38 - Prior to accepting any committee or task force chair position being finalized and publically announced, potential appointees will be required to certify the following attestation:

- (a) I am not and have not ever been the subject of a discrimination or harassment lawsuit or related administrative complaint that resulted in an adverse finding; and
- (b) I do not have and have not had a current or pending disciplinary action such as suspension or termination of registration, resulting from a Register of Professional Archaeologists' grievance investigation. (9/6/21)

Best Practices for Committee and Task Force Chairs and Board Liaisons

[Revised in Motion 149E-43A (June 2022). Revised in motion 142B-27.1 (January 2019); Adopted in Motion 140F-27.1 (November 2017).]

[Amendment to include Conflict of Interest Considerations adopted in 140G-27.1 (February 2018)]

Committee and task force chairs play an important role in the Society for American Archaeology (SAA), and the SAA appreciates your service. This document provides guidance for chairs as they carry out the leadership responsibilities of a standing committee or a shorter-term task force. It also provides best practices for the liaisons from the SAA Board of Directors (Board) to these groups.

Charge of the Committee or Task Force

All committees and task forces (C/TFs) are given a specific charge by the Board that describes the function(s) to be carried out by each body in service to the Board and SAA. This charge can be found at https://ecommerce.saa.org/SAA/SAAMember/Members_Only/Admin_Directory.aspx and in the Board meeting minutes. Sometimes charges also include a timeline, particularly for a TF. Every C&TF is assigned a Board liaison who can assist with any questions or concerns. As a C/TF chair, it is important that you know and understand the charge of your committee or task force, and that you maintain effective communication with your Board liaison. It is always best to ask for clarification of your charge if there is any uncertainty. It is imperative that there be no divergence between what the Board expects and the scope of work carried out by the C/TF.

Charges work differently for C/TFs. At times, the Board may offer additional charges to a standing committee, beyond those stated at the time of the committee's formation. Task forces are given a single charge and a deadline for completion of that charge. All TFs are sunsetted on the due date specified in their original motions, unless expressly given a new due date for a new specific purpose.

Activities Beyond the Board Charge

Many C/TFs wish to undertake activities related to their general charge that are not specifically requested by the Board. The most common example of this type of activity is sponsoring a topical paper/poster session, forum, or symposium at the SAA annual meeting. Each C/TF may sponsor one

such event at the annual meeting, but it must go through the regular program review process. A C/TF chair should contact the Program Committee chair for more information about sponsoring a session, forum or symposium or other activity that needs to be scheduled at the SAA annual meeting. Other activities include authoring articles or special forums in *The SAA Archaeological Record* or other SAA publications. The publication of such articles is at the discretion of the magazine or journal editor. Such events and activities are encouraged as they help to elevate the profile of C/TFs with the membership and engage the members in their activities. These events may not, however, be designed to convey potential changes to or newly established SAA policies, procedures, principles, bylaws, or other formal governance/policy issues without prior consent of the Board. If you are considering other activities for your C/TF, consult with your Board liaison to ensure your activities don't first require Board approval or to find out how the Board can offer support.

Know the Committee/Task Forces Members and Rely on them

For Committee Chairs: When you begin as chair, get to know the members of your committee, learn about their backgrounds, and identify their strengths as they apply to the charges on which you'll be working. A face-to-face meeting at the SAA annual meeting is a prime opportunity to become acquainted. At this initial meeting, offer your ideas for leadership, and explain your leadership style and expectations for committee members.

While some responsibilities solely fall on the shoulders of the chair, the chair should rely on the expertise and experience of committee members.

- Know and understand that committee membership is cycled, that is, member terms end at different times to ensure that committee business continues smoothly. Be aware of when your committee members cycle off. Ideally only one-third or less of your members rotate off the committee in a given year;
- Consider gaps in expertise and how potential new members could best help fill them.
- Use your networks and collaborate with your Board liaison as needed to find appropriate committee members;
- In November of each year, new members can be selected either by application through the [SAA Open Call for committee service](#) or by a committee chair asking particular SAA members to serve on their committee;
- Check the charge of the committee for the requirements of the group composition. This may include specific requirements for certain committees, such as the inclusion of a student member and/or a minimum and maximum number of members; and,
- Chairs make recommendations on appointments to the Board liaison, who is responsible for approving appointments and conveying those names to the SAA for appointment. Chairs cannot officially appoint members to a committee.

For Task Force Chairs: One of the key responsibilities of being a TF Chair is recruiting its membership. Use your networks, but also consult with your Board liaison and the SAA President/Executive Director to help you identify potential members and other groups at SAA whose leadership might want to participate on the TF. The Board may include a list of suggested members for you to consider as well. Chairs may contact potential candidates about their interest in serving on the TF and then recommend those candidates to the Board liaison. If the individuals agree to serve, are approved by the Board liaison, and hold a current membership in the SAA, they may be appointed. Chairs cannot officially appoint members to a TF; Board liaisons make the final appointment.

When constituting a TF, chairs should consider the backgrounds and identify the strengths of potential members as they apply to the TF charge. Early in your contact with the TF, offer your ideas for leadership, and explain your leadership style and expectations for members. Task forces can go off track when chairs do not know the members well and/or do not communicate early and often with them.

Task Force recommendations are the most constructive and helpful to the Board when a TF:

- Avoids suggesting that the Board create a new standing committee and then detail activities that this non-existent group might do;
- Examines the existing structures at SAA and recommends how specifically these could be engaged in the service of the TF's charge; and,
- Seeks Board approval to undertake a specific activity to test the waters and provides data to the Board. For instance, instead of a TF recommending that the Board create a committee that could hold workshops, it would be more meaningful for the TF to seek Board approval to organize a workshop itself, validate the strength of membership interest, and help the Board address the concern(s) that led to the TF being authorized in the first instance.

For Committee and Task Force Chairs: When there are tasks for the C/TF, it is important that the chair identify strengths of different members and assign responsibilities to ensure that these tasks are completed. C/TFs can go off track when chairs do not know the members well and/or do not communicate early and often with them. At times, some C/TF members may not be as engaged as the chair would like; in those cases, reach out individually to that member and see what can be done to work collaboratively with the entire group. Be sure to communicate with your Board liaison if the working relationship between or among members is of concern. Moreover, lack of leadership and communication from a chair can cause confusion and cause members to be less involved.

Board Liaisons and their Responsibilities

Each committee (with the exception of specific awards committees, which report to the Committee on Awards and Scholarships) and task force is assigned a Board liaison by the SAA president. The assigned Board liaison will contact the C/TF chair to establish a line of communication. The tenure of this liaison will be one to three years, depending on other responsibilities of that Board member and their term of service. Ideally, the liaison will have several years with the C/TF to get to know the chair and membership. Good communication between the chair and the liaison is essential.

Board liaisons are at the service of the C/TF to facilitate good communication and advance each C/TF's work via the Board. Liaisons are not members of the C/TF and as such should not be tasked with committee business, but they are there to offer feedback and advice. If a C/TF would like to present a report or recommendation to the Board, please work directly with your liaison so she/he can effectively advocate on your behalf.

Liaisons assigned to C/TFs must maintain an open dialog with those chairs, particularly about the Board's actions with regard to those C/TFs. As part of this, liaisons must:

- attend assigned C/TF meetings at the annual meeting or any other meetings the C/TF has between annual meetings, if the liaison's schedule allows;
- get to know the C/TF, its members, and keep abreast of what occurs within the group;

- receive from the previous Board liaison any pertinent information that will aid in being a productive facilitator between the Board and C/TF;
- work with C/TF chairs on appointments to the C/TF as well as develop chair nominations for Board consideration as vacancies occur;
- review C/TF reports before they are submitted to the Board and ensure that C/TF reports and budget requests are submitted to the Board on the current year's schedule; and,
- provide the C/TF chair with any Board motions specific to a C/TF and a summary of any Board actions related to or of interest to the C/TF.

Committee and Task Force Meetings

Good, regular communication between members is essential for C/TF success. Generally, C/TFs meet face-to-face once a year at the SAA annual meeting. If the chair requested space the previous August or September (based on a prompt by the SAA; see calendar below), there will be meeting space provided by the SAA. At all meetings, the chair should prepare an agenda to distribute ahead of time and assign someone to take meeting minutes.

Throughout the year, the activities of the C/TF may require other meetings through email, telephonic conferences, Skype, virtual platforms such as Zoom, and so forth. Meeting virtually can also keep your committee on track and engaged. Some C/TFs use shared document spaces or create closed groups on social media to facilitate conversation among members. There are no restrictions or policies on such activities.

Scheduled Reports to the Board

C/TF chairs have a responsibility to provide a report to the Board once a year. These reports are normally due in January and familiarize Board members with the activities of the C/TF and any issues they need to consider at the spring Board meeting, which is held at the SAA annual meeting or virtually. In reports to the Board, it is important to highlight the general progress of the C/TF, but also identify and explain any items that require action by the Board (“Action Items”). For example, if a C/TF would like to undertake a study or prepare a document on behalf of the SAA, such activities would require Board approval before they could begin. If an Action Item requires a financial obligation by the SAA, the Board also needs to approve a budget (see below). Prior to submitting a report to the Board, please share a draft and any proposed Board actions with your Board liaison for feedback.

There are two other times information is requested from C/TF chairs. In the fall (normally September or late August), chairs are also required to submit a report if they are requesting funds for the following calendar year budget. These will be reviewed at the fall Board meeting, which usually takes place in October. In the fall (normally August or September), chairs are required to submit a meeting space request for the annual meeting the following spring. C/TF chairs will receive email notifications from the executive director with directions about these reports and requests.

Meeting with the Board

At the annual meeting, there is a Board-hosted breakfast for C/TF chairs, typically Saturday from 7 to 8 a.m., so as not to conflict with sessions. The gathering serves to thank C/TF chairs and to offer networking opportunities among chairs and Board members. The breakfast is an opportunity for the Board to communicate important information to chairs and get to know one another in a more casual setting. Feel free to bring questions and comments to the meeting. Also realize your Board liaison works

with multiple C/TFs and, at the breakfast, they'll want to spend some time with each chair, to the extent possible. If you need a longer conversation with your liaison, it's best to schedule time outside this breakfast.

C/TF chairs can also request to meet with the entire Board to discuss a particular issue at a virtual Board meeting. This request should go through your Board liaison. Similarly, the Board may request a C/TF chair to join a Board meeting if there are issues requiring a conversation.

Guidance on Communication on Behalf of the SAA

Only the President and Executive Director of the SAA may officially speak on behalf of the SAA. The Executive Director generally speaks to administrative matters, while the President speaks to archaeological matters. C/TFs may help draft letters on behalf of the SAA, but draft statements must be sent through the Board liaison to the President and Executive Director for review prior to distribution under the signature of the President. C/TF chairs should not send letters to outside groups in their role as chair, as this may imply speaking for the SAA. Communication includes "speaking" through social media. Below is some other guidance related to communication outside of your C/TF:

- If you are approached by the media, direct them to the main SAA office (see [Contact SAA Staff](#) page) and to contact the Manager, Communications and Fundraising, to describe the approach.
- Don't share the details of C/TF work through your own personal email and social media accounts. The workings of C/TFs are not for public dissemination until approved by the Board.
- Send any social media post ideas to the SAA Manager, Communications and Fundraising, for posting on the Society's Facebook page or Twitter account.
- Retweet and share SAA initiatives and activities through your own personal social media accounts. Sending messages promoting SAA events, initiatives, and activities by your C/TF and others to your friends and followers is a great way to promote the SAA.

Planning for Chair Succession--Committees Only

Standing and Advisory committees of the SAA are permanent (either based on bylaws requirements or the wishes of the Board), and chairs may serve one or two 3-year terms. A second term is not automatic and requires reappointment by the Board. If a chair is cycling off a committee, it is important that he or she work closely and communicate with the incoming chair so that there is a seamless transition in leadership. Normally new chairs are appointed at the fall Board meeting prior to a chair cycling off at the annual meeting in the spring.

The outgoing chair should share with the new chair any documents of the committee, offer a history of what the committee has done to date, and identify ongoing business. Many chairs now use file-sharing programs like Dropbox, Box, or Google Drive to pass relevant documents to the next chair. Some committees also have scanned older documents and placed them in these electronic file-sharing services. See the "SAA Archive" section below about the responsibilities of C/TFs for archiving SAA official records.

The outgoing chair and Board liaison should also ensure that the incoming chair is familiar with the charge of the committee and the current composition of the committee membership. Normally, during this transition, there will be some members cycling off and new members being appointed. It is preferable that outgoing and incoming chairs work together on making recommendations on new members to a committee.

Conflict of Interest and Leadership Considerations

All individuals involved in SAA leadership at the Board, Committee, and Task Force levels should be vigilant regarding possible conflicts of interest. To be sure, your professional and personal networks in the archaeological community are an important part of who you are and are an essential resource in your ability to serve the SAA. We all reach out and tap our networks to research issues, seek advice or suggestions, and ask for help. The SAA encourages the development of networks and indeed is one of the contexts in which we build those networks. We also need to be careful how we use and engage in our networks, particularly because the archaeological community is a relatively small one. In your role as C/TF chair (or Board liaison) it is imperative that you guard not just against actual conflict of interest but also potential perceived conflict of interest by the broader SAA membership. Please remember that the optics and appearance of a situation can sometimes present problems as significant as an actual conflict. If you are concerned about a potential conflict of interest, please reach out to the SAA President and/or Executive Director for advice. Additionally, do not hesitate to disclose a potential conflict of interest and recuse yourself from deliberations, if appropriate. In this matter it is often best to be overly cautious than risk creating a difficult situation.

Committee and Task Force chairs are required to certify the following:

(a) I am not and have not ever been the subject of a discrimination or harassment lawsuit or related administrative complaint that resulted in an adverse finding; and

(b) I do not have and have not had a current or pending disciplinary action such as suspension or termination of registration, resulting from a Register of Professional Archaeologists' grievance investigation.

SAA Archive

The purpose of the SAA archive, curated at the National Anthropological Archives (NAA), is to retain official records that document the history of archaeology in the Americas; the organization's accomplishments and contributions to the major debates about practice, methods, and knowledge of the field; and to record the history of the SAA. Therefore, official records as identified in the [SAA Scope of Collection Statement](#) (Scope) and pertaining to C/TF activities must be preserved for future research and other uses.

There are various official records created by a C/TF as part of their mission or Board charge that are submitted to the Board for approval and are included in the Board books, which are archived as such. These include guidelines, policies, and best practices, as well as annual reports to the Board. It is expected that the C/TF chair knows what records they have submitted to the Board during their term as chair. There are other official records, such as C/TF meeting notes, significant correspondence on critical issues related to the C/TF, draft letters for signature by the SAA president, and white papers, which must be archived according to the Scope. Drafts of such products are not typically archived unless there have been substantial changes, such as between the first and final drafts.

The C/TF chair submits these additional records in digital format (PDF/A) to the SAA Archive Committee within six (6) months after the end of their term or on an annual basis, if that is preferred (a reminder will be sent by the Archive Committee chair with instructions). The C/TF chair must also

provide the Archive Committee with an inventory of the records submitted following the categories in the “Types of Records to be Archived” section of the Scope, along with the record format. The inventory should be an Excel file.

If a particular committee is supported by a SAA staff member¹², the chair should consult with that staff member about what records the committee chair should submit to the Archive Committee. This is critical to prevent duplication of records submitted, since the SAA staff member also is responsible for submitting official records related to his/her job and committee support. Once C/TF chairs submit records and an inventory, the SAA Archive Committee reviews, accepts or discards, and transfers the appropriate records to NAA.

The webpage about each C/TF is preserved when the SAA webmaster saves a copy of the overall SAA website on an annual basis and sends it to the NAA to be archived.

Important Deadlines and Dates during the Year (starts at the annual meeting in March/April)

March/April

Face-to-face committee meeting at annual meeting.

May

If an outgoing C/TF chair, the current Archive Committee chair will send a reminder requesting appropriate records to be sent within the next 6 months.

August

Request from SAA staff any physical meeting space at the next year’s annual meeting.

September

Submit report to the Board for its fall Board meeting (normally only required if you have action items, such as a budget request, for Board consideration). Send any budget requests for the upcoming year’s budget.

November

SAA staff starts “Open Call” for committee members.

December/January

Chair receives names of applicants for new committee member seats from "Open call" for committee service. Chair selects incoming members from list provided by SAA staff. If the "Open call" for committee members does not provide enough names, chair may use her/his personal network or consult with committee members and the Board liaison to identify possible new members for the committee. All names of new committee members go to the Board liaison for approval. Once approved, chair notifies those selected and those not selected. SAA staff sends appointment letters to those selected to serve.

January/February

Submit report to the Board for its spring Board meeting (required of all C&TF chairs).

Process for Reviewing Guidelines of Best Practices from Committees, Task Forces, and Interest Groups

[Adopted in Motion 139-27.5 (March 2017)]

¹² The Committees that are supported by SAA staff members are: Annual Meeting Program, Council of Allied Societies, Ethics, Fundraising, Government Affairs, International Government Affairs, Investment and Finance, Media Relations, Local Advisory, Publications, Public Education, and Repatriation.

Any interest group, committee, or task force interested in developing guidelines or best practices must receive approval from the Board to proceed.

The Board must seek review by legal counsel, may organize consultation with appropriate stakeholders, and must approve the final draft.

Sponsorship of External Activities

[Adopted in Motion 104-27.2 (April 2000)]

The Board directs all committees to get prior approval for any sponsorship of activities outside of SAA venues.

Sunsetting Task Forces

[Adopted in Motion 148A-54 (November 2021).]

Motion 148A - 54. The Board directs that all Task Forces are sunsetted on the report due date specified in the motion that created it unless the Board expressly gives the Task Force a new date for their requested report or a new due date for a new specific purpose. (11-12-21)

Council of Allied Societies (CoAS)

Policies and Procedures

[Amended in Motion 154C-52 (January 2025). Amended in Motion 146E-52 (February 2021). Adopted in Motion 141-52.1 (Spring 2018).]

“CoAS POLICIES AND PROCEDURES for the Organization and Operation of the Council of Allied Societies of the Society for American Archaeology”

SECTION I: MISSION AND GOALS

1. The purpose of the Council of Allied Societies (CoAS) is to promote the mission of the Society for American Archaeology to expand the understanding and appreciation of humanity’s past as achieved through systematic investigation of the archaeological record. CoAS is furthering these objectives of SAA, as stated in the bylaws, through information exchange and coordinated activities between the allied societies and SAA.

SECTION II: MEMBERSHIP IN THE COUNCIL OF ALLIED SOCIETIES

1. To be eligible for an allied status, a national, regional, provincial, state, or local society must be an organized, incorporated group, open to the general public, and have legal recognition as a not-for-profit organization. Allied societies must have bylaws, goals, and programs that are consistent with those of the Society, and they must adhere to the SAA Principles of Archaeological Ethics and SAA policies on discrimination, harassment and violence.

SECTION III: STRUCTURE OF THE COUNCIL OF ALLIED SOCIETIES

2. During the SAA annual meeting, CoAS shall elect/re-elect a Chairperson, Vice-chairperson, and Secretary from its membership and individual members of SAA for the conduct of the next annual meeting and any other meetings until the next annual meeting. The term of office is a year, but officers may serve for a maximum of three consecutive years.

3. Election of the Chairperson, Vice-chairperson, and Secretary shall be based on a slate of candidates prepared by a nomination committee named by the Chairperson from among CoAS membership, individual members of SAA, or by nominations from the floor at CoAS meetings.

4. The Chairperson, or in her/his absence the Vice-chairperson, shall preside at all CoAS meetings. The Vice-chairperson shall perform such other duties as may be delegated or assigned by the Chairperson, who shall consult with the Vice-chairperson on all CoAS actions in the interim between meetings. The Secretary or other member designated by the Chairperson shall take minutes at all meetings.

SECTION IV: COUNCIL of ALLIED SOCIETIES MEETINGS AND ACTIVITIES

2. The Senior Manager, Meetings and Membership} shall distribute email notifications to the societies for the CoAS Chairperson.

4. At the request of the CoAS Chairperson, the Senior Manager, Meetings and Membership} will distribute the agenda developed by the chair to the allied societies at least 30 days prior to the annual meeting. All meetings shall be conducted in accordance with Robert's Rules of Order and consistent with CoAS procedures herein defined. Allied society representatives or alternate representatives, the Board liaison, and the Executive Director have the right to speak. Others may be given the privilege of speaking by the CoAS Chairperson. Voting may be by voice, show of hands or paper ballot, but the Chairperson or any representative may require that any vote be counted. If a virtual meeting is called, voting may be conducted through email or other electronic format as decided by the Senior Manager, Meetings and Membership.}

SECTION V: FINANCES AND FUNDS

1. Allied societies shall pay an annual fee that is deemed reasonable by the SAA Board of Directors. For this fee, allied societies shall receive The SAA Archaeological Record (their choice of digital or print), the Preliminary Program of SAA annual meeting, an email announcing the availability of the Final Program on-line, the Government Affairs and International Governments Affairs Update emails, and digital copies of CoAs Newsletters. SAA shall make the arrangements and provide the facilities for the annual CoAS meetings. The Senior Manager, Meetings and Membership will handle fee collections.

POLICIES AND PROCEDURES for the Organization and Operation of the Council of Allied Societies of the Society for American Archaeology

Updated April 4, 2021

SECTION I: MISSION AND GOALS

1. The purpose of the Council of Allied Societies (CoAS) is to promote the mission of the Society for American Archaeology to expand the understanding and appreciation of humanity's past as achieved through systematic investigation of the archaeological record. CoAS is furthering these objectives of SAA, as stated in the bylaws, through information exchange and coordinated activities between the allied societies and SAA.

2. Specific CoAS goals, which parallel SAA objectives, are:

- a. To foster the formation and welfare of regional and local archaeological societies to stimulate and promote interest and research in the archaeology of the American continents and to encourage public access to, and appreciation of, the aims, accomplishments, and limitations of archaeological research.
 - b. To serve as a bond among those interested in American archaeology, both professionals and nonprofessionals, and to aid in directing all archaeological efforts into scientific channels. CoAS will make the SAA Board of Directors and members aware of local and regional preservation issues and will work together with professional archaeologists to address such matters.
 - c. To advocate for and to aid in the preservation of archaeological resources, to encourage mutual support for non-partisan, preservation-related communication with government representatives, and to encourage mutual support for non- partisan communication related to the appropriate funding of scientific archaeology and archaeology education with government representatives.
 - d. To promote discussion and education about the ethical practice of archaeology and to discourage commercialism in archaeology and work for its elimination. In pursuit of its objectives, CoAS shall promote and support all legislative, regulatory, and voluntary programs that forbid and discourage all activities that result in the loss of scientific knowledge and of access to sites and artifacts. Such activities include, but are not limited to, irresponsible excavation, collecting, hoarding, exchanging, buying, or selling archaeological materials. Conduct that results in such losses is contrary to the ideals and objectives of the SAA and of CoAS.
3. CoAS shall encourage activities promoting these goals and discourage any activity among allied societies and their members contrary to these goals, or to the SAA Principles of Archaeological Ethics, or that detract from study of the human past. Such contrary and unethical activities are cause for membership termination.
 4. CoAS also shall promote, among regional, state, provincial, and local societies, individual membership in SAA, in its several categories of membership.

SECTION II: MEMBERSHIP IN THE COUNCIL OF ALLIED SOCIETIES

1. To be eligible for an allied status, a national, regional, provincial, state, or local society must be an organized, incorporated group, open to the general public, and have legal recognition as a not-for-profit organization. Allied societies must have bylaws, goals, and programs that are consistent with those of the Society, and they must adhere to the SAA Principles of Archaeological Ethics and SAA policies on discrimination, harassment and violence.
2. CoAS is composed of representatives of national, regional, provincial, state, and local avocational archaeological societies and avocational/professional societies allied with SAA.
3. Such allied units shall be completely autonomous and independent of the Society, and the Society shall not be legally liable for any act or failure to act on the part of any allied unit.
4. Archaeological societies that wish to be allies shall apply to SAA for an allied status through its Senior Manager, Meetings and Membership, providing necessary information on the official application form to determine eligibility in accordance with the mission and goals noted above, the SAA Principles of Archaeological Ethics, and the SAA policies on discrimination, harassment, and violence. The SAA Board of Directors will have the final approval of applications for allied status.

5. The Senior Manager, Meetings and Membership shall inform the officer of the archaeological society signing the application of the Board of Directors' action taken and at the same time shall provide information about CoAS to that officer, if appropriate. S/he shall likewise inform the CoAS Chairperson of action taken and provide the related Board of Directors resolution.

6. The Senior Manager, Meetings and Membership shall maintain contact with officers of allied societies and keep current information on those societies essential for communication, as provided by the societies.

7. The SAA Board of Directors is authorized to terminate the allied society status of any allied society for cause, which shall be interpreted as actions contrary to the stated goals of SAA, the SAA Principles of Archaeological Ethics, and SAA policies on discrimination, harassment, and violence. Failure to pay the dues in the normal SAA renewal cycle shall be considered cause for termination of the allied status and will require re-submitting an application.

8. Renewal of Allied status after a Lapse: If an Allied society has a year lapse in allied status with SAA, Board reapproval would not be required, assuming that the lapsed society verifies that its organizational status and bylaws have not changed and that current contacts are provided.

SECTION III: STRUCTURE OF THE COUNCIL OF ALLIED SOCIETIES

Each allied society may be represented at CoAS meetings by a person designated by that society, called the society representative. An alternate representative may also be designated by an allied society to attend meetings. An allied society shall select its representative or representatives in accordance with whatever procedures their bylaws dictate. They shall notify the CoAS Chairperson of their designation as soon as possible prior to the CoAS meeting. The Senior Manager, Meetings and Membership shall distribute the meeting announcement to the allied societies before the SAA annual meeting.

1. The President of SAA shall appoint a member of the Board of Directors to be the Board Liaison to CoAS.

2. During the SAA annual meeting, CoAS shall elect/re-elect a Chairperson, Vice-chairperson, and Secretary from its membership and individual members of SAA for the conduct of the next annual meeting and any other meetings until the next annual meeting. The term of office is a year, but officers may serve for a maximum of three consecutive years.

3. Election of the Chairperson, Vice-chairperson, and Secretary shall be based on a slate of candidates prepared by a nomination committee named by the Chairperson from among CoAS membership, individual members of SAA, and/or by nominations from the floor at CoAS meetings.

4. The Chairperson, or in her/his absence the Vice-chairperson, shall preside at all CoAS meetings. The Vice-chairperson shall perform such other duties as may be delegated or assigned by the Chairperson, who shall consult with the Vice-chairperson on all CoAS actions in the interim between meetings. The Secretary or other member designated by the Chairperson shall take minutes at all meetings.

5. The CoAS Chairperson may appoint committees or task forces as s/he deems appropriate or as recommended by CoAS.
6. CoAS may have its web pages on Saa.org and a Facebook page, with both following SAA guidelines.
7. CoAS officers (Chairperson, Vice-chairperson, and Secretary) may meet or otherwise conduct business in the interim between annual meetings and shall inform the allied societies of all business conducted. The Chairperson shall coordinate all actions of the CoAS officers in this interim period.
8. The CoAS Chairperson shall report to the SAA Board of Directors each spring about CoAS activities in the previous 12 months, using the report form required by the Board of Directors.

SECTION IV: COUNCIL of ALLIED SOCIETIES MEETINGS AND ACTIVITIES

1. The Council of Allied Societies will generally convene once a year during the time and at the place of the annual SAA meeting, at the time established for the CoAS meeting.
2. The Senior Manager, Meetings and Membership shall distribute email notifications to the societies for the CoAS Chairperson.
3. The agenda for the meeting shall be prepared by the CoAS Chairperson in consultation with the Vice-chairperson and the Secretary.
4. At the request of the CoAS Chairperson, the Senior Manager, Meetings and Membership will distribute the agenda developed by the chair to the allied societies at least 30 days prior to the annual meeting. All meetings shall be conducted in accordance with Robert's Rules of Order and consistent with CoAS procedures herein defined. Allied society representatives or alternate representatives, the Board liaison, and the Executive Director have the right to speak. Others may be given the privilege of speaking by the CoAS Chairperson. Voting may be by voice, show of hands or paper ballot, but the Chairperson or any representative may require that any vote be counted. If a virtual meeting is called, voting may be conducted through email or other electronic format as decided by the Senior Manager, Meetings and Membership.
5. Visitors from unallied societies or from SAA membership may attend any CoAS meeting, unless a session is declared closed by majority vote of CoAS members attending the meeting and limited to members of CoAS, the Board Liaison, and the Executive Director. Specific exceptions may be made by the same CoAS vote.
6. Decisions shall be by majority vote of the representatives or alternate representatives acting in the absence of the representative. Each representative, or in her/his absence the alternate, shall have one vote. Members of the SAA Board of Directors and the Board Liaison who are present shall not have voting privileges.
7. At its annual meeting, CoAS shall develop a program of action for the following year. The Chairperson may form committees, task forces, or work groups to develop draft programs and to take

action and review progress on the programs. The CoAS Chairperson may also call upon individual members of SAA for support of program activity and in the accomplishment of joint CoAS-SAA goals.

8. Any business remaining upon adjournment of the CoAS meeting must be carried over to the next meeting.

9. CoAS shall have final jurisdiction over its own membership at CoAS meetings regarding any dispute over seating representatives or alternates. Alternates may be seated with the allied society representatives and may serve, with vote, in place of a representative who is absent.

SECTION V: FINANCES AND FUNDS

1. Allied societies shall pay an annual fee that is deemed reasonable by the SAA Board of Directors. For this fee, allied societies shall receive The SAA Archaeological Record (their choice of digital or print), the Preliminary Program of SAA annual meeting, an email announcing the availability of the Final Program on-line, the Government Affairs and International Governments Affairs Update emails, and digital copies of the CoAs Newsletters. SAA shall make the arrangements and provide the facilities for the annual CoAS meetings. The Senior Manager, Meetings and Membership will handle fee collections.

2. The Council of Allied Societies shall have no funds of its own.

3. The representative and alternate from each allied society shall not be required, individually, to be members of SAA, nor shall they be required to pay registration fees for SAA meetings if they participate only in CoAS meetings. They must pay the appropriate registration fee, as members or non-members of SAA, if they attend other SAA programs at its annual meeting.

SECTION VI: AMENDMENT

Should changes be required to these Policies and Procedures, any allied society representative, SAA Board of Directors member, or the Executive Director may recommend them to the SAA Board of Directors. Amendments to the Policies and Procedures must be approved by the SAA Board of Directors before being put into effect. Board actions are communicated to the CoAS by the Board Liaison.

Adopted: February 12, 2021

CoAS POLICIES AND PROCEDURES

for the Organization and Operation of the Council of Allied Societies of the Society for American
Archaeology

Updated January 24, 2025

SECTION I: MISSION AND GOALS

The purpose of the Council of Allied Societies (CoAS) is to promote the mission of the Society for American Archaeology to expand the understanding and appreciation of humanity's past as achieved through systematic investigation of the archaeological record. (CoAS) was formed in 1989 for the mutual benefit of avocational and professional archaeologists to encourage collaborative discussion, to build working and research relationships between the two groups for the advancement of archaeology, and to further the objectives of the Society for American Archaeology.

Specific CoAS goals, which parallel SAA objectives, are:

- a) To foster the formation and welfare of regional, state, provincial, and local archaeological societies/organizations (including not-for-profit archaeological research centers) that welcome avocational membership.
- b) To stimulate and promote interest and research in the archaeology of the American continents and to encourage public access to, and appreciation of, the aims, accomplishments, and limitations of archaeological research.
- c) To serve as a bond among those interested in American archaeology, both avocational and professionals, and to aid in directing all archaeological efforts into scientific channels. CoAS will make the SAA Board of Directors aware of local, state, provincial and regional preservation issues and will work together with professional archaeologists to address such matters.
- d) To advocate for and to aid in the preservation of archaeological resources, to encourage mutual support for non-partisan, preservation-related communication with government representatives, and to encourage mutual support for non-partisan communication related to the appropriate funding of scientific archaeology and archaeology education with government representatives.
- e) To promote discussion and education about the ethical practice of archaeology and to discourage commercialism in archaeology. In pursuit of its objectives, CoAS shall promote and support all legislative, regulatory, and voluntary programs that forbid and discourage all activities that result in the loss of scientific knowledge and of access to sites and artifacts. Such activities include, but are not limited to, irresponsible excavation and buying and/or selling archaeological materials. Conduct that result in such losses is contrary to the ideals and objectives of the SAA and CoAS.

CoAS shall encourage activities promoting these goals and discourage any activity among CoAS member organizations and their members contrary to these goals, or to the SAA Principles of Archaeological Ethics, or that detract from study of the human past. Such contrary and unethical activities are cause for CoAS membership termination.

CoAS also shall promote individual membership in SAA, in its several categories of membership.

SECTION II: MEMBERSHIP IN THE COUNCIL OF ALLIED SOCIETIES

Organizations eligible for CoAS Member status:

- a) National, regional, provincial, state, or local societies/councils that are an organized and incorporated group, open to the general public, and have legal recognition as a not-for-profit organization. Allied societies must have bylaws, goals, and programs that are consistent with those of the Society, and they must adhere to the SAA Principles of Archaeological Ethics and SAA policies on discrimination, harassment and violence.
- b) Non-profit, member-supported Archaeological Research Centers that are organized and incorporated organizations, open to the general public, and have legal recognition as a not-for-profit organization. Such Research Centers must have bylaws, goals, and programs that are consistent with those of the Society, and they must adhere to the SAA Principles of Archaeological Ethics and SAA policies on discrimination, harassment and violence.

Such allied units shall be completely autonomous and independent of the Society, and the Society shall not be legally liable for any act or failure to act on the part of any allied unit.

Organizations that wish to be members of CoAS shall apply to SAA membership status through its Senior Manager - Meetings and Membership, providing necessary information on the official application form to determine eligibility in accordance with the mission and goals noted above, the SAA Principles of Archaeological Ethics, and the SAA policies on discrimination, harassment, and violence. The SAA Board of Directors will have the final approval of applications for CoAS membership.

SAA Membership Engagement staff shall inform the applicant of the Board of Directors' decision on their application for CoAS membership. The Senior Manager - Meetings and Membership shall likewise inform the CoAS Chairperson of the related Board of Directors acceptance or rejection.

SAA Membership Engagement staff shall maintain contact with representatives of CoAS members and keep current information essential for communication, as provided by the member organizations.

The SAA Board of Directors is authorized to terminate the status of any CoAS member for cause, which shall be interpreted as actions contrary to the stated goals of SAA, the SAA Principles of Archaeological Ethics, and SAA policies on discrimination, harassment, and violence.

Failure to pay the dues in the normal SAA renewal cycle shall be considered cause for termination of membership status and will require re-submitting an application for future renewals. If a former CoAS member organization has a year lapse in CoAS membership, Board reapproval would not be required, assuming that the lapsed society verifies that its organizational status and bylaws have not changed and that current contacts are provided.

SECTION III: STRUCTURE OF THE COUNCIL OF ALLIED SOCIETIES

Each CoAS member organization may be represented at CoAS meetings by a person designated by that organization, called the “CoAS Representative”. An alternate representative may also be designated by the CoAS member organization to attend meetings. CoAS member organizations shall select its representatives in accordance with whatever procedures their bylaws dictate. They shall notify the CoAS Chair of their designation as soon as possible prior to the CoAS annual business meeting, held in conjunction with the SAA Annual Meeting. The SAA Membership engagement staff shall distribute the meeting announcement to the allied societies before the SAA annual meeting.

The President of SAA shall appoint a member of the Board of Directors to be the SAA Board Liaison for CoAS.

During the CoAS Business Meeting at the SAA annual meeting, CoAS society members will appoint a Chair, Vice-chair, and Secretary (CoAS Leadership), from its membership and other individual members of SAA, for the conduct of the next annual meeting and any other meetings for the ensuing. The term of office is one year, but officers may serve for a maximum of three consecutive years in their current position, unless SAA Board of Directors mandate the current Chair to serve additional terms.

Appointment of the Chair, Vice-chair, and Secretary shall be based on a slate of candidates prepared by current CoAS Leadership from among CoAS member organization’s membership, individual members of SAA, and/or by recommendations from the floor at the CoAS annual business meeting.

The Chair, or in her/his absence the Vice-chair, shall preside at all CoAS meetings. The Vice-chair and Secretary shall perform such other duties as may be delegated or assigned by the Chair, who shall consult with both the Vice-chair and Secretary on all CoAS actions in the interim between meetings. The Secretary or other member designated by the Chair shall take minutes at all meetings.

CoAS Leadership may appoint committees or task forces as they deem appropriate or as recommended by CoAS membership organizations.

CoAS will have a dedicated page on the SAA website, SAA e-community presence, and a Facebook private group page, with all following SAA media guidelines. CoAS Leadership may recommend updates and changes to other hosted SAA webpages that deal with avocational issues.

CoAS Leadership may meet or otherwise conduct business in the interim between annual and Summer Zoom meetings and shall inform all CoAS member organizations of all business conducted. The Chair shall coordinate all actions of the CoAS Leadership in this interim period.

The CoAS Chair shall report to the SAA Board of Directors each spring about CoAS activities in the previous 12 months, using the form required by the SAA Board of Directors. The CoAS Leadership may also report interim activities for submission to the Fall SAA Board Meeting.

SECTION IV: COUNCIL of ALLIED SOCIETIES MEETINGS AND ACTIVITIES

The Council of Allied Societies will convene in person once a year during the time and at the place of the annual SAA meeting, at the time established for the CoAS meeting by SAA Membership Engagement. CoAS will also schedule an annual Summer Zoom meeting, hosted by SAA, to include the current SAA President, SAA Membership Engagement Staff and the CoAS Board Liaison. SAA Membership Engagement staff shall distribute email notifications for both meetings to CoAS member organization on behalf of CoAS Leadership.

The agenda for the meeting shall be prepared by CoAS Leadership.

At the request of the CoAS Leadership, SAA Membership Engagement staff will distribute the agenda developed by CoAS Leadership to CoAS member organizations at least 30 days prior to the meeting. All meetings shall be conducted in accordance with Robert's Rules of Order and consistent with CoAS procedures herein defined. CoAS member organizations' representatives and/or alternate representatives, SAA Board members and CoAS Board Liaison, SAA Executive Director and SAA Membership Engagement staff have the right to speak. Others may be given the privilege of speaking by the CoAS Chairperson. Voting may be by voice, show of hands or paper ballot, but the Chair or any representative may require that any vote be counted. If a virtual meeting is called, voting may be conducted through email or other electronic format as decided by CoAS Leadership.

Visitors from unallied societies or from general SAA membership may attend any CoAS meeting, unless a session is declared closed by majority vote of CoAS members attending the meeting and limited to members of CoAS, SAA Board Members and CoAS Liaison, SAA Executive Director and SAA Membership Engagement staff. Specific exceptions may be made by the same CoAS vote.

Decisions shall be by majority vote of the representatives or alternate representatives acting in the absence of the representative. Each representative, or in her/his absence the alternate, shall have one vote. Members of the SAA Board of Directors, SAA Board Liaison, and SAA Membership Engagement staff who are present shall not have voting privileges.

At its annual meeting, CoAS shall develop a program of action for the following year. CoAS Leadership may form committees, task forces, or work groups to develop draft programs and to take action and review progress on the programs. The CoAS Chair may also call upon individual members of SAA for support of program activity and in the accomplishment of joint CoAS-SAA goals.

CoAS Leadership shall have final jurisdiction over its own membership at CoAS meetings regarding any dispute over seating representatives or alternates. Alternates may be seated with the allied society representatives and may serve, with vote, in place of a representative who is absent.

SECTION V: FINANCES AND FUNDS

CoAS member organizations shall pay an annual fee that is deemed reasonable by the SAA Board of Directors. For this fee, CoAS member organizations shall receive the following:

- a) The SAA Archaeological Record magazine.
- b) SAA Annual Meeting Preliminary Program.
- c) SAA Governments Affairs Update (timely emails from SAA Government Affairs including news and updates on archaeo-political issues affecting archaeology in the US and abroad.)
- d) Digital CoAS Newsletters (monthly news and semi-annual member-driven newsletter.)
- e) Collaborative endeavor with SAA Continuing Education to provide CoAS societies' members access to reduced and free SAA online seminars.
- f) Access to CoAS e-Community (hosted by SAA) – a centralized bulletin board for activities, speakers, and events for the mutual benefit of CoAS and SAA members (open to all CoAS and SAA members.)
- g) Exclusive Facebook Group page (open to all CoAS member Societies and their membership.)
- h) SAA CoAS Web Page – Each CoAS member organization will receive a listing on the CoAS web page with a direct link their website. The organization's logo and social media links can be added to the listing.
- i) CoAS Business Meeting at the SAA Annual Meeting.
- j) CoAS Information Booth in the SAA Annual Meeting featuring CoAS member organizations print materials (brochures, newsletters, publication lists, etc.)
- k) Marketing exposure at other archeology events as decided by CoAS Leadership.

SAA shall make the arrangements and provide the facilities for the annual CoAS business meeting and CoAS Information Booth at the SAA Annual Meeting.

SAA Membership Engagement will handle all necessary fee collections/expenditures.

The Council of Allied Societies shall have no funds of its own.

The representative and alternate from each CoAS member organization shall not be required, individually, to be members of SAA, nor shall they be required to pay registration fees for the SAA Annual Meeting if they participate only in the CoAS business meeting. They must pay the appropriate

registration fee, as members or non-members of SAA, if they attend other SAA programs at its annual meeting.

SECTION VI: AMENDMENT

Should changes be required to these Policies and Procedures, CoAS Leadership, CoAS member organization representative, SAA Board of Directors member, or the Executive Director may recommend them to the SAA Board of Directors. Amendments to the Policies and Procedures must be approved by the SAA Board of Directors before being put into effect. Board actions are communicated by CoAS by the Board Liaison and SAA Membership Engagement.

Adopted: January 21, 2025

Subscription Rate, Allied Societies

[Reaffirmed in Motion 102-27D (March 1999); adopted by electronic ballot (January 1998) as reported in minutes item 100/64 (March 1998).]

The subscription rate to American Antiquity and Latin American Antiquity for the member organizations of the Council for Allied Societies shall be 50% of the institutional rate. Only one subscription to each journal per Allied Society shall be available at this rate.

Development

Endowment Administrative Fee and Payout Policy

[Amended by Motion 142-12.1 (November 2018). Adopted in Motion 132-12.1A and Motion 132-12.1B Fall 2013).]

The Board establishes a policy that new endowments be assessed an administrative fee of 3% of the fund value at the time of acceptance, and that unless otherwise prohibited all SAA endowments may be assessed an annual administrative fee not to exceed 1% of the fund's value.

Establishing a Named Endowment Fund

[Adopted in Motion 143-12.2 (April 10, 2019)]

[NOTE: This policy replaces *Motion 131- 22.1B (April 2013)*, "Endowment Creation" policy.]

SAA may, at a donor's request, establish a named endowment fund to commemorate the donor's support for SAA or to honor any other person designated by the donor. Establishing a named endowment fund requires the creation of a written pledge or gift agreement that documents the donor's intent, the purpose of the fund, and SAA's acceptance of the gift. All pledge or gift agreements shall contain a provisional

statement that allows SAA to amend the restrictions of the fund in such manner as will most effectively accomplish the donor’s objectives in the event that the original purpose of the fund becomes impossible, impractical, or illegal to accomplish. Unless the principal donor to a fund specifies otherwise, all pledge or gift Agreements shall contain the following statement or one with like meaning: “Should SAA cease to be an organization described in Internal Revenue Code Section 501 (c)(3), then all funds held in the endowment shall be donated to another qualified charitable organization or organizations with purposes and objectives similar to those of SAA as the Board of Directors, in its sole discretion, deems appropriate.”

The minimum gift required to establish a named endowment fund is \$100,000, which may be paid by one of the following methods, in compliance with the SAA Gift Acceptance Policy:

1. Outright Gift. A named endowment fund may be funded by an outright gift of cash, securities, IRA distribution, or other means by which the fund is immediately fully funded. The fund shall be considered established when a gift agreement has been signed by both the donor and the SAA President and the outright gift has been received in its entirety.
2. Multi-Year Pledge. A named endowment may be funded by a bona fide written pledge to be paid in full within a period not to exceed five years. The fund will be provisionally established when a pledge agreement has been signed by the donor(s) and the SAA President and a payment of \$20,000 or more has been received by SAA. The fund shall be permanently established when payments totaling at least \$100,000 or more have been received by SAA.
3. Planned Gift. A named endowment fund may be funded by a planned gift, such as a bequest, charitable remainder trust, life insurance policy, or a retirement plan beneficiary designation. The named endowment fund shall be provisionally established when a gift agreement has been signed by the donor and the SAA President, the gift is irrevocable, and SAA has knowledge of such designation. The fund shall be permanently established when the payment of the planned gift has been received and the fund balance exceeds \$100,000.

In the event that the funding of a provisionally established named endowment fund does not reach the minimum requirements to establish an endowed fund, then the fund may be terminated and the fund balance and any unspent earnings and gains may be (1) transferred to an expendable fund and used for a purpose as closely related to the original purpose as possible, or (2) combined with another endowment whose purpose closely matches the fund’s purpose, keeping in mind the original intent of the donor(s).

Fundraising and SAA Board

[Adopted in Motion 147-22B (April 2021).]

Motion 147-22B – The Board reaffirms its commitment to encourage Board members to contribute financially to the Society. We annually publish the names of donors, and every board member’s name should be on that list. Not everyone has the same capacity to give, but everyone has the capacity to give something. (4/2/2021)

Fundraising by SAA Committees

[Reaffirmed in Motion 102-27D (March 1999); adopted in Motion 98-22B (April 1997).]

Committees may engage in external fundraising on behalf of SAA only with explicit permission from the Board. Normally, such permission is obtained by submitting to the Executive Director a detailed proposal that spells out (at a minimum) the purposes for which the funds are being solicited, the dollar goal of the campaign, the kinds of donors who will be approached, a mechanism by which donors will be informed about the results of the campaign, and the estimated costs of the campaign (if any) to SAA. The Board shall then act on such proposals with the advice of the Fundraising Committee. If the proposal is accepted by the Board, the Committee shall work with a designated member of the Fundraising Committee in carrying out the campaign, and shall submit a written report of its fund-raising activities twice a year (in advance of each Board meeting) to the Executive Director. In addition, clearance must be obtained from the Executive Director before approaching any specific donor, either individual or corporate.

Fundraising on Behalf of SAA

[Reaffirmed in Motion 102-27D (March 1999); adopted in Motion 97-27D (November 1996).]

Committees or individuals wishing to raise funds on behalf of SAA from sources other than grants must obtain the approval of the Executive Director. The executive director will consult as appropriate, including with the fund-raising subcommittee, before approving such efforts.

Fundraising Policy

[Reaffirmed in Motion 102-27D (March 1999); amended in Motion 97-27G (November 1996); adopted in Motion 86-7 (April 1992).]

It is the policy of the Executive Board of the SAA to actively seek annual contributions to its endowment and other funds; to offer an opportunity for donors to make gifts reserving income for life to themselves and other beneficiaries, to make such gifts by will, and to make outright gifts by bequest; and to seek grants from foundations, agencies, and corporations.

Update: [Adopted in Motion 112-22C (March/April 2004)]

Authorization to Conduct Fundraising: The Board may from time to time convey temporary authority to certain members or groups of members (e.g. SAA task forces or committees) to solicit funds for the Society. It is essential that those members receive appropriate background information and training prior to carrying out fundraising activities. In general, members will pursue fundraising as part of an official, Board-approved campaign. The campaign will be defined in a written document that includes:

- A case statement
- A target amount to be raised
- A time frame for the campaign
- An estimate of fundraising costs to the SAA (if any)
- A procedure to inform donors of campaign results
- A specific plan of action to achieve the target

Persons conducting fundraising must undergo a basic training process. Three areas should be included in the training:

1. General fundraising methods. This will be provided through written materials or through a special training session.
2. General background information about the Society. This will be provided as part of the campaign material in collaboration with the Society's Executive Director. It will include information about the Society's financial practices and how donations are handled.
3. Specific information regarding the campaign. This will include information so that the member will have a thorough understanding of why funds are being raised, know what the targeted amount will allow the Society to accomplish, and be able to efficiently conduct a conversation with a potential donor."

The Board noted in its discussion that implementation of the new policy will require coordination with existing policies that were established by the following motions: 102-27D, 98-22B, and 97-27D.

Gift Acceptance Policy

[The Board revises earlier Gift Policy Guidelines by adopting the SAA Gift Acceptance Policy in Motion 143-22c (April 2019); Reaffirmed in Motion 102-27D (March 1999); adopted in Motion 99-22 (October/November 1997).]

The Society for American Archaeology (SAA), a not-for-profit institution, encourages the solicitation and acceptance of gifts for purposes that will help SAA further and fulfill its mission.

The mission of the SAA is to expand understanding and appreciation of humanity's past as achieved through systematic investigation of the archaeological record. The society leads the archaeological community by promoting research, stewardship of archaeological resources, public and professional education, and the dissemination of knowledge. To serve the public interest, SAA seeks the widest possible engagement with all segments of society, including governments, educators, and indigenous peoples, in advancing knowledge and enhancing awareness of the past.

The following policies and guidelines govern the acceptance of gifts made to SAA or for the benefit of any of its programs.

I. Purpose of Policy and Guidelines

The SAA Board of Directors, membership, and staff solicit current and planned gifts from individuals, corporations, and foundations to accomplish SAA's mission and secure its financial stability. These policies and guidelines govern the acceptance of gifts by SAA and provide guidance to prospective donors and their advisors when making gifts to SAA. The provisions of these policies shall apply to all gifts received by SAA for any of its activities, programs, or services.

II. Executive Committee Responsibility

The Executive Committee is charged with the responsibility of reviewing gifts made to SAA, properly screening those gifts, and making recommendations to the Board on gift acceptance issues when appropriate. It is the purpose of this instrument to provide guidelines to the Executive Committee to make recommendations to the Board regarding the implementation and enforcement of these policies.

III. Ethical and Guiding Principles

SAA adheres to the principles defined in the *Donor Bill of Rights* and the *Code of Ethical Principles and Standards of Professional Practice* developed by the Association of Fundraising Professionals. All gift acceptance policies, procedures, and decisions at SAA shall be interpreted in light of three guiding principles:

- a. No one soliciting on behalf of SAA may knowingly seek or accept any gift or pledge which they believe is not in the donor's best interest or would benefit SAA at the expense of the donor's interest and welfare.
- b. A gift shall not be accepted by SAA unless there is reasonable expectation that acceptance of the gift will support SAA in its mission.
- c. A gift shall not be accepted if it is deemed excessively restricted in purpose or too difficult to administer. In reviewing gifts to SAA, the Executive Committee and the staff will consider the following: the charitable intent and ultimate benefit of the gift, the nature of any restrictions, the permanency of the fund, the projected costs of administering the gift asset, and the fee revenues that may accrue to SAA for administering the gift. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Board.

IV. General Policy

While SAA is actively engaged in soliciting and accepting gifts to accomplish its mission, the role of all persons acting on behalf of SAA is to inform, serve, guide, or otherwise assist donors who wish to support SAA's mission, but never under any circumstances to pressure or unduly persuade a donor to make or complete a gift.

Persons acting on behalf of SAA shall encourage each donor to discuss a proposed gift with legal and/or financial advisor(s) of the donor's choice and at the donor's expense. This is to avoid any potential conflicts of interest that might arise in the explanation of a gift to a potential donor and to ensure that the donor receives a full, accurate, and independent explanation of all aspects of the proposed charitable gift.

V. Types of Gifts

- A. The following gift types are acceptable:
 1. Cash
 2. Publicly Traded Securities
 3. Bequests
 4. Charitable Remainder Trusts
 5. Charitable Lead Trust
 6. Life Insurance
 7. Retirement Plan Beneficiary Designations

8. IRA Distributions
9. In-Kind Gifts
10. Pledges
11. Conditional Pledges

B. The following criteria govern the acceptance of each gift type:

1. Cash: Cash and cash-equivalent gifts are reported the date the cash is received. Credit card gifts are reported on the date that the credit card charges are processed. At year end, any check received in the mail by December 31, or with a postmark of December 31 or before, will be posted and receipted in that calendar year.
2. Publicly Traded Securities: Securities that are: 1) listed on an exchange in which quotations are published daily; 2) regularly traded in national or over-the-counter markets for which published quotations are available; or 3) shares of a mutual fund for which quotations are published daily, will be accepted as outright gifts or payments toward pledges. The value of securities is determined on the recognized gift date, which is established when the donor relinquishes control of the securities. The average of the high and low trading prices on the gift date determine the value of securities for reporting purposes.
3. Bequests: Donors and supporters of SAA are encouraged to make bequests under their wills and trusts. Such bequests will not be recorded as gifts to SAA until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.
4. Charitable Remainder Trusts: A charitable remainder trust is established when a donor irrevocably transfers money or securities to a trustee who invests the assets to pay annual lifetime income to the donor or others chosen by the donor. At the end of the beneficiaries' lives, the remaining trust assets are distributed to SAA. SAA may accept designation as a remainder beneficiary of a charitable remainder trust at any time without the approval of the Board. SAA will accept appointment as trustee of a charitable remainder trust only under the following conditions:
 - a. That SAA has at least a 75% beneficial interest as the remainderman of these trusts, with the trust having a minimum value of \$200,000.
 - b. That SAA does not generally accept real estate or interests in limited partnerships as assets for the creation of these trusts, although exceptions can be made depending on the nature of the gift/trust.
 - c. That the Board accepts the trust only after thorough review of the proposed trust by legal counsel. If such a trusteeship is accepted, SAA may serve directly as trustee or appoint a fiduciary trustee. For example, SAA may contract with its investment advisor to manage the trust.
5. Charitable Lead Trusts: This type of trust provides an income stream for a specified time to SAA, with the remaining trust assets being returned to the donor's estate with reduced

estate taxes. SAA may accept designation as income beneficiary of a charitable lead trust at any time. The Board of Directors will not accept an appointment as trustee of a charitable lead trust.

6. Life Insurance: Gift of life insurance may name SAA as beneficiary of the policy, contingent beneficiary, or as beneficiary and owner. Such designations shall not be recorded as gifts to SAA until such time as the gift is irrevocable and SAA has knowledge of such designation. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.
7. Retirement Plan Beneficiary Designations: Donors and supporters of SAA are encouraged to name SAA as beneficiary or contingent beneficiary of their qualified retirement plans. Such designations shall not be recorded as gifts to SAA until such time as the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of the gift may be recorded at the time the gift becomes irrevocable.
8. IRA Qualified Charitable Distributions: A qualified charitable distribution (QCD) is an otherwise taxable distribution from an IRA owned by an individual who is age 70½ or over that is paid directly from the IRA to SAA. QCDs may have tax benefits for the donor, including (1) they can be counted toward satisfying required minimum distributions (RMDs) for the year; (2) a QCD excludes the amount donated from taxable income; (3) QCDs don't require the donor to itemize, which due to 2018 tax law changes, means the donor may take advantage of the higher standard deduction, but still use a QCD for charitable giving; (4) QCDs up to \$100,000 qualify for the above benefits.
9. In-Kind Gifts: An in-kind gift is one in which goods and services themselves are given instead of cash or securities. By law, SAA cannot provide a donor with the dollar value of an in-kind gift. Such gifts are eligible for a charitable gift deduction in accordance with IRS regulations, but valuations of "fair market value" of in-kind gifts need to be professionally assessed and certified, and that is the responsibility of the donor. Only those in-kind gifts that can be converted to cash, or items such as equipment, books, artworks, etc. that can be used in support of SAA's mission should be accepted and reported.
10. Pledges: Pledges are commitments to give a specific dollar amount according to a fixed time schedule. A pledge can only be made by the entity exercising legal control over the assets to be given. The following minimum information must exist in writing from the donor to SAA:
 - a. The amount of the pledge;
 - b. A clearly defined payment schedule;
 - c. The donor may not prescribe contingencies or conditions; and
 - d. The donor must be considered to be financially capable of making the gift.
 - e. Changes to original pledges must be documented in writing.
11. Conditional Pledges: Conditional pledges are those that place requirements on the

organization to perform some task or take some action that it might not otherwise initiate. A conditional pledge may also depend on some future or uncertain event over which the organization or the donor has no control. Examples of conditional pledges are: a challenge gift requiring SAA to match the pledge dollars before the actual contribution is received from the donor, or gifts for capital projects that are contingent on either raising other funds or moving forward with the plans to build or renovate.

VI. Classification of Donations

Based on the donor's stated intentions, all gifts to SAA will be assigned to one of the following classes:

- a. Unrestricted gifts. These funds give SAA broad discretion in using the funds to meet operating and program needs as determined through the normal budgeting process.
- b. Temporarily Restricted Gifts. These funds have a donor-defined restriction as to the purpose and use of the funds.
- c. Permanently Restricted Gifts. These funds are designated by the donor to be permanently invested as an endowment for the purpose of producing present and future income and gains that may be expended or reinvested with the original gift in accordance with the SAA Investment Policy.

VII. Use of Legal Counsel

Acceptance of noncash gifts, other than those listed above, requires approval by the Board and may require the advice of legal counsel. Legal counsel review is recommended for, but not limited to the following:

- a. Closely held securities transfers that are subject to restrictions or buy-sell agreements;
- b. Real estate;
- c. Remainder interest in property;
- d. Tangible personal property where it is not clear that the property is readily marketable;
- e. Documents naming SAA as Trustee;
- f. Charitable gift annuities and other gifts involving contracts;
- g. Transactions with potential conflict of interest that may invoke IRS sanctions;

VIII. Changes to the Gift Acceptance Policy

These policies and guidelines have been reviewed and accepted by the Board, and any changes to or deviations from these policies must be approved by the Board.

Grants on Behalf of SAA or Grants Developed in Partnership with SAA Members

[Adopted in Motion 110-27.1 (April 2003)]

The SAA desires to expand its ability to carry out the Society's mission. Given the finite resource base of the SAA, the Society is interested in developing sources of external funding for which Society members serve as Principal Investigators for a grant that is awarded to and administered by the SAA. A strong tie to the SAA's mission is essential for success in such partnerships. Therefore, all parties must understand that such grants are institutional grants, not programs that are independent from or only indirectly related to the SAA's mission. The following general policies apply to such grants.

1. In most cases, the initial concept for a partnership grant will be developed in close consultation with the relevant SAA Committee or Task Force or directly with the SAA Board.
2. In all cases, the grant concept must be brought before the Board prior to its drafting and submittal to a potential funding agency. The proposal to the Board should include a clear identification of the tie between the grant purpose and SAA's mission.
3. Once approved in concept, the Principal Investigator will work closely with agreed upon SAA representatives to develop and submit the grant proposal. These representatives could, but not necessarily include the SAA Executive Director, an appropriate SAA Committee or Task Force, and identified Board members.
4. All direct costs needed to implement the grant must be identified in the grant proposal.
5. Whenever appropriate, an SAA overhead factor will be included as part of the total grant cost. SAA overhead rates applied to the grant reflect audited administrative costs and are not to be considered as an additional source of direct expenses for the grant or related activities. The Principal Investigator will consult with the SAA Executive Director regarding current rates during the proposal preparation process.
6. During the course of grant implementation, the Principal Investigator will provide annual reports. Upon notification of the award, the Executive Director will decide if reports should be provided for the fall or spring Board meetings.
7. Should a Principal Investigator, with an external grant administered by SAA, seek additional internal funding from SAA, that request should be submitted for consideration at the fall Board meeting. A Principal Investigator can submit a detailed cost proposal through the appropriate SAA committee or Task Force or as a special appropriation based on initial consultation with the Executive Director. The Board will address that proposal based on its merits and SAA's financial condition.
8. All grants administration shall be implemented by the Executive Director in concert with the financial and management policies approved by the SAA Board of Directors.

Finances

Capital Spending Plan (see also: Emergency Capital Expenditures)

[Reaffirmed in Motion 102-27D (March 1999); adopted in Motion 100-14 (March 1998).]

The Board requests that the Executive Director prepare an annual Capital Spending Plan to be submitted to the Board for approval along with each year's budget. This plan shall identify assets to be purchased by the Society during the following fiscal year and include information on costs, expected date of purchase, and source of funds.

Cash Components of Endowments

[Adopted in Motion 137-16C (April 2016)]

The Board establishes the policy that, in the investment accounts for the Endowment Funds, when the cash component of the endowment value reaches three percent, then the value above three percent will

be reinvested. The assumption is that reinvestment is exclusive of the cash needed for payout. The Board directs the Executive Director to communicate this policy to Morgan Stanley. (4/6/16)

Cash Reserves Policy (see also: Cash Reserves Strategy)

[Reaffirmed in Motion 102-27D (March 1999); adopted in Motion 101-14A (November 1998).]

The SAA cash reserves consist of the funds in the long-term cash reserves account; the minimum target for these reserves is 30% of the annual operating budget. Each year the Executive Committee will decide what portion of any surplus from the previous year will be transferred to long-term cash reserves. The decision will be reviewed by the Board at their next meeting.

Cash Reserves Strategy

[Amended in Motion 156-15D (October 2025); reaffirmed in Motion 102-27D (March 1999); adopted in Motion 101-14B (November 1998); amended in Motion 104-14. (April 2000); amended in Motion 116-27.3 (April 2006); amended in Motion 118-27.5 (April 2007); amended in Motion 120-27.5 (March 2008); amended in Motion 126-27.5 (November 2010; amended in Motion 127-27.5 (March 2011); amended in Motion 129-27.3 (April 2012., revised Fall 2013 in Motions 132-11.1A and 132-11.1B)]

The Board establishes a policy that the SAA Reserves Fund shall keep general but not exact pace with the Society's operating budget; the Board shall seek to maintain the three-year rolling average value of the reserves within the range of 95% to not more than 125% of the three-year average of the SAA operating budget.

The Board directs that, as the Reserves Fund has now reached its targeted size, earnings from the Reserves fund shall not be automatically reinvested. Decisions regarding whether to reinvest or redirect the earnings from the Reserves Fund shall be made annually by the Board based on recommendations of the Investment and Finance Committee.

Because legal defense is an acceptable use of the Reserve Fund, the Board raises the Reserve Fund upper threshold to 125% of the annual operating budget.

The Board raises the reserves target to 100% of the annual operating budget.

The Board raises the reserves target to 95% of the annual operating budget.

The Board approves raising the reserves target to 85% of the operating budget.

The Board approves increasing the reserves target from 65 to 80 percent of the annual operating budget.

The Board sets the new reserves target at 65 percent of the operating Budget.

The Board sets the new reserves target at 60 percent of the operating Budget.

The Board amends the cash reserves strategy to read: The cash reserve target is 50% of the annual operating budget. The Board will strive to increase the reserves account by at least 2% of the annual operating budget each year until the cash reserve target is achieved.

Depreciation of Capital Software

[Adopted in Motion 131D-13A (Spring 2013)]

The Board establishes a ten year depreciation period for capital system software and system software upgrades, effective as of FY2012. All other capital items will remain under the current policy of a five-year depreciation schedule.

Emergency Capital Expenditures (see also: Capital Spending Plan)

[Reaffirmed in Motion 102-27D (March 1999); adopted in Motion 100-14C (March 1998).]

The Board authorizes the Executive Committee to approve emergency capital expenditures not included in the annual Capital Spending Plan, provided that sufficient funds are available.

Investment Policy Statement

[Revised in Motion 156-16B (October 2025), which subsumes prior motions Motions 133-16B, 133-16C, 133-16D (Spring 2014) and Motion 137-16E (Spring 2016), and the “Endowment Spending Policy” adopted in Motion 154-16B (September 2024). Adopted in Motion 137-16D Spring 2016]

INTRODUCTION

The Society for American Archaeology (“SAA”) is an international organization dedicated to the research, interpretation, and protection of the archaeological heritage of the Americas. With more than 7,500 members, the SAA represents professional, student, and avocational archaeologists working in a variety of settings including government agencies, colleges and universities, museums, and the private sector.

The SAA empowers its members to understand humanity’s past through ethically based scientific and humanistic investigation, to promote preservation of archaeological resources and cultural heritage through support of legislation and education, to create collaboration between the profession and descendant communities, and to assist the professional growth of its members.

PURPOSE

The purpose of this Investment Policy Statement is to provide guidelines for the establishment, investment, management, and stewardship of institutional funds (“Investment(s)”) used to support SAA’s current and long-term needs for operations, programs, and capital improvements. The guidelines within the Investment Policy Statement are designed to enhance the probability of achieving the investment goals and objectives of the Investments.

The Investment Policy Statement provides guidance in the following areas:

- The guiding principles and legal obligations of the management of the SAA’s Investments;
- The responsibilities of parties involved in the management of the Investments;
- Reasonable expectations, liquidity, maturity, and credit quality standards, diversification requirements, and permissible investments for the various fund types that make up the Investments;
- Providing, in broad terms, a strategy for management of the Investments;
- Performance metrics and benchmarks by/against which Investment performance will be evaluated;
- The SAA’s Spending Policy;

- Guidelines for the establishment and management of Named Endowment and Board-Designated Funds, as well as Charitable Remainder Trusts.

GUIDING PRINCIPLES

The SAA's Investments shall be invested with the care, skill, prudence, and diligence under the circumstances then prevailing, such that a prudent person acting in like capacity and familiar with such matters would use in the investment of a portfolio of like character and with like aims (The Prudent Investor Rule).

As needed, the SAA will engage the services of professional third parties to advise, manage, and evaluate the performance of the Investments. Any parties engaged by the SAA in this effort will, at all times, act in a manner consistent with generally accepted standards of fiduciary responsibility and in the sole benefit of the SAA.

The SAA seeks to avoid any real or potential conflicts of interest in the management of its Investments. Any parties with real or perceived conflicts should immediately notify the SAA's Executive Director. The SAA will not invest funds with any firm or in any vehicle that may, as a result of the transaction, monetarily benefit a member of the Board of Directors, or the SAA staff, or their immediate family.

The SAA recognizes that investing entails risks and seeks to manage these risks through a disciplined investment process and a diversified investment strategy. As such, greater emphasis is placed on risk at the Investment level than at the individual asset class or Investment Manager level.

LEGAL OBLIGATIONS

All Investments held by the SAA shall be invested in a manner than complies with all federal and state requirements applicable to the SAA as currently constituted, specifically including, but not limited to, any laws or regulations pertaining to the maintenance of the SAA's federal tax exemption under Section 501(c)(3) of the Internal Revenue Code. The SAA is authorized to retain one or more Investment Advisor and Investment Manager as well as any administrators, custodians, or other investment service providers required for the proper management of the SAA's funds.

In all aspects of institutional funds management, SAA shall act in compliance with the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as stated in the Code of the District of Columbia, Chapter 16A, as well as all other applicable district and federal laws. The SAA is committed to honoring the intent of its donors as a responsibility specified in the Donor's Bill of Rights and the UPMIFA.

ROLES AND RESPONSIBILITIES

Management of the SAA's Investments will be vested in the Board, Investment and Finance Committee, and Executive Director/Staff as specified in the following levels of responsibility.

Board of Directors

The Board of Directors is responsible for establishing and enforcing policies pertaining to the management and investment of the SAA's Investments in compliance with all state and federal laws and giving primary consideration to donor intent as expressed in gift instruments. Board members are subject to the standards of the Prudent Investor Rule. Unless delegated, the Board has the following duties and responsibilities:

- Determine the specific investable dollar amounts to be maintained;
- Establish and approve all investment and spending policies for the SAA;
- Engage an Investment Advisor and evaluate the advisor's performance;
- Approve an appropriate asset allocation strategy consistent with policy guidelines, return objectives, risk tolerance, liquidity needs, and time horizon;
- Review the investment objectives, Investment performance, and asset allocation of all the SAA Investments and the performance of the Investment Advisor at least annually.

Investment and Finance Committee

The Investment and Finance Committee (IFC) is an advisory committee that is charged with overseeing the management of SAA Investments. The committee has the following duties and responsibilities:

- Recommend an appropriate investment strategy for each fund category that establishes appropriate asset classes, target asset allocations, and allowable ranges of variation for each asset class;
- Develop and implement a process for selecting an appropriate Investment Advisor to be recommended to the Board;
- Delegate to the Investment Advisor the responsibility and the authority to choose appropriate Investment Managers and assure that the Investment Managers make investment decisions and asset selections that are consistent with the strategy for each fund type;
- Establish criteria for evaluating and monitoring the Investment Advisor's performance;
- Review the performance of the Investment Advisor on a regular basis and, if needed, recommend to the Board a change in Investment Advisors;
- Approve the selection, retention, or termination of the custodian that holds SAA's Investment Accounts;
- Monitor the SAA Investments to ensure that the Investment Policy Statement and its objectives are consistently applied;
- Review the Investment Policy Statement and the investment strategies from time to time and recommend changes as needed;
- Monitor the overall investment fees to evaluate their appropriateness;
- Recommend to the Board of Directors a spending policy and formula to determine the amount of each investment fund to be allocated for expenditure each year;
- Review quarterly reports from the Investment Advisor to monitor the performance the SAA Investments;
- Consider from time-to-time investment related issues deemed necessary and appropriate to the SAA's mission.

Executive Director and Designated Staff

The Executive Director is authorized to implement the investment decisions as approved by the Board under this Policy. The Executive Director after appropriate consultation with the Investment and Finance Committee will:

- Ensure that the investment strategies and vehicles comply with this Policy;
- Review monthly statements for the SAA's funds and share with the Investment and Finance Committee;
- Ensure that the Investment and Finance Committee members receive quarterly statements from the Investment Advisor, along with any supplemental information staff deems appropriate;
- Review this policy at least annually in conjunction with Investment and Finance Committee;

- Communicate to the Investment Advisor, on a timely basis, any changes relevant to the management of the SAA Investments, such as changes in investment objectives, time horizon, or liquidity requirements.

The Investment Advisor

The Board of Directors shall delegate to a professional Investment Advisor the authority, responsibility, and discretion to manage the Investments to achieve the best possible returns consistent with the purpose of each fund and SAA's policies, guidelines, and needs. It is the responsibility of the Investment Advisor to:

- Exercise a high degree of professional care and act in accordance with the Prudent Investor Rule;
- Serve as a fiduciary who at all times acts in the best interest of the SAA;
- Perform thorough professional analysis, exercise good judgment with respect to all investment decisions, and make a reasonable effort to verify all facts;
- Maximize total return commensurate with risk guidelines through appropriate asset allocation and diversification of SAA Investments;
- Develop and recommend an investment strategy appropriate for each type or category of funds and for SAA Investments;
- Incur only costs that are appropriate and reasonable in investing and managing funds;
- Diversify the Investments, unless due to special circumstances the purpose of a particular fund is better served without diversification;
- Liquidate any unsuitable assets;
- Ensure that all Investment Managers' decisions and strategies are consistent with the guidelines established in this statement;
- Assist in a periodic review of the Investment Policy Statement.

Investment Managers

Investment Managers, as selected by the Investment Advisor, are responsible for making decisions with respect to the funds that each manages. It is the responsibility of each Investment Manager to:

- Select appropriate investment vehicles in accordance with the general investment goals, objectives, and guidelines expressed in this Investment Policy Statement, as well as being appropriate for the asset class under management;
- Communicate to the Investment Advisor any significant changes in the Investment Manager's ownership, organizational structure, professional staffing, investment philosophy, or investment process.

FUND CATEGORIES

SAA has a variety of different funds that may be grouped into three broad categories for the purposes of defining the investment objectives, risk tolerances, and time horizons. These categories are defined as follows:

Short-Term Investments

Assets invested with a short time horizon and an emphasis on preservation of principal. The funds need to be available for expenditure on an immediate basis. These include:

The Money Fund. The Money Fund consists of unrestricted assets that are intended for use on a short-term basis for operations or programs but are in excess of what is needed in the checking account.

Temporarily Restricted Funds. These are assets that are restricted by donors or the Board for specific purposes in which the funds need to be available on an immediate or short-term basis.

Liquidity

Fund securities shall be of a quality and type that provides ready liquidity if there should be a need to sell them.

Maturity

The fixed income portion of the Short-Term Funds should focus on securities with a maturity of 1 year or less.

Credit Quality

Our investment portfolio should have an emphasis on investment grade fixed income securities.

Permissible Investments

Cash and Equivalents

- Treasury Bills
- Money Market Funds
- Short Term Investment Funds (STIF Funds)
- Commercial Paper
- Banker's Acceptances
- Repurchase Agreements
- Certificates of Deposit
- Checking and/or Savings accounts

Prohibited Investments

Any investment not specifically permitted in this policy is prohibited.

Medium-Term Investments

Assets designated for medium- to short-term purpose so that they are available in a time of urgent financial need. These include:

The Reserve Fund. The Reserve Fund is an unrestricted operating reserve that the SAA maintains with a balance intended to equal approximately a full year's operating needs.

Liquidity

Reserve Fund securities shall be of a quality and type that provides liquidity if there should be a need to sell them.

Maturity

The fixed income portion of the Medium-Term Funds should focus on securities with a maturity of 12 years or less, or an average duration of less than 7 years, or both.

Credit Quality

Our investment portfolio should have an emphasis on investment grade fixed income securities.

Diversification

The Reserve Fund shall not be invested directly in the stock of any single company or the bonds of any single issuer, with the exception of instruments issued or insured by the US government or any of its agencies, nor in single security instruments. The Reserve Fund shall invest only through diversified vehicles such as mutual funds, exchange traded funds, professionally managed pools of investments assets, and investment instruments issued or insured by the US government or any of its agencies. For the purposes of diversification, investments in diversified mutual funds, exchange traded funds, or professionally managed pools are not considered a single security.

Long-Term Investments

Assets that are expected to be held for ten years to in perpetuity with planned annual withdrawals to meet the purpose of each fund. These include:

Life Members Fund. The assets in this fund are the cumulative dues paid by those who elected to become life members at some time in the past. While these are unrestricted assets, the board has ruled that the assets should be held and invested as a quasi-endowment with the invest returns being used to meet the ongoing obligations to each life member.

Endowment Funds: These are funds with permanent restrictions imposed by the donors such that the amounts contributed are to be retained in perpetuity and the investment returns may be used for specific purposes defined by the donors. (See “Endowment” in the Definitions section of this document).

Liquidity

Fund securities shall be of a quality and type that provides ready liquidity if there should be a need to sell them.

Maturity

The fixed income portion of the Long-Term Funds should focus on securities with a maturity of 12 years or less and the average duration of less than 7 years.

Credit Quality

Our investment portfolio should have an emphasis on investment grade fixed income securities.

Diversification

Long-term investments shall not be invested directly in the stock of any single company or the bonds of any single issuer, with the exception of instruments issued or insured by the US government or any of its agencies, nor in single security instruments. Long-term investments shall invest only through diversified vehicles such as mutual funds, exchange traded funds, professionally managed pools of investments assets, and investment instruments issued or insured by the US government or any of its agencies. For the purposes of diversification, investments in diversified mutual funds, exchange traded funds, or professionally managed pools are not considered a single security.

INVESTMENT STRATEGY

Endowment funds

Unless stated otherwise in the gift instrument, the assets in an endowment fund are permanently donor-restricted until appropriated for expenditure by the SAA in accordance with the donor's intent as defined in the gift instrument. SAA's primary objectives in managing endowments are:

- To create a steady stream of revenue to support the purpose of the fund;
- To preserve the purchasing power of the endowment in perpetuity; and
- To achieve the highest total return with a reasonable level of risk.

Asset allocation

The asset allocation of the SAA Investments is a primary driver of risk and return. The purpose of a diversified asset allocation is to provide an optimal mix of investments with the potential to produce the desired returns and meet SAA objectives. At the broadest level (and excluding Short-Term investments as noted above), as of 05/15/2024, the Committee approved an overall allocation of 60% equities and 40% fixed income assets. In response to market factors, the Investment Advisor has discretion to deviate from this allocation by $\pm 10\%$ for a period of two (2) quarters without the necessity of obtaining Committee approval. However, if the asset allocation exceeds these limits, the Investment Advisor, after consultation with and approval from the Committee, should rebalance the Investments to the target allocations or provide justification for modification of the approved allocation.

The Committee recognizes that a rigid asset allocation would be both impractical and, to some extent, undesirable under various market conditions. Therefore, the allocation of the Investments may vary from the allocation guidelines under abnormal circumstances without being considered an exception to this investment policy.

Rebalancing

Investments experience asset allocation shifts driven by differential performance of different asset classes. The Investment Advisor may redirect monies from one Investment Manager or fund to another, when necessary, to maintain the target ranges of this policy and provide necessary liquidity.

Socially responsible investing

The Committee and Investment Advisor will monitor the extent to which the Investments include companies whose business practices reflect the values of the diverse SAA membership with respect to environmental stewardship, social responsibility, and governance practices (ESG). Investment decisions will include consideration of positive ESG factors alongside traditional metrics, including total return and risk.

Alternative investments

The term "alternative investment" encompasses a broad range of strategies that include but are not limited to: hedged or absolute-return strategies, private equity, direct real-estate holdings, and natural resources. Before investing in an alternative investment, the Investment Advisor must notify the Committee of the specific asset, fund, or strategy being considered and give the Committee adequate time to verify relevant facts and evaluate the appropriateness of the proposed alternative investment. This evaluation of appropriateness should be done in the context of the overall Investments and the

objectives of the SAA. The Investment Advisor should not invest in an alternative investment without the approval of the Board.

PERFORMANCE METRICS AND MONITORING

The purpose of monitoring investment performance is to ensure compliance with policy and applicable law, manage the risk of the Investments, and assess the performance of the Investment Advisor and Investment Managers. Responsible stewardship of the SAA Investments requires regular reporting of Investments' performance and thoughtful monitoring of the SAA Investments and the Investment Advisor using reasonable and validated metrics.

The IFC acknowledges fluctuating rates of return characterize the securities markets, particularly during short time periods. The SAA intends to evaluate the SAA Investments and the Investment Advisor performance on the basis of an investment strategy with a long time-horizon. However, appropriate benchmarks must be used to measure performance of SAA Investments as compared to broader market trends and similar allocation models. Similarly, the Investment Advisor's performance should be evaluated using benchmarks to compare the asset allocation model and fund selection against peers in the industry. Long-term trends can only be measured in the long term, but consistent underperformance compared to industry benchmarks must be monitored continuously.

Reporting

In order to assess the Investments' performance in a regular and timely manner, the Investment Advisor will provide to the IFC performance reports, setting forth all account activity and the financial position of the Investments, on a quarterly basis. These regular reports should include appropriate benchmarks to help the IFC monitor the performance of the SAA Investments and the Investment Advisor. The reports should be supplemented by additional reports and updates related to any changes in economic or market trends, as well as any relevant changes in laws or regulations.

Investment Advisor Performance Review and Evaluation

Evaluation of the Investment Advisor is the responsibility of the IFC. The investment performance will be measured against commonly accepted performance benchmarks (detailed below) determined for each broad asset class mix in the SAA Investments. The following benchmarks are intended to be a guide, not an exclusive list, of the widely available benchmarks.

- U.S. Equities: Russell 3000 Index
- International Equities: Morgan Stanley Capital International ACWI ex US Index
- Fixed Income: Bloomberg Barclays Capital U.S. Aggregate Bond Index
- Cash: Bloomberg Barclays Capital US 3-Month Treasury Bills

Individual indices, like those listed above, cannot easily be used to evaluate an investment portfolio that includes diverse investment vehicles. Therefore, the Investment Advisor will provide a blended index that reflects the asset allocation of the total SAA Investments and those of each Investment Manager.

In general, the Committee seeks a composite portfolio rate of return that is equal to or greater than the return realized by appropriate market indices. Additionally, the Investment Advisor will be evaluated on aspects of performance beyond portfolio returns, to include fee structure, regularity of reporting, and communication/responsiveness. As necessary, the Committee, with Board approval, will consider solicitation of proposals from other potential Investment Advisors.

Investment Managers Performance Review and Evaluation

Evaluation of Investment Managers is the responsibility of the Investment Advisor. The investment performance of each Investment Manager/fund will be measured against commonly accepted performance benchmarks determined for each Investment Manager/fund based on the asset class mix of the Investment Manager's portfolio. Investment Managers are expected to meet or exceed an appropriate market index, or blended market index and to display an overall level of risk in the portfolio that is consistent with the risk associated with the asset style and relevant index.

As part of that process, the Investment Advisor may consider the ranking of investment options relative to their peers. At no time will an individual Investment Manager/fund's performance be compared to overall portfolio expectations. Rather, the Investment Advisor will review Investment Manager/fund returns versus appropriate indices as well as comparable performance to similar managers by investment style. Changes in Investment Managers, and the rationale behind such changes, should be reported in a timely manner to the Committee.

ENDOWMENT SPENDING POLICY

A proper spending policy strikes a balance between the duration and purpose of the Investments and the general economic conditions including the possible effects of inflation or deflation. As approved by the Board at their meeting on September 13, 2024, SAA shall disburse annually an amount equal to 4.5% of the 12-quarter rolling average market value of its endowed Investments. The distribution from each fund will follow the same formula to allocate cash to be used for the purpose of each fund as defined in its gift instrument. Future changes in the spending policy shall be made only after careful consideration and with the recommendation of the IFC and approval of the Board. Exceptions to this policy should be documented and communicated to all parties and especially the Board and recorded in the minutes of a regular Board meeting.

NAMED FUNDS

Establishing a Named Endowment Fund

The SAA may, at a donor's request, establish a named endowment fund to commemorate the donor's support for the SAA, or to honor any other person designated by the donor. The Investment Committee shall set a minimum contribution requirement for establishing a named endowment fund and may modify the minimum gift requirement in the future as it deems appropriate. The minimum gift required to establish a named fund is now \$100,000.

A named endowment may be funded by a gift of cash, securities, tangible assets, a bona fide pledge, or irrevocable estate-planning instruments, including but not limited to charitable remainder trusts, or paid-up life-insurance policies in which the SAA is named as the owner and beneficiary. Establishing a named endowment fund requires the creation of a written agreement that documents the donor's intent, the purpose of the fund, and the SAA's acceptance of the gift. All fund agreements shall contain a provisional statement that allows the SAA to amend the restrictions of the fund in such manner as will most effectively accomplish the donor's objectives in the event that the original purpose of the fund becomes impossible, illegal, or impractical to accomplish.

Unless the principal donor to a fund specifies otherwise, all fund agreements will contain the following statement or one with like meaning: “Should the SAA cease to be a nonprofit organization described in Internal Revenue Code Section 501 (c)(3), then all funds held in the endowment shall be donated to another qualified charitable organization or organizations with purposes and objectives similar to those of the SAA as the Board, in its sole discretion, deems appropriate.” The fund shall be considered established when the agreement is signed by both the donor and the executive director of the SAA, and the SAA has received either the gift, the first payment toward a bona fide pledge, or the documentation of an irrevocable planned gift.

Establishing a Named Fund with an Installment Endowment Agreement

A named endowment fund may also be established through an Installment Endowment Agreement, which must contain a provision that, if for any reason the donor’s total contributions do not meet or exceed the minimum required to establish a named fund, as defined in this policy at the time the agreement was enacted, within a specified period stated in the agreement (not to exceed 5 years), then the SAA may close the named fund and move all its assets into the general endowment fund whose purpose most closely matches that of the named fund. An Installment Endowment Agreement must be accompanied by a founding gift of not less than ten percent (10%) of the minimum requirement for a named fund. In all other respects, the Installment Endowment Agreement will be established according to the principles and processes for establishing a named endowment fund as defined in this policy.

CHARITABLE REMAINDER TRUSTS

The SAA accepts charitable remainder trusts, which are split-interest estate gifts, that provide a deferred benefit to the SAA and a life-income benefit to one or more designated beneficiaries. As the named remainder beneficiary, the assets of a charitable remainder trust gradually become vested in the SAA, but the assets are noncurrent and may not be accessed until the death of the last designated beneficiary.

Investment Policy – Environmental, Social, Governance

[Adopted in Motion 157-16B (May 2026)]

Motion 157-16B. In consideration of positive Environmental, Social, and Governance (ESG) factors, 10% of SAA’s Investments will be allocated to diversified investments drawn from CapTrust’s list of reviewed and vetted ESG Mutual Funds and will be reevaluated after three years. The board approves the motion by a majority of the votes. (5/2/26)

Investment Policy – King Fund

[Adopted in Motion 148E-16B (January 2022).]

Electronic Motion 148E-16B – The board authorizes the King grant fund to be invested as if it were an endowment until such time as the board adopts an alternative investment strategy. (1-24-22).

Life Member Fund

[Restated in Motion 102-27D (March 1999); adopted in Executive Committee Meeting 38, item f (December 4, 1981).]

In order to protect the sum of payments contributed by Life Members, as required by the By-Laws of the Society, a Life Membership Fund is hereby established subject to the following provisions:

1. At the end of each fiscal year, an annual equivalent to the total paid by all new Life Members (that is, those who have joined during the year) shall be transferred into this Fund. At the same time, the fees paid by those Life Members who died during the year shall be transferred to the Operating Fund.
2. The manager of the Society's investments shall insure that money in the Life Membership Fund is invested in the most secure manner feasible in an account (or accounts) fully insured by the Federal Government, consistent with maintaining the viability of the fund.

[Adopted in Motions 115-27.3A,B (November 2005)]

Motion 115-27.3A— The Board rescinds Motion 105-73.1— adopted October 2002 which states “at the beginning of each fiscal year the Life Member Fund interest earnings from the previous fiscal year will be transferred from this fund to the general membership operating account

Motion 115-27.3B— Consistent with past Board policy, 100 percent of the payout from the Life Member Endowment will be allocated at the Board’s discretion.

Operating Surplus Definition

[Adopted in Consent Motion 102-13B (March 1999).]

For reporting purposes the Society’s operating surplus is the excess of revenue over expenses in the undesignated fund, prior to any interfund transfers.

Government Affairs

Statement Concerning the Treatment of Human Remains

[Revised statement adopted with Motion 147-38.3 (April 2021.) Prior statement reaffirmed in Motion 102-27D (March 1999); adopted by telephone ballot (May 1986) as described in minutes item 60/A (April 1986).]

**The Society for American Archaeology
Statement Concerning the Treatment of Human Remains
April 14, 2021**

Archaeology is the study of the ancient and recent human past through material remains. Because archaeologists may encounter and study human remains as part of their work, the Society for

American Archaeology (SAA) is providing this statement to reflect [SAA's values of stewardship and accountability](#) in the context of work with human remains.

There are differing viewpoints on many aspects of work with human remains, such as the definition of human remains, what constitutes consultation or collaboration, and ideas about best practices. This statement cannot address the specifics of all viewpoints; instead, it outlines broad principles. It is the archaeologist's responsibility to seek and incorporate the perspectives of descendant communities, affiliated groups, and other stakeholders in making decisions about how and whether to work with human remains.

Since its founding in 1934, the SAA has been dedicated to the archaeological heritage of the Americas. Because of this focus, the principles outlined in this statement apply to all aspects of archaeological work in the Americas (North, Central, and South America) involving human remains. The work covered by this statement includes, but is not limited to, excavation, research, education, curation, exhibits, and publication. While the statement is intended to apply to the Americas, it can also provide guidance to SAA members who work in other regions. By using these principles, archaeologists can avoid the harm associated with some of archaeology's past practices.

Principle 1: Working with human remains is a privilege, not a right.

Archaeologists should approach work with human remains from a perspective of ethical stewardship, responsibility, and equity, rather than entitlement, ownership, or exclusivity. Any work involving human remains should respect the views and interests of descendant communities, affiliated groups, and other stakeholders. In some cases, this may mean that work should not be done unless it is legally required.

Principle 2: Human remains should be treated with dignity and respect.

Human remains are deserving of the dignity and respect afforded to living people. This principle applies to all human remains, regardless of ethnicity, sex, age, religion, nationality, socioeconomic status, cultural tradition, form of burial, condition of remains, and/or circumstances of acquisition.

Principle 3: Archaeologists should consult, collaborate, and obtain consent when working with human remains.

In each stage of work with human remains, archaeologists should make every effort to consult, collaborate, and maintain communication with descendant communities, affiliated groups, and other stakeholders. Archaeologists should consult and collaborate as broadly as possible, keeping in mind that there may be descendant communities, affiliated groups, and other stakeholders whose interests have not been previously recognized or acknowledged. Archaeologists should seek to obtain consent from descendant communities, affiliated groups, and other stakeholders for any work involving human remains.

Principle 4: It is the responsibility of the archaeologist to understand and comply with the applicable law.

Each country has its own laws and treaties that relate to work with human remains. Archaeologists should recognize the unique legal responsibilities surrounding the sovereign authority of Indigenous nations as established through treaties, court cases, and law. Legal obligations set a minimum threshold for work with human remains, but ethical obligations may go beyond the letter of the law.

Principle 5: Archaeologists should follow best practices and uphold the highest ethical standards when working with human remains.

All work with human remains must be done by individuals with the appropriate qualifications and training. Students must be carefully supervised by experienced and properly trained personnel. Archaeologists must be transparent about funding sources and seek to avoid conflicts of interest, violations of privacy, or other harm during their work and in any subsequent archiving and use of the data.

The SAA encourages its members and their affiliated institutions to develop detailed policies and procedures for the treatment of human remains during excavations, lab research, teaching, curation, exhibition, and/or publication, even if they do not expect to encounter human remains. The principles outlined above can provide the framework for developing these policies. In addition, the [United Nations Declaration on the Rights of Indigenous Peoples, Principle 12](#), establishes certain rights regarding Indigenous human remains and is a helpful resource when creating policies.

Ethical standards for archaeological practice will continue to change. As a result, this statement will be reviewed at a minimum every seven years to ensure that it reflects the developments in laws and standards. It is the responsibility of the [Committee on Native American Relations](#) (CNAR) and the [Committee on Repatriation](#) (Repat) to draft an updated statement in accordance with the charge issued by the SAA [Board of Directors](#).

Governance

Administration of Surveys

[Adopted in Motion 103-21B (November 1999)]

The Board shall administer the design, implementation, and analysis of all surveys performed under the auspices of SAA. As appropriate, the Board will seek input from SAA Committees in the formulation of survey objectives and the survey instrument. The Board will share survey results and data, as provided by the Survey Project Oversight Policy, with SAA Committees as quickly as is practical and appropriate.

Amicus Briefs Policy

[Adopted in Consent Motion 115-27.2 (November 2005)]

The President shall receive Board approval prior to joining any amicus briefs.

Ballots

[Adopted in Motion 141-27.4 (April 14, 2018)]

Elections Results Announcement Policy: SAA's President will officially announce the election results to the membership via email, once all candidates have been notified. Candidates must keep election results

confidential and refrain from personal announcements, social media posts, institutional announcements, etc. until the official notification to the membership has been made by the President.

[Note: This policy must be distributed by the executive director to the chair, Nominating Committee each year so that the chair will share it with all candidates who have agreed to run.]

Board Minutes

[Adopted in Motion 102-27D (March 1999); based on Board discussion item 97/27.1 (November 1996).]

Whenever possible, motions should encode the substance of what is being moved, without reference to other documents. For example, a motion that simply states “The board accepts recommendation 3 of the committee’s report” is not very helpful for the long-term record, because the committee’s report is usually not easily available to the reader. The minutes should not record the numeric votes of the board, nor do they need to reflect who moved or seconded a motion.

Collection of Gender Identities

[Adopted in Motion 149G-74 (July 2022)]

Due to lack of an accurate and consistent way to collect data about preferred gender identity of award and scholarship recipients, the board adopts of the recommendation of the Committee on Awards and Scholarship that no such data be collected without explicit permission from the board. (7-27-22)

Conflict of Interest Policy

[Adopted in E-Motion 115-27.12 and Revised in Consent Motion 115-27.12 (November 2005)]

In their capacity as officers and directors, the members of the Board of Directors of the Society for American Archaeology must act at all times in the interests of the Society for American Archaeology. Board members have a fiduciary responsibility to conduct themselves without conflicts to the interests of the Society for American Archaeology. In their capacity as Board members, the welfare and best interests of the Society for American Archaeology must be paramount, and any potential conflicts of interest that arise from, for example, personal, individual business, third party, and employment activities of Board members must be disclosed.

All conflicts are not necessarily prohibited or harmful to the Society for American Archaeology. Full disclosure of all actual and potential conflicts is required. The individual(s) disclosing the actual or potential conflict(s) would be recused from participating in the discussion and vote on the determination of the matter by the full Board.

~~The full Board, minus the individual(s) disclosing the actual or potential conflicts, will determine whether a conflict exists and what ensuing action is appropriate, if any.~~

~~At the inception of each Board member's term, the Executive Director will provide that Board member a copy of this policy, and the Board member will be required to complete and sign the form below. Copies of this policy will also be distributed by the Nominating Committee chair to Board candidates prior to their decision to run.~~

Acknowledgement & Disclosure Form

~~I have read the Society for American Archaeology conflict of interest policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a Society for American Archaeology Board member. If, at any time following the submission of this form, I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Secretary and Executive Director in writing.~~

~~Disclosure of actual or potential conflicts of interest:~~ _____

Signature

Printed Name

Date _____

Candidate Statement Guidelines

[Reaffirmed in Motion 102-27D (March 1999); adopted in Motion 98-17B (April 1997).]

The Executive Board requests that future Nominating Committee chairs distribute the following guidelines to all candidates to facilitate the development of SAA ballots.

Guidelines for SAA Candidate Statements

Candidates asked to run for an SAA elected office must provide statements supporting their candidacy. These statements consist of biographical notes and a position statement in support of their proposed office. In order that the statements be comparable, the following guidelines have been developed.

1. Length of Statement

In writing their statements, candidates must adhere to the following word limits: President, 600 words; other officers, 500 words; Board members-at-large, 400 words; Nominating Committee, 250 words. The word limits include both the biographical information and the position statement.

Should you submit a statement that exceeds the word limit, you will be asked to shorten it. In the unlikely situation that you are not available to modify the statement, the Nominating Committee chair and/or the president of the society will edit the statement to meet the word limit.

2. Content

As mentioned above, your complete statement includes biographical information as well as your position statement. So long as the overall word limit is not exceeded, the relative length of each part is up to you; however, it is strongly suggested that you devote at least 100 words to the biographical part. In presenting your biographical information, please use a terse, c.v. format rather than complete sentences. The biographical information is the first paragraph of your statement.

As you consider presenting biographical information, the following list provides samples of the types of information that has been included in the past:

- Degree(s), date(s) and university(ies)
- Current job title and employer
- Brief job history
- Previous roles within SAA
- Research interests
- Recent publications

Your position statement outlines your views and priorities to the voting membership. The kinds of issues you might raise are your perspective on the position, why you would like to serve, what you will bring to the role, your general philosophy, etc.

3. Submitting Your Statement

For the sake of accuracy and expediency in preparing the ballot, the preferred method of submission is via email to the executive director of SAA [oona_schmidt@saa.org]. The chair of the Nominating Committee will provide you with the deadline date for the submission of statements. The submission deadline is quite stringent due to the timing of the election in relation to the annual meeting. In order for the election to be conducted on a timely basis, it is vital that the deadlines be met.

4. Sample Statement Format

Your statement will not be edited, but it will be formatted to create a consistent look to the ballot material. The entry below provides a sample of how statements will be formatted. Please note again: the information you choose to provide is entirely at your discretion.

Jane Q. Doe (PhD 1960, XYZ University or BA, XYZ College, etc.). Job title, place of employment. Any other biographical information will be presented as you write it.

The statement will comprise the second paragraph and will be presented in italics. Statements should be submitted using the first person format.

5. Questions

If you have any questions, they may be directed to the chair of the Nominating Committee or the executive director.

Candidate Statement Policy

[Adopted in Motion 148G-17 (March 2022).]

Motion 148G-17 - SAA will publish candidate statements as received. SAA does not review, edit, or otherwise confirm or verify any of the statements made.

This statement will be developed to appear on election materials and the nominations committee will be informed so they may inform and guide candidates prior to submitting statements: "The information provided by the candidate has been published by SAA as provided by the candidate. SAA does not review, edit, or otherwise confirm or verify any of the statements made." (3-1-22)

Document Retention and Destruction Policy

[Updated in Motion 150I-43 (March 2023). Adopted in Motion 121-27.3 October/November 2008]

The Board approves the existing practice regarding document retention and destruction and adopts the Document Retention and Destruction Policy. This policy works in concert with the *Scope of Collection Statement for the Society for American Archaeology Archive*.

Document Retention and Destruction Policy

This Document Retention and Destruction Policy identifies the record retention responsibilities of the **SAA Officers and staff**, as defined in the *Scope of Collection Statement for the Society for American Archaeology Archive*, for maintaining and documenting the storage, destruction, and archiving of the Society's documents and records.¹³

Terms for Retention. The attached Documents Retention and Destruction Policy (DRDP) delineates the lifecycle of physical, such as paper and negatives, and digital documents. In addition to the timeframes established, it is understood that no physical or digital documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation. Additionally, when records are to be archived annually as identified in the "Convey to Archives?" column below, the records should be conveyed to the National Anthropological Archives by July 31 of the year they were produced. This date is appropriate because the summer months are when SAA staff have some time to assist with archiving SAA official records.

¹³ The SAA Officers defined in the *Scope of Collection Statement* are: "Elected and appointed Board of Directors (i.e., President, President-Elect, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, Board members, and Board-appointed Directors when an elected Board member resigns); Committee and Task Force chairs; subcommittee chairs; editors of the SAA journals, newsletter/magazine, and SAA Press; Board-appointed representatives (i.e., someone appointed to liaise with an outside organization); and the SAA staff."

Significant versus General Correspondence - A specific record series titled "Significant Correspondence" has been created in this document with the intent to capture only the most relevant communications with SAA staff members. Significant correspondence is defined as correspondence, usually email, that is vital to the history of the SAA and/or the discipline of archaeology. For example, the Manager of Communications and Fundraising is expected to archive any significant correspondence exchanged with the fundraising committee regarding topics such as new funds, special appeals, and the theme of annual appeals. In contrast, General Correspondence is defined as communication that does not contribute to the history of SAA and falls within the routine operations of SAA; does not fall under any category outlined in the Scope of Collections Statement (SOCS) or DRDP. Some examples are: general information about the SAA, membership claims, website issues including password changes and help requests, membership renewal notices, and general inquiries about publications. Therefore, the category of "General Correspondence," found in the previous version of the DRDP, has been removed.

Confidential and Sensitive Records

There are some official SAA records that contain sensitive and/or confidential information. Most records submitted to the NAA will be accessible for research after ten (10) years from the date of their creation. However, access restrictions, no greater than fifty (50) years, may be placed upon specific bodies of records that are deemed confidential and/or sensitive. These records are identified as such when they are transferred to the NAA by SAA staff or the SAA Archive Committee, and the NAA staff will manage access accordingly.

Terms for Destruction. SAA staff are responsible for destroying all records identified as "Destroy" in the "Convey to Archives?" column after the retention period is over. In cases where destruction of financial, confidential, or other sensitive material is required, a standardized document destruction process is mandatory. Hard-copy documents are to be destroyed by shredding. Electronic records that contain financial, confidential, or other sensitive information must be deleted in a manner that ensures the content contained in them is not able to be captured and retained elsewhere. Electronic records should be deleted from local hard drives and servers, as well as any CDs, thumb drives, and external storage devices. SAA shared files are currently located on a cloud server, run by Egnyte (<https://www.egnyte.com/>). SAA staff are also responsible for logging into the SAA's cloud server and ensuring secure digital deletion of appropriate files following the company's protocols. The executive director is responsible for ensuring SAA staff destroy the records appropriately and in a timely way.

Primary Locations of Records. Physical documents, such as paper, photographs, and CDs, are held in the file cabinets at the SAA HQ office. As physical document work flows have diminished in use, the majority of documents are born digital and remain digital. These documents are primarily located on the email server, currently hosted by Intermedia, and also on the shared server, currently hosted by Egnyte.

Exceptions. Exceptions to the established terms of retention may be granted only by the SAA's executive director or president, if appropriate, in consultation with the Society's certified public accountant and/or attorney and the Archive Committee.

Chief Financial Officer (CFO)

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|---|-----------------------|---------------------------------|-----------------------------|----------------------------|
| ADMINISTRATIVE | | | | |
| Procedure manual | CFO | Current, plus 1 year | Working | No |
| FINANCIAL | | | | |
| Accounts payable, including purchase orders & supply orders | CFO | Current, plus minimally 7 years | Legal | Destroy |
| Monthly Bank Reconciliations | CFO | Current, plus minimally 7 years | Legal | Destroy |
| Bank Statements | CFO | Current, plus minimally 7 years | Legal | Destroy |
| Depreciation schedules | CFO | Current, plus minimally 7 years | Working | No |
| Duplicate deposit slips | CFO | Current, plus 2 years | Legal | Destroy |
| General Ledgers / year end trial balance | CFO | Current, plus minimally 7 years | Legal | No |
| Invoices (to customers, from vendors) | CFO | Current, plus minimally 7 years | Working | No |
| Timesheets | CFO | Current, plus minimally 3 years | Legal | Destroy |
| Insurance renewals | CFO | Current, plus 3 years | Working | No |
| Postage Receipts | CFO | Current, plus 7 years | Working | No |
| Postal Permit File | CFO | Current, plus 3 years | Working | No |

Manager, Government Affairs (MGA) Program

(In the interest of minimizing duplication of effort, the MGA is strongly encouraged to work with the Chairs of the Government Affairs, International Government Affairs, and Repatriation Committees to determine who is responsible for ensuring the rows of records below that are to be conveyed to the NAA are actually sent for archiving.)

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|---|-----------------------|---------------------------------|-----------------------------|---|
| ADMINISTRATIVE | | | | |
| Lobbying Disclosure Forms | MGA | Current, plus minimally 5 years | Working; History | Destroy |
| Procedure Manual | MGA | Permanent | History | Yes, when significant changes are made |
| SIGNIFICANT CORRESPONDENCE | | | | |
| Advisory Committees (Government Affairs, International Government Affairs, Repatriation) & Board | MGA | Permanent | History | Yes, with access restrictions on sensitive or confidential records |
| Individual members, i.e., federal and state legislation, federal regulations, tribal issues; historic preservation | MGA | Permanent | History | Yes, with access restrictions on sensitive or confidential records |
| PROGRAM ACTIVITIES | | | | |
| Policy Issues, i.e., formal position statements and letters on federal and state legislation, i.e., NHPA consultations; federal regulations; tribal issues; preservation issues; important issue documents from outside organizations | MGA | Permanent | History | Yes, annually by July 31 (some are archived via the SAA website in "SAA Positions and Actions"; "SAA Statements and Guidelines"; also in Board books) |
| Meeting agendas and notes for | MGA | Permanent | Working; History | Yes, annually |

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|--|-----------------------|-------------------------|-----------------------------|---|
| Advisory Committees | | | | |
| Government and International Government Affairs Monthly Updates | MGA | Permanent | History | No, archived via the SAA website |
| Mass communications to SAA members, i.e., SAA Actions; Gaining Ground | MGA | Permanent | History | No, archived via the SAA website |
| Take Action communications to members, to Hill, and federal agencies from website or other sources | MGA | Permanent | History | Yes, annually by July 31. Copy from SoftEdge. |

Manager, Information Services (MIS)

(In the interest of minimizing duplication of effort, the MIS is strongly encouraged to work with the Chair of the Programming Committee to determine who is responsible for ensuring the rows of records below that are to be conveyed to the NAA are actually sent for archiving.)

| Record Title or Description | Position Title | Retention Period | Reason of Retention | Convey to Archives? |
|--------------------------------------|-----------------------|-------------------------|----------------------------|----------------------------|
| ADMINISTRATIVE | | | | |
| iMIS Modules Manuals | MIS | Current, plus 4 years | Working | No |
| Database Structures | MIS | Long term | Working | No |
| Hardware/Equipment Purchase Invoices | MIS | Current, plus 4 years | Working | No |
| Maintenance Contracts | MIS | Current, plus 4 years | Working | No |
| Licensing Agreements | MIS | Current, plus 4 years | Legal | No |
| Password File | MIS | Current, plus 1 year | Working | No |
| Configuration files | MIS | Long term | Working | No |
| Procedure manual | MIS | Current, plus 1 year | Working | No |

| SIGNIFICANT CORRESPONDENCE | | | | |
|--|-----|---|---------|-----------------|
| Advisory Committees (Programming, but without submission data) & Board | MIS | Permanent | History | Potentially yes |
| Individual members | MIS | Permanent | History | Potentially yes |
| PROGRAM ACTIVITIES | | | | |
| SAA Servers Database/Backups | MIS | Current, plus 7 years | Working | No |
| System Documentation (Software & Hardware) | MIS | Current, plus 4 years | Working | No |
| iMIS Database Table Layouts | MIS | Long term | Working | No |
| Annual download of SAA website | MIS | Permanent | History | Yes, by July 31 |
| Annual list of SAA members | MIS | Permanent | History | Yes, by July 31 |
| Career Job ad requests for posting on Web | MIS | Current, plus 1 year beyond posting termination | Working | No |

Manager, Publications (MP)

(In the interest of minimizing duplication of effort, the MP is strongly encouraged to work with the Chairs of the Publications and Ethics Committees, as well as the Editors of SAA publications, to determine who is responsible for ensuring the rows of records below that are to be conveyed to the NAA are actually sent for archiving. Note that rows called “Editorial Manager software contract” and “JSTOR agreement” have been deleted from this version of the DRDP because they are not current, but may be relevant in the future. Also, “Accepted book proposals” is not included below because it is the responsibility of the SAA Press editor rather than the Publications Manager to archive.)

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|--|-----------------------|---------------------------------|-----------------------------|----------------------------|
| ADMINISTRATIVE | | | | |
| Printer Contracts | MP | Current, plus minimally 4 years | Legal; Working | No |
| Budgets, i.e., meeting program, journals, tSAR | MP | Current, + 2 years | Working | No |
| Trademark agreements | MP | Long term | Legal; Working | No |

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|---|-----------------------|-------------------------|-----------------------------|----------------------------------|
| License agreements | MP | Long term | Legal; Working | No |
| Library of Congress Registration Forms | MP | Long term | Legal | No |
| Copyright forms | MP | Long term | Legal | No |
| Procedure manual | MP | Current, plus 1 year | Working | No |
| Permissions Granted for reprinting | MP | Long term | Legal; Working | No |
| SIGNIFICANT CORRESPONDENCE | | | | |
| Advisory Committees (Publications, Ethics) and Board | MP | Permanent | History | Yes |
| Individual members | MP | Permanent | History | Potentially Yes |
| Editors and editorial boards | MP | Permanent | History | Potentially Yes |
| ANNUAL MEETING PUBLICATIONS | | | | |
| Event Guide and Preliminary Program (electronic files/PDF only) | MP | Permanent | History; Working | No, archived via the SAA website |
| Final program (print) | MP | Permanent | History | No, archived via the SAA website |
| Final Program Production Files | MP | Long term | Working | No |
| Abstracts | MP | Permanent | Working/History | No, archived via the SAA website |
| ARTWORK | | | | |
| SAA Original Corporate Artwork | MP | Permanent | History | Yes |
| JOURNALS AND MAGAZINE | | | | |
| Author and Editor Galleys | MP | Current, plus 1 year | Working | No |

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|---|-----------------------|-------------------------|-----------------------------|---|
| Printed/Bound volumes | MP | Permanent | History | No, available through Library of Congress |
| Editor Reports | MP | Permanent | History | No, archived via Board book |
| Editor RFPs | MP | Long term | Working | No |
| TSAR electronic files sent to printer | MP | Long term | Working | No |
| The SAA PRESS | | | | |
| Book Contracts | MP | Long term | Legal; Working | No |
| Marketing files | MP | Permanent | Working; History | No, information on SAA website |
| Book Production Files (print and ebook) | MP | Long term | Working | No |
| Author and Editor Galleys | MP | 1 year | Working | No |
| Printed volumes | MP | Permanent | History | No, available via Library of Congress |

Manager, Communications & Fundraising (MCF)

(In the interest of minimizing duplication of effort, the MP is strongly encouraged to work with the Chair of the Committee on Awards and Scholarships to determine who is responsible for ensuring the rows of records below that are to be conveyed to the NAA are actually sent for archiving.)

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|---|-----------------------|-------------------------|-----------------------------|---|
| ADMINISTRATIVE | | | | |
| Notes from HQ | MCF | Permanent | History | Yes, annually by July 31 |
| Mass emails to members via Constant Contact | CF | Permanent | History | No, captured on SAA website in "SAA News" |
| Procedure manual for MCF | MCF | Current, plus 1 year | Working | No |

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|--|-----------------------|-------------------------|-----------------------------|---|
| Procedure manual – Awards & Scholarships | MCF | Permanent | History | Yes, when significant changes are made |
| SIGNIFICANT CORRESPONDENCE | | | | |
| Committee on Awards & Scholarships, Awards Committees, & Board | MCF | | History | Potentially Yes |
| Scholarship Committees | MCF | | History | Potentially Yes |
| Fundraising committee, i.e., new funds, special appeals, theme of annual appeals | MCF, ED | | History | Yes |
| MEDIA RELATIONS | | | | |
| Contact Files | MCF | Long term | Working | No |
| Media List | MCF | Long term | Working | No |
| Press releases | MCF | Permanent | History | Yes |
| AWARDS | | | | |
| Ceremony & Script | MCF | Current, plus 1 year | Working | No |
| Citations for plaques | MCF | Current, plus 1 year | Working | No, award winner info published in TSAR & final program |
| Notification letters | MCF | Current, plus 1 year | Working | No |
| Promotional materials, i.e., brochures, graphics | MCF | Permanent | History | Yes |
| Winner application package | MCF | Permanent | History | Yes |
| SCHOLARSHIPS | | | | |
| Lists of applicants | MCF | Current, plus 7 years | Working | No |
| Winner Application packages | MCF | Current, plus 3 years | Working | Yes |
| Citations | MCF | Current, plus 2 years | Working | No, info on award winners in TSAR; |

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|--|----------------|----------------------|----------------------|----------------------------|
| | | | | published in final program |
| Notification letters | MCF | Current, plus 1 year | Working | No |
| Promotional materials, i.e., graphics, brochures | MCF | Permanent | History | Yes |
| FUNDRAISING | | | | |
| Annual and other appeal emails | MCF | Permanent | History/Working | Yes |
| Fundraising reports | ED | Permanent | History | No, archived in Board book |

Membership Programs - Senior Manager, Meetings and Membership (SMMM) and Coordinator, Membership Services (CMS)

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|--|----------------|----------------------|----------------------|--|
| ADMINISTRATIVE | | | | |
| Monthly Membership Stats | SMMM | Permanent | History | Yes |
| Annual meeting digital photos, i.e., awardees, scholarships, audience, Board | SMMM/ CMS | Permanent | History | Yes; also in TSAR |
| Procedure Manual | SMMM | Permanent | Working; History | Yes, when significant changes are made |
| Procedure Manual | CMS | Current, plus 1 year | Working | No |
| SIGNIFICANT CORRESPONDENCE | | | | |
| Board, i.e., emails with impact on SAA activities and its future | SMMM | Permanent | History | Potentially yes |
| Individual members, i.e., ideas that impact membership | SMMM | Permanent | History | Potentially yes |

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|---|-----------------------|-------------------------|-----------------------------|----------------------------------|
| CoAS, i.e., issues of concern by members (not dues renewal notices) | SMMM | Permanent | History | Yes |
| Interest Groups, i.e., eBlasts | CMS/ED | Permanent | History | Potentially yes |
| Volunteers | CMS | Permanent | History | Potentially yes |
| COUNCIL OF AFFILIATED SOCIETIES | | | | |
| Applications and Guidelines | SMMM | Permanent | Working; History | Yes |
| Membership drive brochure | SMMM | Permanent | History | Yes |
| Newsletter | SMMM | Permanent | History | No, archived via the SAA website |
| INTEREST GROUPS | | | | |
| Proposals | CMS | Permanent | History | No, archived via Board book |
| Newsletters | CMS | Permanent | History | No, on SAA website |
| Guidelines | CMS | Permanent | History | No, archived via Board books |
| MERCHANDISE | | | | |
| SAA gear files, i.e., info on source company and year purchased | SMMM | Long term | Working | No |
| Photos of merchandise with year(s) sold | SMMM | Permanent | History | Yes |
| SUBSCRIPTIONS | | | | |
| Subscriber Claims (history in iMIS) | CMS | Current, plus 6 months | Working | No |
| Subscriber Correspondence | CMS | Current, plus 1 year | Working | No |
| COMMITTEES | | | | |
| Appointment Letters (history in iMIS) | CMS | Current, plus 5 years | Working | No |

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|---|-----------------------|-------------------------|-----------------------------|----------------------------|
| VOLUNTEER PROGRAM | | | | |
| Applications | CMS | Current, plus 1 year | Working | No |
| Volunteer Blacklist | CMS | Permanent | Working | No |
| MEMBERSHIP | | | | |
| Member Claims (history in iMIS) | CMS | Current, plus 6 months | Working | No |
| Meeting Participant Waiver Requests | CMS | Current, plus 1 year | Working | No |
| Membership Brochures | CMS | Permanent | History | Yes |
| Renewal Files (Invoices, Letters, Envelopes, and Postcards) | CMS | Current, plus 1 year | Working | No |

Manager, Education and Outreach (MEO)

(In the interest of minimizing duplication of effort, the MEO is strongly encouraged to work with the Chairs of the Public Education Committee and Public Archaeology Interest Group to determine who is responsible for ensuring the rows of records below that are to be conveyed to the NAA are actually sent for archiving. Note that rows called Annotation Project14 and Departmental Survey15 have been deleted from this version of the DRDP but may be relevant in the future.)

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|------------------------------------|-----------------------|-------------------------|-----------------------------|--|
| ADMINISTRATIVE | | | | |
| Budget | MEO | Permanent | Working; History | No, archived via Board books |
| SAM.gov renewal | MEO | Current, plus 1 year | Working | No |
| Procedure manual | MEO | Permanent | History; Working | Yes, when significant changes are made |
| SIGNIFICANT CORRESPONDENCE | | | | |

14 This project was to create an annotated bibliography of archaeology education materials. The struggle was how to annotate and indicate appropriateness--how to list an item with an inappropriate message without saying don't use it. It was an early effort around 1992. There may be info about it in the "Archaeology and Public Education" Newsletter.

15 Another very early effort that Ed Friedman led. The idea was to send a survey from the SAA to anthropology departments to find out about what programs were teaching about public outreach and education and the level of importance they placed on it. Ed wrote the letter and it was sent. The level of response was likely negligible.

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|---|-----------------------|-------------------------|-----------------------------|---|
| Committees/IGs (Public Education; Public Archaeology IG; Task Forces) & Board | MEO | Permanent | History | Potentially yes |
| Members | MEO | Permanent | History | Potentially yes |
| NPS Cooperative Agreement | MEO | Permanent | History | Yes |
| PUBLIC EDUCATION COMMITTEE | | | | |
| Educational resources | MEO | Permanent | History | No, archived via SAA website; Yes, if not on website |
| Studies | MEO | Permanent | History | No, archived via SAA website |
| Conferences, i.e., SHA, National Council for the Social Studies | MEO | Permanent | History | No, archived via SAA website; Yes, if not on website |
| Meeting notes | MEO | Permanent | History | Yes |
| CONTINUING EDUCATION | | | | |
| Proposals from instructors | MEO | Permanent | History | Yes |
| RPA certification applications | MEO | Permanent | History | Yes |
| Letters of agreement with instructors | MEO | Permanent | History | Yes |
| Presentation slides and hand-outs | MEO | Permanent | History | Yes |
| Seminar recordings | MEO | Permanent | History | Yes |
| Feedback surveys | MEO | Permanent | History | Yes |
| Proposals for changes to program | MEO | Permanent | History | No, archived via Board books |
| OTHER PROGRAM ACTIVITIES | | | | |
| Network of State/Provincial Archaeology Education Coordinators (https://www.saa.org/about) | MEO | | History | Potentially yes |

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|--|-----------------------|-------------------------|-----------------------------|---------------------------------------|
| -archaeology/get-involved-locally , i.e., significant correspondence | | | | |
| Archaeology & Public Education, i.e., Public Archaeology Notes | MEO | | History | No, archived via SAA website |
| Archaeology for the Public | MEO | | Working; History | Yes |
| Career Brochures | MEO | | Working; History | Yes |
| Fact Sheets | MEO | | Working; History | Yes |
| Bookmarks | MEO | | Working; History | Yes |
| American Perceptions of Archaeology Poll Data, i.e., 2000 Harris Poll, 2018 Ipsos Poll | MEO | | History | Yes. Reports archived via SAA website |
| Exhibits | MEO | | History | Yes |
| State Archaeology Celebration Poster Contest | MEO | | History | No, winner posters archived via TSAR |

Executive Director (ED)

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|--|-----------------------|-------------------------|-----------------------------|------------------------------------|
| ADMINISTRATIVE | | | | |
| Routine Contracts, i.e., hotel and meeting logistics | ED | Current, plus 7 years | Legal | No |
| Contracts that impact the history of SAA, i.e., JSTOR, CUP; special projects/surveys like Discovering the Archaeologists of America Pilot) | ED | Permanent | Legal; History | Yes, if not archived in Board book |
| DC Annual Report and Registered Agent Identification | ED | Long term | Legal | No |

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|---|-----------------------|--|-----------------------------|--|
| Incorporation Papers | ED | Permanent | Legal | Yes |
| Insurance Policies | ED | Current, plus 7 years | Legal | No |
| Insurance claims | ED | Permanent | Legal; History | Yes |
| Lease | ED | Current, plus 7 years after expiration | Legal | No |
| Security - Building | ED | Current, plus 7 years | Working | No |
| Ombuds report | ED | Permanent | History | No, archived via SAA website |
| Procedure manual | ED | Permanent | Working; History | Yes, when significant changes are made |
| SIGNIFICANT CORRESPONDENCE | | | | |
| President | ED | Permanent | History | Yes, with access restrictions on sensitive or confidential records |
| Board of Directors | ED | Permanent | History | Yes, with access restrictions on sensitive or confidential records |
| Individual members | ED | Permanent | History | Yes, with access restrictions on sensitive or confidential records |
| GOVERNANCE / BOARD OF DIRECTORS | | | | |
| Board Book, i.e., decision documents, Society Updates, & agenda | ED | Permanent | Legal | Yes |

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|---|-----------------------|---|-----------------------------|--|
| Meeting minutes | ED | Permanent | Legal | No, archived via SAA website |
| Board and Committee Handbook | ED | Current | Working; History | Yes, when significant changes are made |
| Bylaws | ED | Permanent | Working; History | Yes |
| Bylaws Ballots | ED | Permanent | Working; History | Yes |
| Policy Manual | ED | Permanent | History; Legal | No, archived via SAA website |
| President's Files | ED | Permanent | History | Yes. Receive from president within 6 months after close of service |
| Call to Meetings | ED | Current, plus 2 years | Working | No |
| Committee Charges and Composition | ED | Permanent | Legal; History | No, archived via SAA website |
| TAXES | | | | |
| Tax returns and worksheet, revenue agents reports and other documents relating to determination of income liability | ED | Current, plus minimally 7 years after filing | Legal | Destroy |
| IRS rulings | ED | Current, plus minimally 3 years from the date filed | Legal | Destroy |
| 990 Public Inspection Copy | ED | Current, plus minimally 3 years from the due date | Legal; Working | No |

| Record Title or Description | Position Title | Retention Period | Reason for Retention | Convey to Archives? |
|---|-----------------------|-------------------------------------|-----------------------------|--|
| | | of the IRS return or the date filed | | |
| FINANCIAL | | | | |
| Working Files, i.e., budgets, work papers, audits, financials, etc. | ED | Current, plus 7 years | Working | No |
| Approved Budget Notebooks (w/ justifications) | ED | Permanent | History | No, archived via Board book |
| Accounts receivable | ED | Current, plus minimally 7 years | Legal | Destroy |
| Monthly, quarterly, & annual financials | ED | Permanent | History; Legal | No, archived via Board book or in TSAR |
| Monthly Investment Statements | ED | Current, plus 7 years | Legal | No |
| Audits, including reports & backups | ED | Permanent | Legal; History | Yes |
| Overhead Calculations | ED | Current, plus 2 years | Working | No |
| Chart of Accounts | ED | Permanent | Working; History | Yes |
| SAA by the Numbers | ED | Permanent | History | No, archived via the Board book |
| Fundraising, i.e., fundraising strategy and planning | ED | Permanent | History | Yes |
| Major donor gift agreements | ED | Permanent | Working; History | Yes |
| Planned Giving, i.e., brochures on planned annuities | ED | Permanent | Working; History | Yes |
| Royalty Statements | ED | Current, plus 7 years | Working | No |

| GRANTS, COOPERATIVE AGREEMENTS, & MEMORANDA OF AGREEMENT | | | | |
|---|----|--|---------------------|--|
| Proposals (funded and unfunded) | ED | Permanent | History | No, archived via Board book; Yes, if not in Board book |
| Final agreements, i.e., NPS, tDAR, NSF | ED | Permanent | History | Yes |
| Significant correspondence, i.e., initial ideas for the grant/CA and key changes in content | ED | Permanent | History | Yes |
| HUMAN RESOURCES | | | | |
| Personnel Files | ED | Current, plus 4 years after termination | Legal | No |
| Prospective Employee Files | ED | Current, plus 4 years of duration of claim or litigation involving hiring practice | Working | No |
| Terminated Employee Files | ED | Permanent Current, plus 4 years after termination | Legal | No |
| I-9 | ED | Current, plus 3 years after hire or 1 year after termination | Legal | No |
| Job Descriptions – Current | ED | Permanent | Working; History | Yes |
| Emergency Contacts File | ED | Current, plus 4 years | Working | No |
| Employee Employment Manual | ED | Current | Working | No |
| Summary Plan Descriptions Medical/Dental (Benefits) | ED | Long term | Legal | No |

| | | | | |
|-----------------|----|-----------|-------|----|
| Retirement Plan | ED | Permanent | Legal | No |
|-----------------|----|-----------|-------|----|

Appendix A:
Glossary of Acronyms and Terms

Acronyms

CoAS – Council of Affiliated Societies

CUP – Cambridge University Press

JSTOR – Journal Storage

NPS – National Park Service

NSF – National Science Foundation

PEC – Public Education Committee

RFP – Request for Proposal

tDAR – The Digital Archaeological Record

TSAR – *The SAA Archaeological Record*

Terms

Born digital means texts, photographs, email, websites, recordings, and other materials produced in digital form, rather than having been converted from print or analog equivalents. This is in contrast to digital reformatting, through which analog materials become digital, usually by scanning physical paper manuscripts or photographs.

Physical documents mean records that have a physical presence, such as paper, photographs, negatives, and CDs.

In the “**Retention Period**” column:

- “**Current**” means records are currently being used and are to be appropriately destroyed after the stated retention period expires.
- “**Long term**” means records are to be retained for working reference purposes and should be reviewed by SAA HQ every 10 years to determine if SAA can cull the oldest materials.
- “**Permanent**” means records are retained in perpetuity by the SAA Office and usually archived at the NAA.

In the “Reason for Retention” column:

- **“History”** means the records have value for understanding the history of the SAA or of archaeology writ large.
- **“Legal”** means there are legal reasons for retaining the official records for the period of time designated.
- **“Working”** means the records are actively used for SAA work and often provide important reference information.

In the “Convey to Archives” column:

- **“Destroy”** means to physically destroy a hard copy record, usually by shredding, and by deleting a digital file along with any back-up files
- **“No”** means that documents do not go to NAA but are kept by SAA for the retention period identified and then appropriately destroyed.
- **“No, archived via...”** means that the appropriate SAA staff member does not send the designated records to the NAA because they are archived at the NAA or elsewhere via another document type that is identified.
- **“Potentially yes”** means that there may not be appropriate official records each year to submit to NAA.
- **“Yes”** means that the appropriate SAA staff member is to send the designated records to the NAA.

Fiscal Impact of Motions

[Reaffirmed in Motion 102-27D (March 1999); adopted in Motion 97-11B (November 1996).]

All proposals submitted for consideration by the SAA Executive Board must include a discussion of fiscal impact. Fiscal considerations should include short- and long-term direct and indirect costs and necessary Executive Office staff time.

Joint Venture Policy

[Adopted in Motion 121-27.5 (October/November 2008)]

This Joint Venture policy of the Society for American Archaeology requires that the Society evaluate its participation in joint venture arrangements under Federal tax law and take steps to safeguard the Society's exempt status with respect to such arrangements. It applies to any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment or exempt-purpose activity as further defined in this policy.

1. Joint ventures or similar arrangements with taxable entities. For the purposes of this policy, a joint venture or similar arrangement (or a "venture" or "arrangement") means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment or exempt-purpose activity without regard to: (1) whether the Society controls the venture or arrangement; (2) the legal structure of the venture or arrangement; or (3) whether the venture or arrangement is taxed as a partnership or as an association or as a corporation for federal income tax purposes. A venture or arrangement is disregarded if it meets both of the following conditions:

(a) 95% or more of the venture's or arrangement's income for its tax year ending within the Society's tax year is excluded from unrelated business income taxation [including but not limited to: (i) dividends, interest, and annuities; (ii) royalties; (iii) rent from real property and incidental related personal property except to the extent of debt-financing; and (iv) gains or losses from the sale of property]; and

(b) the primary purpose of the Society's contribution to, or investment or participation in, the venture or arrangement is the production of income or appreciation of property.

2. Safeguards to ensure exempt status protection. The Society will: (a) negotiate its transactions and arrangements with other members of the venture or arrangement such terms and safeguards adequate to ensure that the Society's exempt status is protected; and (b) take steps to safeguard the Society's exempt status with respect to the venture or arrangement. Some examples of safeguards include:

- (i) control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the organization;
- (ii) requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants;
- (iii) that the venture or arrangement not engage in activities that would jeopardize the Society's exemption; and
- (iv) that all contracts entered into with the organization be on terms that are arm's length or more favorable to the Society.

Motions Offered at the Annual Business Meeting

[Adopted in Motion 114-27.3 (March/April 2005)]

Motions to be offered as new business at the Annual Business Meeting of the Society must be received in writing by the SAA Secretary at least seven days prior to the date of the Annual Business Meeting. If the Board determines that the issue is of such importance to the Society, the Board may direct that the question be placed on the next SAA ballot with appropriate statements discussing the motion. This procedure does not preclude the discussion of new business at the Annual Business Meeting.

Nominations

[Adopted in Motion 121-17.1 (October/November 2008)]

The Board adopts as policy that there shall be a listing of the offices to be vacated for which nominations will be made for the ensuing year, with a notice that members may suggest the names of candidates for such offices to the Nominating Committee before the end of the first week in September, the specific date to be set by the Executive Director in conjunction with the Chair of the Nominating Committee.

Non-Discrimination Policy

[Adopted in Motion 108-27.1 (March 2002)]

The Society for American Archaeology is committed to working toward increased representation of diversity in the profession of archaeology and to representing the diversity of its membership in all programs and activities. This commitment is necessary to achieving SAA's goals as described in its mission statement. Therefore, SAA declares discrimination on the grounds of race, color, creed, national origin, age, marital status, sexual orientation, or disability is prohibited in its programs, activities, services, and employment.

Relationship with the Register of Professional Archaeologists (RPA)

[Revised in Motion 151C-26.2 (July 2023). Revised in Motion 147G-47.2 (July 2021).] Adopted in Motion 128-27.2 (October 2011).

Motion 151C-26.2. The board approves the SAA-RPA Memorandum of Agreement outlining the relationship with RPA and procedures for referring reports to the RPA.

THIS AGREEMENT (Agreement”), effective on January 1, 2024, (“Effective Date”) is between the Register of Professional Archaeologists (“Register”) and one of its Founding Organizations, the Society for American Archaeology (“SAA”), (collectively the “Parties”), and outlines their mutual expectations and benefits of reciprocity.

Register of Professional Archaeologists

The Register is incorporated in the state of Illinois. It is a non-profit organization filed as a 501c(6) with the United States Internal Revenue Service (IRS), incorporated in 1998. Its bylaws are available at: https://rpanet.org/resources/Documents/RPA_Bylaws.pdf.

Mission and Objectives

The Register is a community of professional archaeologists whose mission is to establish and adhere to standards and ethics that represent and adapt to the dynamic field of archaeology and to provide a resource for entities who rely on professional archaeology services. The purpose of the Register is to advance professionalism in archaeology by:

- Identifying archaeology as a profession and qualified archaeologists as professionals;
- Designating qualified archaeologists or other individuals in the archaeological community of the Register according to their appropriate category (Registrants);
- Establishing and encouraging high standards in the training of archaeologists;
- Establishing a published Code of Conduct for Registrants (Code) and Standards of Research Performance (Standards);
- Administering grievances against Registrants to address questions of compliance with the Code and Standards;
- Engaging in any and all lawful activities incidental to the foregoing purposes, except as otherwise restricted herein.

Structure

The Register is composed of individual members to whom the Register answers through the election of a Board of Directors. The primary income source of the Register is from annual dues paid by these members. The Board consists of eight directors, four of which are allocated to the Founding Organizations. Other Board members include the President, President-Elect, Secretary-Treasurer, Registrar, and Grievance Coordinator. The Executive Director is an employee of the Register who is responsible for the day-to-day management of the Register and for implementing directives set by the Board.

The Register operates the Grievance Council and the Registration Council. In addition, the Register maintains the following Standing Committees: Ethics, Nominating, Outreach, Professional Development. The Register may create other committees for specific purposes in line with its Bylaws.

Society for American Archaeology (SAA)

The SAA is incorporated in the District of Columbia. It is a non-profit organization filed as a 501c(3) with the IRS, incorporated in 1972. Its bylaws are available at: <https://saa.org/quick-nav/about-saa/society-bylaws>.

Mission and Objectives

The SAA Bylaws state that the purpose of the SAA is to advance archaeology, preservation, and practice. SAA empowers its members to understand humanity's past through ethically based scientific and humanistic investigation, to promote preservation of archaeological resources and cultural heritage through support of legislation and education, to create collaboration between the

profession and descendant communities, and to assist professional growth. It accomplishes mission through the following objectives:

1. to promote and to stimulate interest and research in the archaeology of the American continents;
2. to advocate and to aid in the conservation of archaeological resources;
3. to encourage public access to and appreciation of the aims, accomplishments, and limitations of archaeological research;
4. to serve as a bond among those interested in American archaeology, both professionals and nonprofessionals, and to aid in directing their efforts into scientific channels;
5. to publish and to encourage the publication of archaeological research;
6. to foster the formation and welfare of regional and local archaeological societies;
7. to discourage commercialism in archaeology and to work for its elimination;
8. to support training in the field of archaeology;
9. to operate exclusively for scientific and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code;
10. to promote discussion and education about the ethical practice of archaeology; and
11. to engage in any and all lawful activities incidental to the foregoing purposes.

In pursuit of its objectives, the Society promotes and supports legislative, regulatory, and voluntary programs through a Government Affairs Program; and educates the public through a Public Education and Outreach program. The Society organizes an annual meeting to further its objectives. Primarily to stimulate interest and research, the Society publishes three peer-reviewed journals and a four-color magazine. Not least, to support training, the Society organizes an Online Seminar Program. To promote best practices and celebrate excellence, the Society awards 6 scholarships; 1 research grant program; and nearly 20 career awards.

Structure

The Society is composed of individual members who currently include professional and avocational archaeologists, archaeology students in colleges and universities, and archaeologists working at tribal agencies, museums, government agencies, and the private sector. The SAA has members throughout the United States, as well as in many nations around the world.

The SAA is governed by a Board of Directors, who have supervision, control, and direction of the Society's affairs, committees, and publications; determine the Society's policies or changes therein; actively pursue the Society's objectives; and supervise the disbursement of the Society's funds. The Board is composed of the Officers, Officers-elect, and six Directors-at-large, all of whom are elected by the membership of the Society. The bylaws provide that the organization have an Executive Director, who shall be an employee of the Society or a contractor and shall manage, supervise, and direct the operations of the Society's headquarters office within the authority delegated by the Board.

Mutual Responsibilities

1. The Parties shall share current members' first name, last name, and organizational affiliation on May 1st of each year for the purpose of completing the Annual Contribution Worksheet attached

as Exhibit A and by reference made a part of this Agreement. Each party shall treat these data as proprietary and confidential, which shall not be disclosed to third parties.

2. The Parties shall promote cross-membership in the other's organization.
3. The Parties shall cross market each other and identify one another as a "Partner".
4. The Parties shall timely provide information on events and programs to each other for posting on any calendar of events.
5. The Parties shall not speak for or on behalf of the other.
6. The Parties shall not provide legal or financial representation for the other.

Founding Organization Responsibilities

1. The SAA shall provide exhibit space and/or promotional space to the Register at its annual meeting.
2. The SAA shall provide one (1) complimentary registration for annual meeting to the Register.
3. The SAA shall allow a representative of the Register to attend the public portion of the Founding Organization's board meetings.
4. The SAA shall appoint an individual to serve on the RPA Board of Directors. The appointed individual needs to understand the importance of their fiduciary responsibilities (care, obedience, and loyalty) to the RPA, their role as a liaison between the Register and the SAA Board, and abide by the Register's Bylaws.
5. The SAA shall contribute One Thousand Dollars (\$1,000) annually to the Register to support the mission of the Register as one of its Founding Organizations.
6. The SAA shall contribute to the Register annually two percent (2%) of the potential registration fees for each member of the Founding Organization who qualify as Registrants but who are not currently Registered. The Parties agree that Exhibit A as previously incorporated in this Agreement shall serve as the calculator to determine the total contribution.
7. The SAA shall foster awareness of the Register's Code and Standards through education (such as the SAA and RPA Ethics Bowl) and by requiring members to acknowledge that they may be subject to Register's Grievance Process.
8. The SAA shall establish procedures for its members to understand limitations and benefits from the Register's Grievance Process.
9. The SAA shall provide meeting space and marketing for the SAA and RPA Ethics Bowl.

The Register's Responsibilities

1. The Register shall provide a discounted annual fee to its Registrants or members who are dual members of the Register and the SAA.
2. The Register shall invoice the SAA no later than June 15th of each year for the \$1,000 Annual Contribution and the additional Annual Contribution as determined from completing Exhibit A.
3. The Register shall, upon request from the SAA Executive Director, President, or Findings Verification Committee Chair, review any matter referred to the Register by SAA pursuant to the Register's Grievance Process for investigations into potential violations of RPA's Code of Conduct. For clarity, upon referral by SAA, the Register will have sole discretion with regard to the disposition of such matter.
4. The SAA shall collaborate on development and delivery of training opportunities.

5. The SAA shall Coordinate with the Register’s Committee on Ethics to hold an Ethics Bowl at the SAA annual meeting to promote ethical awareness, training, and to stimulate debate about ethical SAA’s Principles of Archaeological Ethics.

Renewal and Termination

1. This Agreement is an annual agreement and shall automatically renew on January 1 of each calendar year, unless terminated by either Party in writing at least 90 days prior to the end of any term.
2. Either Party may propose an amendment or edits to this Agreement at least 180 days prior to the end of any term.

Reports to the Board

[Adopted in Motion 102-27D (March 1999); based on Board discussion item 95/14 (November 1995).]

Officers should prepare written reports for consideration by the Board at its meetings. Other reports should be submitted, as required, by editors, committee chairs, and representatives to allied organizations. In general, reports submitted late need not be considered by the board at its meeting.

Spokespersons for SAA

[Reaffirmed in Motion 102-27D (March 1999); adopted in Motion 97-27Y (November 1996).]

The president is the official spokesperson for SAA. With regard to financial and administrative matters, the executive director may also speak for SAA. There may be occasions on which other officers, board members, committee chairs or SAA staff may articulate or convey established SAA positions without advance approval, but on such occasions, those individuals do not have the latitude to embellish or broadly interpret those positions.

Statement on Diversity Initiatives

[Adopted in Motion 116-18A (April 2006)]

SAA believes that the study and preservation of the archaeological record can enrich our appreciation for diverse communities, foster respect for difference, and encourage the celebration of individual and collective achievement. SAA is committed to promoting diversity in our membership, in our practice, and in the audiences we seek to reach through the dissemination of our research. Moreover, SAA aims to cultivate an inclusive environment that promotes understanding and values diversity in ethnic origin, national origin, gender, race, age, economic status, lifestyle, physical and/or cognitive abilities, religious beliefs, sexual orientation, work background, family structure, and other perceived differences.

Survey Project Oversight Policy

[Amended in motion 148C-95 (December 2021). Restated in Motion 102-27D (March 1999); amended in Motion 101-21 (November 1998); amended in Motion 98-21C (April 1997); amended in Motion 96-55 (April 1996); approved in Motion 95-20 (November 1995).]

Survey projects are undertaken for the benefit of the Society for American Archaeology (SAA). SAA is committed to periodic survey of its membership on issues that relate both to the SAA itself and to the status of archaeology as a discipline. Sampling membership opinions and attitudes provides invaluable feedback on how well the society serves its membership and helps point the direction for future SAA activities. Gathering information on the backgrounds, employment status, interests, and opinions of members (and sometimes of nonmembers) helps build a better understanding of the diverse constituencies that the SAA seeks to serve.

The SAA recognizes the need for coordination of all aspects of the design, implementation, tabulation, analysis, and reporting of official SAA surveys. Consequently, a subcommittee of the SAA Board of Directors (Board)—the Survey Project Oversight Subcommittee of the Board¹⁶ (SPOSB)—has been created to review project proposals for new surveys and reanalysis of existing SAA survey data, to recommend to the Board whether a survey proposal should be accepted and if modifications should be made, to oversee approved survey projects and review their findings, and to develop policies and procedures on surveys for Board consideration.

An approved survey and everything associated with a survey is owned by the SAA, including the survey instrument, all data, analysis, and results/reports. These materials can only be used once the project is completed, by express permission of the SAA, as discussed below.

All surveys regardless of format (electronic or print) must be reviewed by SPOSB in the manner detailed below.

Survey Proposals

A research project proposal may be presented by an SAA unit (i.e., Committee, Task Force, Interest Group), an individual researcher, and possibly by other organizations. Proposals can be submitted anytime to the Executive Director, who will then transmit them to SPOSB.

Electronic survey distributed via email is preferred, and all surveys will be disseminated/distributed by the SAA Headquarters only.

Each proposal must contain the following elements:

1. Working title.
2. Purpose and benefits of the project: e.g., extent to which the project addresses a demonstrated or documented need; extent to which new information, new perspectives, or greater depth of knowledge will be generated; and how SAA and archaeology as practiced by SAA members and the discipline will benefit from the results of the project.
3. Research objectives: what is the anticipated benefit or outcome of the survey.
4. Research methods: e.g., anticipated uses of existing data and identification of

¹⁶ Its former name was Survey Project Oversight Committee.

variables to be used; outline of survey topics; details about how confidentiality of survey respondents will be protected; listing of the software and licensee used for the survey instrument; and description of who will receive responses, design a database, enter data, tabulate and verify responses, and interpret results. Proprietary software is not allowed if the data results cannot be owned by the SAA.

5. Budget for project costs: e.g., design/preparation of survey instrument; printing and mailing (if not an electronic survey); tabulation and analysis of results; publication of results; SAA staff time, including time needed to distribute the survey instrument via email from SAA Headquarters; needed website modifications; etc. Project proposers must not assume that SAA can provide funding for survey projects and, therefore, should identify sources of external funding when possible.

6. Names of project investigator(s) and members who will assist in the project: note if the proposal is coming from an SAA Committee, Task Force, or Interest Group and affirm that the Board liaison has been involved in developing the proposal and has reviewed it before submission.

7. Dissemination plan: e.g., draft invitation to take the survey and draft survey reminders; how project results will be published or communicated; a statement that the Board will approve the survey report before distribution to the members; a marketing plan; note if the survey will be sold; define potential audiences, competing products, or services; and suggest pricing strategies and methods of reaching potential audiences.

8. Timetable: provide a timetable for the survey from start through finished results submitted to the Board (include time for liaison and SPOSB review at all appropriate stages).

For SAA survey or SAA census (e.g., questions about SAA members) data, project investigator(s) will be required to sign a confidentiality agreement. This also applies to anyone working on anything related to the survey (even a student doing data entry). This applies to anyone wishing to use the findings of the survey for research purposes (e.g., reanalysis of the data, as background for a new survey on a similar topic, or in a publication or presentation).

Requests to use existing data from SAA sponsored surveys or censuses, which have not yet been submitted to the National Anthropological Archives (NAA) for permanent archiving, should be submitted through the proposal process outlined above, and, in the same manner, are subject to approval by SPOSB and the Board. For censuses or surveys that have been archived at NAA, individuals must work directly with NAA for access and use.

Proposal Review

SPOSB will decide whether the project is consistent with the purpose and benefits of the survey, whether multiple goals overlap and can be combined, and whether the proposal assures anonymity to respondents. In many circumstances, multiple analyses of collected data are appropriate, but common scholarly respect for precedence is an important consideration. Priority decisions for analysis and dissemination will be made by the Board based on recommendations by SPOSB.

Once a project is approved by SPOSB, the project is then presented to the Board to decide whether survey preparation shall proceed. All decisions regarding survey appropriateness, content, cost, and

scheduling will be made by the Board, taking into consideration SPOSB's recommendations. In considering approval of a survey project proposal, the Board also will consider the frequency of surveys being undertaken to ensure that SAA members are not overwhelmed with requests for survey participation.

If the survey proposal is approved by the Board, the draft survey shall be submitted to the chair of SPOSB for review by the subcommittee and to make further recommendations to the Board. The investigator(s) also will be required to sign a commitment to secure the confidentiality of individual responses and to use the data in a professional manner that respects others and meets a high standard of conduct.¹⁷

Survey Follow-up

Data collected in an approved survey belong to SAA. Copies of the survey and the data generated must be sent to the SAA Headquarters within two weeks of the survey closing or as otherwise approved by the Board. Electronic survey data shall be processed in the same manner as noted above, with confidentiality protections upheld at all times. Any future use of the survey data by the investigator(s) must be approved by the Board.

The investigator(s) is required to submit the full complement of the survey package (survey instrument, original data, redacted data, data syntheses, and both draft and final versions of reports detailing the survey's results and interpretations) to the SAA Headquarters for approval by the Board prior to public dissemination in any format. Data may be reported only in aggregated form, unless specifically approved by the Board to be reported in some other format. All investigators are advised that these documents will be archived with the SAA collection held in the NAA.

All data, either aggregated or not, retrieved from an approved survey will first be collected and preserved by SAA Headquarters and later sent to the NAA for permanent archiving. Other records from an approved survey to be archived at NAA are the survey proposal, the final approved survey instrument, and the draft and final versions of the report. The SAA Executive Director and/or Board may choose to place an access restriction on a survey or census archived at NAA for a period up to 50 years. Survey proposals of projects not approved by the Board will also be archived at NAA, along with the Board's rationale for not approving the survey.

Those conducting approved projects may request additional data from existing SAA surveys to clarify elements of the data they wish to use. Expanded studies will require an additional proposal. A subset of the survey data, not to include identification numbers tied to respondents (to preserve anonymity), may

¹⁷ Ethical and responsible behaviors include protecting confidentiality of individual responses, conducting oneself in a manner that does not or is not likely to bring the discipline or the SAA into disrepute; presenting results in a responsible manner, avoiding exaggerated, misleading, or unwarranted statements; giving appropriate credit to others, especially in situations where the researcher is using data that have already been collected, analyzed, and reported on; avoiding plagiarism in oral or written communication; refraining from conduct that will unjustifiably injure the reputation of another archaeologist; and working toward improving the profession by contributing to and challenging existing knowledge and professional practice where appropriate, and devising and validating new techniques. (Based on the Chartered Institute for Archaeologists Code of Conduct, Principle 1 -- <https://www.archaeologists.net/sites/default/files/Code%20of%20conduct%20revOct2021.pdf>)

be provided to the requestor for analysis based on a plan approved by SPOSB and the Board and governed by a signed agreement between the requestor and the SAA Executive Director. Subsets of the survey data will not be archived, although any report of the analysis will be.

Interest Groups

Interest Group Policy

[Revised in Motion 156-36 (October 2025); Revised in Motion 149E-43B (June 2022). Restated in Motion 102-27D; adopted in discussion item 94/23 (May 1995); also see discussion item 93/NB/21 (September 1994); revised in motion 140B-27.2 (November 2017).]

Role

The role of an interest group within the Society for American Archaeology (SAA) is to foster a network through which members who share intellectual interests and/or professional issues can come together to exchange information and discuss common issues. An interest group is an informal, self-selected, self-governing group approved by the Board of Directors (Board). It is a part of SAA for which SAA is legally responsible and liable.

Length of Existence and Procedural Information

An interest group will continue as long as the group has an organizer, or membership continues to meet the minimum requirement for number of members. If a group's organizer does not submit a report to the Board for two consecutive years or if a group's organizer is not a current member of the SAA, the group is deemed inactive, which means that it will not be listed on the website or the membership form..

The interest group leadership is responsible for their self-governance as well as the procedures for implementing their process for selecting and rotating organizers/co-organizers. Procedural information should be passed down from organizer to organizer.

In 2018, the Society implemented iMIS Communities, a module from SAA's database management system that creates an e-Community. It is a webpage "bulletin board" that is viewable by members of the interest group and serves as a type of archive for that interest group.

Scope of Interest Groups

Interest groups may not issue public statements or make unapproved commitments. Interest groups must make sure that any activities undertaken are in line with current Board policy. Interest groups, unlike committees and task forces, are not advisory to the Board. This does not preclude interest groups from raising Board awareness on appropriate issues.

Board Oversight and Interest Group Reporting

The executive director, an ex-officio member of the Board, is responsible for oversight of all interest groups, and all interest group reports will be sent to the executive director in the fall. Any issues that require Board attention will be brought forward from the interest group through the executive director to the Board.

Formation

Timing to Submit Interest Group Proposals to the Board

Before forming an SAA interest group, organizers must prepare a proposal for Board approval. New interest group proposals are generally only reviewed at the spring meetings of the Board. The reason for this timing is that an interest group, when approved, must be added to the membership forms for the coming year in order for members to be able to join. The deadline for documents for the spring meeting can be from early January to early February, depending on the dates of the annual meeting that year.

Proposal Content

The proposal must contain a concise statement that articulates the following:

- the proposed group's unique area(s) of interest and concern, consistent with the mission of the SAA
- needs the interest group will address
- a statement of purpose
- services or activities the interest group will deliver and the resources required to do so; and
- a procedure for selecting (and rotating) the leadership.

The statement of purpose will be used in SAA promotions, communications, and billings as appropriate. An interest group must maintain a minimum participation of 50 SAA members, and the proposal should include the signatures of at least 50 participants. Signatures may be submitted digitally, but backup emails for the signatures must be retained by the organizer(s). All signatories must be members at the time the proposal is submitted as well as at the time the proposal is approved. A call for participation may be carried in *The SAA Archaeological Record*, once interest group formation has been approved and space for such a call is requested from the editor.

Activities

Annual Meeting Activities

An interest group may sponsor session(s) at the Annual Meeting. All annual meeting participation requirements remain in force.

Additionally, an interest group may request space for one meeting at the SAA Annual Meeting and may submit proposals for special events (e.g., an excursion or field trip) that will be identified as being sponsored by the interest group. All excursion logistics will be handled by SAA staff for insurance purposes. The interest group should work with the Local Advisory Committee (who will work with SAA staff) on proposed excursions. The deadline for excursion proposals is July 1, in the year prior to the meeting.

Given the growth in numbers of interest groups, SAA encourages interest groups to hold business meetings on Friday evening after the business meeting, using session rooms. This has benefitted many of the interest groups who wish to make use of the AV equipment for their meetings. Interest group organizers are encouraged to coordinate with each other to hold joint business meetings.

Email Communications

An interest group organizer can request SAA staff send out an email message at any time to the members of the interest group. Because membership changes from day-to-day, SAA handles the blast

email. The interest group organizer is asked to provide full text of the final message and the subject line. SAA staff will schedule the email in the first available slot. (Please note that there may be a small delay if there are other emails already in the queue.) Organizers should plan for up to five business days for their email to be distributed, although staff will try to send them as quickly as they can.

Newsletters

SAA will publish digital newsletters for an interest group that provides copy. Interest groups may suggest special publications by submitting a proposal to the Publications Committee. Newsletters will be produced in accordance with the SAA's editorial policies and production procedures. All newsletters are subject to review in order to ensure that accurate information about the Society is being distributed as well as to ensure that all permissions are secured for images and photographs. Interest group publications must include both the interest group name and the Society for American Archaeology's name and/or logo.

Social Media

Because the e-Community is available only to members of the interest group and because the e-Community functionality is limited (e.g., the notification of new content is very cumbersome), some interest groups elect to create a social media page. Per the Board-adopted policy on "Social Networking Policy and Guidelines," the executive director must review a proposal from the interest group prior to creating the social media page to ensure clarity about important details (e.g., that comments are statements of individuals, not the SAA). Organizers are encouraged to review this policy (in Board policy document behind member login) or ask the executive director if they need a copy.

Finance

An interest group may not assess dues or accumulate a general fund. An interest group may assess a fee for a service (i.e., the Paul Goldberg Award by the Geoarchaeology Interest Group), with the review of the executive director, and if necessary, the approval of the Board. Fees must be collected through the Society's headquarters. Any service fees collected must be used in a single fiscal year (January–December). Monies cannot be carried over from one fiscal year to another. Leftover monies remain in the general fund, with specific exceptions. Per Board policy, the Society can request \$1 of the service fee to support the activities of the interest group. In reality, the executive director has never set that aside; therefore, the retention of unused funds (in most cases) in the general fund is a reasonable counterbalance to that practice.

Service fees should be as low as needed to fund the specific service for which they are established. At this time, very few interest groups have such fees.

Organizational Support

The Board support to all interest groups will be from the SAA's executive director, as noted above. Day-to-day support will be provided by the Associate, Member Engagement, and the coordinator, Meetings and Membership.

SAA will provide the following services to interest groups:

- maintain rosters (using the same address the interest group member uses for his/her SAA membership);
- provide to interest group leadership a list of names of members upon request of the organizer/co-organizer. Because of the General Data Protection Regulation, SAA is not allowed to share email addresses;
- collect and disperse any fees for a service;
- coordinate the electronic distribution of any newsletter or special publication;
- schedule one meeting at the SAA's annual meeting;
- provide occasional space, as available, in *The SAA Archaeological Record* for information on interest group activities and services, as determined by the sitting editor of *The SAA Archaeological Record*; and
- provide website space, including a description of the interest group and its purpose, as well as host an iMIS e-Community or a similar successor. ***Please Note: All archaeological web content needs approval before it can be posted.***

SAA Archive

The purpose of the SAA archive, curated at the National Anthropological Archives (NAA), is to retain official records that document the history of archaeology in the Americas; the organization's accomplishments and contributions to the major debates about practice, methods, and knowledge of the field; and to record the history of the SAA. Therefore, final official records as identified in the [SAA Scope of Collection Statement](#) (Scope) and pertaining to interest groups must be preserved for future research and other uses.

Various interest group records are included in the Board books and are archived as such. These include annual reports to the Board, proposals for the formation of an interest group and their social media pages, mission statements, and inaugural membership lists submitted to the Board for approval. It is expected that an interest group leader knows what records they have submitted to the Board during their term of leadership. Additional official records may include newsletters, guidelines, best practices, or other products (e.g., reports, white papers) created by an interest group as part of their purpose and objectives. It is strongly advised that the interest group leader consults with the SAA executive director and/or SAA staff member who supports membership on what records to submit for archiving.

If the interest group leader has records to be archived, s/he submits them in digital format (PDF/A) to the SAA Archive Committee within six (6) months after the end of her/his term or on an annual basis, if that is preferred (a reminder will be sent by the Archive Committee chair with instructions). The interest group leader must also provide the Archive Committee with an inventory of the records submitted in an Excel file using the "Types of Records to be Archived" section of the Scope, along with the record format. Once an interest group leader submits records and an inventory, the SAA Archive Committee reviews, accepts or discards, and transfers the appropriate records to NAA.

Additionally, the iMIS e-Community webpage module or its successor for each interest group will be archived when the SAA webmaster saves a copy of the SAA website on an annual basis and sends it to the NAA.

Membership

Application Policy

[Revised in motion 149E-27 (June 2022). Reaffirmed as a Board policy in Motion 121-73.3 (October/November 2008).]

The following membership procedures shall be followed:

- a) Applications for membership shall be submitted to the SAA staff in such form and accompanied by such supporting documents as necessary to verify membership type.
- b) Upon receipt of membership dues, membership is considered processed. (6/7/2022)

Data Privacy Policy

[Adopted in Motion 140J-27.1 (March 2018)]

Privacy Policy

Effective March 16, 2018

Society for American Archaeology (“SAA”) is committed to protecting your privacy. This Privacy Policy describes how SAA collects, uses, and shares your information when you use and interact with our Services and applies to all persons who use our Services (“Users”). Our Privacy Policy governs your access to and use of all SAA operated and controlled websites including <http://www.saa.org/> (the “Websites”), all other publicly available online services controlled or provided by SAA (collectively, the “Services”).

If you have questions about SAA’s Privacy Policy or practices, or if you need to contact us about the information we collect about you, our contact information is at the end of this Privacy Policy.

Applicability & Eligibility

Applicability

This Privacy Policy applies only to the Services, and SAA’s collection, use, disclosure, and protection of your data. It does not apply to third party websites, applications, or services.

Before accessing, using, or interacting with the Services you should carefully review the terms and conditions of this Privacy Policy. Your use of the Services is further governed by our Terms of Service (<http://www.saa.org/Home/TermsofService/tabid/1562/Default.aspx>), which is also incorporated into your agreement with SAA by this reference.

Eligibility To Use The Services

The Services are not directed to children under the age of 16.

Information Collection & Use

SAA collects data about you and your use of the Services through various means, including when you provide information to us such as when you join, sign up for a membership, donate, register for events and seminars, and when we automatically collect information about you when you access, use, or interact with the Services. We use this information for a variety of different reasons, including to improve the Services and to tailor the Services to you.

SAA processes Personal Data collected through the Services on the lawful basis of legitimate interests to provide the Services to you. Such processing is necessary for the purposes of the legitimate interests pursued by SAA or by our Service Providers related to the Services.

The types of information SAA may collect about you include:

Information You Provide To Us:

SAA Membership & Event Information: SAA collects certain Personal Data from you when you join the SAA or register for SAA events. “**Personal Data**” refers to information about you that may be used to identify you, such as your first name, last name, title, email address, phone number, and mailing address. SAA uses this information to provide your membership, register you for events, provide information about memberships and events, and administer your registrations with SAA.

SAA Account Information: SAA may require you to register for an account (a “**SAA Account**”) in order to use certain Services, such as the SAA Marketplace. We do not require you to register to use all of our Services. However if you do register for Services offering a SAA Account, you will gain access to those areas and features of the Services that require registration. SAA will collect certain information about you in connection with your registration for your SAA Account, which may include Personal Data and other information such as a username, password, personal profile, pictures, your location, and information about your contacts. Some of your SAA Account information may be displayed publicly. You are not required to provide your Personal Data; however, if you choose to withhold certain Personal Data, we may not be able to provide you with certain Services

Life Member Dues

[Adopted in Motion 114/72.2 (March/April 2005)]

The Board approves raising the life membership fee to \$5000, with the additional stipulation that every future dues increase of \$5 shall increase the then current life membership fee by \$200.

[Adopted in Motion 117-72B (October 2006).]

Motion 117-72B The Board of Directors approves raising life membership dues to 200 times the current regular SAA membership fee effective 2008.

Member Benefits

[Originally specified in the Bylaws and clarified and expanded as Board policy in Motion 121-73.4 (October/November 2008)]

The annual dues for members shall include a subscription to publications of the Society as determined by the Board:

Professional Member (Previously “Regular Member”) – *The SAA Archaeological Record* and one journal (either *American Antiquity* or *Latin American Antiquity*).

Student Member– *The SAA Archaeological Record* and one journal (either *American Antiquity* or *Latin American Antiquity*).

Retired Member – *The SAA Archaeological Record* and one journal (either *American Antiquity* or *Latin American Antiquity*).

Joint Member – receives publications via member spouse or partner.

Avocational/Associate Member – *The SAA Archaeological Record*.

Life Member – *The SAA Archaeological Record* and one journal (either *American Antiquity* or *Latin American Antiquity*).

Publications

Advertising, Exhibiting, and Sponsoring

[Updated in Motion 150F-70 (February 2023); Adopted in Motion 102-27D (March 1999). Also see Executive Committee meeting 46, item 12 (April 1983); Executive Committee Meeting (34EC1), item b (April 1969); 15th Annual Meeting, item d (May 1950).]

The SAA benefits from non-dues revenue, which helps the Board keep member dues and meeting registrations as low as possible.

Acceptance of advertisers, advertisements, exhibitors, and sponsors is based on legal, social, professional, and ethical considerations. SAA publications, programs, and services are published for and on behalf of the membership to advance the mission and purposes of the society. The society, therefore, reserves the right to, unilaterally, reject advertisements, advertisers, exhibitors, or sponsors which it deems not to be in the best interest of the Society’s mission and purposes.

In the interest of transparency, the Society may refuse advertisements, advertisers, exhibitors, or sponsors who have not published the firm’s principals (e.g. owner, Board of Directors, or key employees.) (2/17/2023)

Artificial Intelligence (AI) use

[Adopted in Motion 153-55B [April 2025].]

Artificial Intelligence (AI) use must be declared and clearly explained in all SAA publications and conference papers. Abstracts shall not be written by AI. AI does not meet the SAA requirements for

authorship, given the need for accountability. AI tools and software may not be listed as a presenter, author, co-author, or contributor. Authors are accountable for the accuracy, integrity, and originality of their research papers, including any use of AI. Scholarly works must be the author's own, and not plagiarize others' ideas, data, words, or other material. All SAA-related materials must have adequate citation and transparent referencing. (4/26/2025)

Color Illustrations in Journals

[Reaffirmed in Motion 102-27D (March 1999); adopted in Motion 101-55A (November 1998).]

The Board approves the following policy for use of color illustrations in *American Antiquity* and *Latin American Antiquity*: When articles are accepted by the journals that would, in the opinion of the Editor(s), truly benefit from the inclusion of one or more color illustrations, such illustrations may be included at the Editors' discretion, provided the author pays the additional publication costs as set out in a standard rate schedule.

[Because inclusion of multiple articles with color illustrations in a single issue of a journal may cause production problems for SAA staff, Editors should coordinate use of color carefully with the Manager of Publications.]

Editor Appointment Procedures

[Reaffirmed in Motion 102-27D (March 1999); approved in Motion 98-64C (April 1997); amended in Motion 103-55B (November 1999).]

The following procedure will be used in selecting or reappointing editors of *American Antiquity*, *Latin American Antiquity*, *SAA Bulletin*, and SAA monographs:

- a. Upon recommendation by the Publications Committee, a sitting editor may be reappointed once by the Board without a formal search; however, subsequent reappointments must be preceded by a search (as outlined in steps b through e below).
- b. Approximately 20-24 months before the current Editor's term expires, a request for proposals (RFP) from prospective editors will be issued by the Publications Committee.
- c. The Committee will review the proposals and, if necessary, identify additional candidates.
- d. No fewer than 18 months before the current editor's term expires, the committee will submit a ranked list of names to the Board, together with a rationale for the ranking.
- e. The Board will review the ranked list (normally at its Fall meeting) and make a final decision on the order in which the candidates will be approached.
- f. The President will extend invitations to the prospective editors, in the order approved by the Board, with the aim of having an Editor-designate in place by the Annual Meeting approximately one year before the current Editor's term expires.

Editor Transition

[Reaffirmed in Motion 102-27D (March 1999); approved in Motion 98-64D (April 1997); amended in Motion 103-55C (November 1999).]

SAA regards its journal editors as stewards of an ongoing process (soliciting and receiving manuscripts, sending them out for review, making editorial decisions, and overseeing production), rather than as "owners" of particular issues. Normally, an Editor's term will last three years; editorial terms expire on March 31 for *Latin American Antiquity*, April 30 for *American Antiquity*, and May 31 for the *The SAA Archaeological Record* and at the Annual Meeting for the Editor of SAA Press. An Editor and Editor-designate, at their own discretion, may work out a reasonable division of labor during the period of transition; they are also expected to consult on a regular basis. In general, the Editor-designate assumes the responsibility for processing manuscripts well in advance of the beginning of the editor's term: 6-8 months in the case of the journals and 3 months in the case of *The SAA Archaeological Record* and SAA Press. However, the Editor alone is responsible for the publication until his or her term ends, at which point the responsibility is passed on to the successor.

Thus, it is expected that each editor will inherit a backlog of papers accepted by his or her predecessor, which will appear in issues published under the new editor's stewardship. At the same time, each editor has a responsibility to ensure that the backlog of accepted manuscripts passed on to his or her successor is not unreasonably large. By convention, the masthead of the journals and *The SAA Archaeological Record* will bear the name of the Editor holding office during the month printed on the issue's cover; the name of the Editor-designate will also appear in the masthead as soon as practicable after the appointment is made.

Memorandum of Understanding for Editors

[Updated in Consent Motion 146-59 (October 2020). Adopted in Motion 140-27.4 (October 2017)]

MEMORANDUM OF UNDERSTANDING FOR THE PUBLICATION OF

[Journal title]

This Memorandum of Understanding states the terms of the agreement between the Society for American Archaeology ("SAA") and [Journal Editor] (the "Editor") of [Journal title] (the "Publication").

The Memorandum of Understanding is in effect immediately through the transition year and [term beginning date] to [term ending date], the term of the Editor.

EDITORIAL

1. **APPOINTMENT/TERM OF OFFICE.** [Journal Editor] been appointed Editor of [Journal title] beginning [term beginning date] and ending [term ending date]. This Memorandum of Understanding is in effect for the period of the term as Editor as provided herein.

2. **MEMBERSHIP.** It is understood that the Editor are and will remain members of SAA in good standing during the term of office. As such, the Editor will be entitled to all the benefits of membership, as well as all the responsibilities that entails.
3. **CONDUCT.** Because Editor is accepting a position that elevates them into positions of high esteem and regard in the community, it is important that Editor engage in conduct that reflects well upon the SAA. Editor agrees to follow the SAA Principles of Archaeological Ethics, Cambridge University Press’s Research Publishing Ethics Guidelines, and the Cambridge University Press Code of Ethics and Dignity at Work Policy.
4. **NON-COMPETITION AND NON-DISCLOSURE.** The Editor will not to act in a significant Editorial capacity and will not serve on the Editorial board of any competing (non-SAA) publication during the term of the Editor and agrees not to disclose or make use of any confidential information relating to *[Journal title]* at any time during or after the appointment and during both the Editorship and transition period when the incoming Editor serves as Editor-designate. This includes the obligation to keep confidential all information about the specific terms of the agreement to publish with Cambridge University Press, subscription and financial data about the *[Journal title]*, and other sensitive information to which the Editor may be privy.
5. **EDITORIAL MANAGEMENT**

The Editor, on behalf of the SAA, shall have overall responsibility for the quality and content of the journal and for its Editorial management. The Editor are responsible for

 - a. using the established workflows of the standard peer review system provided by the Publisher or SAA (Editorial Manager®)
 - b. solicitation of manuscripts
 - c. receipt of manuscripts
 - d. timely peer review process
 - e. accepting or rejecting submissions
 - f. preparation of manuscripts
 - g. submission of a sufficient number of peer reviewed and accepted articles, so as to ensure regular publication of the journal
 - h. ensuring that all journal contributions submitted to the Publisher are complete
 - i. reading page proofs, checking authors’ corrections, and returning corrected proofs to the Publisher in a timely manner
 - j. ensuring that all articles are original and are not libelous, defamatory, confidential, infringing of any third-party’s legal rights, or otherwise unlawful with the authors
 - k. signed Copyright Transfer Agreements or Exclusive License to Publish forms for each book review, article, or content published in the Journal
 - l. additional responsibilities as the parties may agree on
6. **EDITORIAL SUPPORT**

SAA has agreed to the following Editorial support annually for the years [20XX] to [20XX], upon receipt of an invoice from the respective Editor (or Book Review Editor) for the following sums:

- [insert support]

Editor should invoice the Society for American Archaeology in each of the years for which they will be Editor by emailing an invoice to: publications@saa.org or mailing an invoice to:

Society for American Archaeology
1111 14th Street NW
Suite 800
Washington DC 20005

SAA will also pay the airfare for the Editor from their home base to the [20XX] through [20XX] SAA Annual Meetings (or through the years they serve as Editor.) SAA will also provide a hotel room at the Annual Meeting for those years from Wednesday through Saturday nights. SAA does not pay for food or other expenses at the meeting.

7. **DISPUTE RESOLUTION.** (a) Issues and questions regarding production – see paragraph 10 (i.e., schedule, format) should be brought directly to the attention of the SAA Executive Director. All disputes relating to or arising out of the Memorandum of Understanding will be referred to the Executive Director and President of SAA for resolution. The decision of the Executive Director and President will reflect the decision of the Board of Directors and will be final and binding upon all parties.
8. **TERMINATION.** It is expected that the Editor will complete the term as stated, but circumstances could require an earlier termination date. This Memorandum of Understanding may be terminated early as follows:
 - a. Termination without cause
 - i. By the Editor, with written notice, 12 months prior to the effective date of termination;
 - ii. By mutual agreement between the Editor and Board of Directors with less than 12 months notice;
 - iii. Death of one of the Editor; or
 - iv. By either the Board of Directors or the Editor for disability that precludes the Editor's effective performance of Editorial duties.
 - b. Termination of Editor, by Board of Directors, for cause upon written notice to Editor based upon any of the following:
 - i. Gross negligence or malfeasance in the performance of duties under this Memorandum of Understanding;
 - ii. Material breaches of this Memorandum of Understanding;
 - iii. Acts of fraud, misrepresentations, theft, embezzlement, or misappropriation of SAA assets;
 - iv. Conviction of a felony, or any other crime involving moral turpitude; a finding by the Institution employing the Editor that the Editor engaged in serious misconduct; an

adverse finding in a discrimination or harassment lawsuit or related administrative complaint; or a current or pending disciplinary action, such as suspension or termination of registration resulting from a Register of Professional Archaeologists' grievance investigation.

PUBLICATION PRODUCTION

9. **FREQUENCY.** The Publication will be published 4 times a year.
10. **PUBLICATION SPECIFICATIONS.** The budget for this Publication is based on production of 880 typeset pages in the budget per year.
11. **PRODUCTION SCHEDULE.** Cambridge University Press is responsible for the Production Schedule. The Editor will work with SAA's Cambridge production Editor to meet that schedule. The Editor agrees to deliver completed manuscripts to Cambridge University Press by the dates specified in the annual Production Schedule.
12. **INCOMING EDITOR.** It is expected that the Outgoing Editor will provide assistance to the Incoming Editor throughout the transition. There should be an explicit agreement stating the dates for the transfer of incoming manuscripts, databases, and/or books for review, and office records to the Incoming Editor.
13. **RECEIPT OF MANUSCRIPTS.** Authors will submit their manuscripts through Editorial Manager® directly to the Editor for consideration.
14. **PREPARATION OF MANUSCRIPTS.** The Editor are responsible for preparing the manuscripts for each issue, including substantive editing, references, and all tables and figures. To facilitate electronic searching, each article must have both an abstract and a list of at least five keywords. The copy should be fully and completely edited in accordance with the current Instructions for Authors/SAA Style Guide, which is the responsibility of the Editor. Substantive editing is the responsibility of the author and/or Editor.
15. **BOOK REVIEWS.** The Editor is responsible for appointment of any section editors, such as the section of book reviews. The Editor has ultimate authority and responsibility that the manuscripts for the issue, including substantive editing. The copy should be fully and completely edited in accordance with the current Instructions for Authors/SAA Style Guide, which is the responsibility of the Editor. Substantive editing is the responsibility of the author and/or Editor.
16. **AUTHOR AGREEMENT FORMS.** The Editor are responsible for issuing and collecting SAA-provided Copyright Transfer Agreement or Exclusive License to Publish forms from authors of all articles accepted for publication. These and relevant permissions required for use of third-party content must be sent to Cambridge University Press at the same time as the manuscript package (see Paragraph 13). The Publisher will not proceed with production until all Copyright Transfer Agreements or Exclusive License to Publish forms are received.

17. **PRODUCTION.** Production of the Publication (including both print and digital versions) is the responsibility of Cambridge University Press in compliance with SAA's agreement with Cambridge University Press. This responsibility includes, but is not limited to, copyediting (i.e., correcting punctuation, spelling, reference style, format, etc.), typography, cover design, front matter elements and arrangement, length of issues, and production schedules. Substantive editing is the responsibility of the author and/or Editor.
18. **MANAGEMENT OF THE PUBLICATION.** The Editor are expected to observe general policies and practices—currently in effect, or as subsequently amended—defined in the SAA Style Guide. Changes to the Style Guide are proposed from all Editor to the chair, Publications Committee, and then submitted to the Board of Directors by the chair, Publications Committee, for approval.

Should a matter relevant to the publication or to matters of SAA policy arise, the Editor may consult with the chair, Publications, and the SAA President, as need arises.
19. **EDITORIAL BOARD.** The Editor will appoint all members of the Publication's Editorial Board. The Editor will convene its Editorial Board at the SAA Annual Meeting and will invite Cambridge University Press representatives. As described above, SAA will pay Editor airfare and hotel rooms. Individual Editorial Board members are responsible for their own travel expenses. The SAA will organize a room or digital platform to support the Editorial Board meeting. Cambridge University Press is responsible for travel of its representative(s).
20. **REPORTING.** The Editor will report to the SAA Board of Directors twice a year, meeting the established deadlines for the fall and spring meetings respectively. The reports will also be conveyed to the chair, Publications, as any actions requested from the Editor must come through the Publications Committee. The deadlines for reporting will be provided in the Call for Documents distributed by the secretary of the Society or the Executive Director. These deadlines are often at the end of January and early September.
21. **NATIONAL ANTHROPOLOGICAL ARCHIVES.** The Society for American Archaeology maintains its records at the National Anthropological Archives. The Editor must retain a summary annual list of authors and titles for all manuscripts received, accompanied by their disposition, and a list of reviewers for each title reviewed. This list can be extracted from Editorial Manager annually and should be sent to the Chair of the Archive Committee, preferably within six years of the conclusion of the Editor's term (or sooner).
22. **INDEPENDENT CONTRACTOR:** The Editor are not employees of SAA and nothing contained in this Memorandum of Understanding is to be construed to constitute the Editor and SAA as partners or joint venturers of each other, or to constitute the employees, agents or representatives of either party as the employees, agents or representatives of the other party, it being intended that the relationship between Editor and SAA shall at all times be that of independent contractors.
23. **PROPRIETARY INFORMATION:** Any information, materials, or other work created by Editor in the course of performing the services under this Memorandum of Understanding shall be considered a work made for hire pursuant to 17 U.S.C. §§ 101 and 201(b) and shall be the sole

and exclusive property of SAA. To the extent that any work or portion thereof may not be considered a work made for hire, for whatever reason, Editor agrees to and does hereby irrevocably transfer and assign to SAA any and all of its right, title and interest in and to the work, including ownership of all copyright rights and registrations, without the necessity of any further consideration. Subcontractor further agrees to do all things and execute all documents necessary to perfect this assignment. The terms of this provision shall survive the termination or expiration of this Memorandum of Understanding.

21. **ENTIRE MEMORANDUM OF UNDERSTANDING.** This Memorandum of Understanding is entire and all negotiations and understanding have been merged herein. This Memorandum of Understanding may be amended only in writing executed by the Editor and the SAA Executive Director.

[Journal Editor] _____
Editor

Oona Schmid
Executive Director

Date

Date

Inclusive Spanish

[Adopted in Motion 147F-55 (July 2021)]

Motion 147F-55 - The Board adopts the Spanish translation of the SAA Style Guide, updated in 2021. The Board accepts use of Inclusive Spanish for SAA publications and recommends Inclusive Spanish for SAA communications when possible. Recognizing that standards are still developing, and differ across Latin America, our goal is to encourage more widespread use of Inclusive Spanish. We do not intend to prematurely require adoptions of specific styles. We recommend that authors and editors add a note indicating that Inclusive Spanish has been used. Authors who wish to write in Inclusive Spanish are encouraged to work with journal editors. (7/9/21)

Obituaries, Annual Business Meeting Reports, and Award Citations

[Adopted in Motion 102-27D (March 1999); based on Board discussion in minutes item 93/O/35 (September 1994).]

Obituaries, reports from the annual business meeting, and awards citations will generally be published in the *SAA Bulletin*, rather than in the journals.

Right of First Refusal Policy

[Adopted in Motion 107-27.2D (November 2001).]

The Board establishes a right of first refusal policy for publications resulting from the activities of SAA units. The Board retains the right to determine whether any SAA units name will be used on any publication. SAA units include but are not limited to Committees, Task Forces, and Interest Groups.

The SAA Press Mission Statement

[Adopted in Consent Motion 113-60.2 (November 2004).]

The Board adopts the following mission statement for The SAA Press:

The SAA Press publishes book-length works dealing with archaeological research, practice, and interpretation, and with protection of the archaeological heritage of the Americas. The SAA Press:

- Serves the profession by publishing high quality works of broad disciplinary interest, meeting the same standards as the Society's journals,
- Emphasizes theoretical and substantive works that are well defined and coherent,
- Provides a unique publishing venue for books on issues in the practice, context, and ethics of contemporary archaeology,
- Addresses the future of the profession through classroom readers and thematic volumes,
- Provides revenue to support the Society's mission

The SAA Press Editor Appointment Process

[Adopted in Motion 114-56 (March/April 2005).]

One year prior to the expiration of the term of the current editor of The SAA Press, the Board shall appoint an editor-designate.

The SAA Press Replacement Editor

[Adopted in Motion 148-60.1 (October 2021).]

Motion 148-60.1 - The current editor of the SAA Press will complete the manuscripts in process, but will not solicit new manuscripts. The Board will not appoint an editor to solicit new manuscripts on completion of the current editor's term at the 2024 Annual Business meeting. (10-22-21)

Website and Technology

Membership Directory Publication

[Reaffirmed in Motion 102-27D (March 1999); approved in Motion 98-15A (April 1997); amended in Motion 103-60.1 (November 1999).]

The Board authorizes putting the Membership Directory up on Saa.org with member names (who have opted in) and addresses restricted to member access Saa.org.

Social Networking Policy and Guidelines

[Revised in Motion 149E-27 (June 2022). Adopted in Motion 123-27.1 (October 2009).]

Policy

The Society for American Archaeology (“SAA”) encourages all of its members to participate in public discussions through social networking including but not limited to social networking sites such as Facebook and Linked In, as well as blogs. At the same time, SAA expects clarity that individual opinions are not official or unofficial positions of the Society. SAA retains the right, under its bylaws and policies, to take disciplinary actions in cases of libel, defamation or other actions inimical to SAA’s interests.

Guidelines

Should any SAA unit wish to establish a group on any social networking site, the chair or organizer shall contact the SAA Executive Director and provide a plan for the development and maintenance of such a site.

Proposals should address the following:

- Because only the SAA President is allowed to speak on behalf of the Society, any social media page of a committee or an Interest Group are not positions or statements on behalf of the SAA. Such pages must be extremely clear that the page is not speaking on behalf of the SAA. Components of the organization need to include this specific language on their social media page:
While many individuals participating in this group are members of the Society for American Archaeology (SAA), the statements, views, and opinions of individuals in this group are their own and are not those of SAA. As such, participants in this group acknowledge and agree that SAA shall not be responsible for any statements, content, or other communication posted or disseminated through this group.
- Since the goals of external social media pages are to encourage awareness of the Society, there should be some link back to SAA from the social media homepage.
- While the site will clearly explain that it is not speaking on behalf of the Society, units comprise a part of SAA and it is very important that posts not slander the Society, act contrary to its interests, violate the Principles of Archaeological Ethics, or post content that is defamatory or unlawful.
- Please note that only official units (committees, interest groups) of the Society may establish social networking sites using the Society’s name.
- Proposals should include your unit's guidelines for content, clarifying such matters as what occurs (if anything) if someone posts a comment that seems to endorse a looted collection or a photograph with human remains? You may want to consider what guidelines will best serve your community. There is no requirement that content be moderated, but the proposal should address

what and how the organizer(s) or chair(s) propose be done to handle a situation in which any guidelines are violated.

All units must add mediarelations@saa.org (staffed by Manager, Communications) as a moderator. No one on SAA staff will be moderating content; that is up to the members of the Society. This provision is a back up in the event that the site falls into disrepair and the Society had no means of contacting any chair or organizer to discuss the page.

The Executive Director will review proposals and indicate if they are approved.

Should the chair or organizer become aware of any inappropriate, defamatory or unlawful statements made by nonmembers participating in the group, the chair(s) or organizer(s) shall so notify the SAA Executive Director. The matter shall then be investigated, and the chair or organizer shall be notified of the outcome of such investigation.

Should SAA determine that an SAA unit's group is not acting in compliance with the SAA Social Networking Policy, the SAA Executive Director shall so notify the chair(s) or organizer(s) who shall promptly correct any violations. Should such violations not be corrected promptly, SAA shall direct the chair or organizer to remove SAA's name from the group page and to clarify that the page is no longer associated with the organization.

Saa.org Copyright Information and Disclaimer Statement

[Adopted in Motion 110-38.1 (April 2003).]

All materials posted on this site are subject to copyrights owned by the Society for American Archaeology (SAA) and other individuals or entities. Any reproduction, retransmission, or republication of all or any part of any document, image or sound clip found on this site is expressly prohibited, unless SAA or the copyright owner of the material has expressly granted its prior written consent to so reproduce, retransmit or republish the material. All other rights reserved.

The names, trademarks, service marks and logos of SAA appearing on this site may not be used in any advertising or publicity, or otherwise indicate SAA's sponsorship of or affiliation with any product or service, without SAA's prior express written permission.

Although Saa.org includes links providing direct access to other Internet sites, SAA takes no responsibility for the content or information contained on those other sites, and does not exert any editorial or other control over those sites.

Saa.org Linking Policy

[Restated in Motion 102-27D (March 1999); adopted in Motion 101-61A (November 1998); Revised in Motion 121-61.2 (October/November 2008)]

Background

Since its inception, Saa.org has linked to other sites and been linked from other sites on a rather ad hoc basis. Links to SAA's site have been established both with and without the permission of the Society. As we are continuing to develop the web in a structured environment, it is important to define those criteria which govern the permission or rejection of links to and from Saa.org.

The purpose of this document is to offer the Board criteria for links which relate to the realities of managing the site on a day-to-day basis.

Criteria for Linking from Saa.org

As a general principal, all information displayed on the Saa.org will be stored on servers maintained by SAA. Exceptions may be made, as appropriate, by the executive director. As the web expands, it is likely that additional cases may arise.

Links to outside resources are subject to the criteria outlined below.

1. Purpose of Links to External Sites and Responding to External Requests for Links

The external resources sites should develop and exchange relevant information for the SAA membership and interested public.

Acceptance of links is based on legal, social, professional, and ethical considerations. Saa.org is developed for and on behalf of the membership to advance the scientific and education purposes of the Society. The Society, therefore, reserves the right to unilaterally reject, omit or cancel links which it deems are not in the best interest of these objectives.

SAA reserves the right to refuse links which in the Society's judgement, 1) offers for sale, exchange or barter any historic or prehistoric artifact; 2) provides misleading information because of omissions or inaccuracies; 3) manifests any overtones of age, race, color, religion, gender sexual orientation, national origin, or physical handicap discrimination; 4) in other ways are contrary to the ethics of the Society.

2. Types of Links

SAA will maintain three types of external links on Saa.org:

1) links to for-profit organizations or not-for-profit organizations from paid advertisements (e.g. exhibitor web links for which there is currently a fee); 2) administrative links for operations purposes such as those links to software organizations for free software plug-ins needed to access SAA information etc.; and 3) links to non-profit organizations and government web sites with information regarding archaeology, education, or legislation.

3. Requirements for All External Links

External resource links can only be made to sites for which we have: 1) a stable URL, and 2) an email address for the Administrator

4. Reciprocal Linking

Reciprocal linking to the Saa.org is suggested, though not required. Links should be to the URL <http://www.saa.org/>. If appropriate, a more specific URL may be provided.

5. Use of SAA Logo

Use of the SAA logo or graphics is only granted with written permission. Action will be taken to eliminate any unauthorized use of SAA's logo.

6. Disengaging a Link

The Society for American Archaeology reserves the right to remove any link to an external site without notice.

Questions regarding the implementation of this policy may be directed to the executive director.

SAA.org Policies and Procedures for Archaeological Content

[Adopted in Motion 122-61.1 (April 2009)]

I. Posting Archaeological Content

In contrast with the products of administrative actions and Society business that are posted on the SAA website for effective dissemination to the membership and the community at large, "archaeological content" refers to material that primarily references the practice of archaeology or the knowledge products of that practice. Unlike administrative activity of the Society, which can be most efficiently evaluated by SAA staff, archaeological content requires review by a person or people with archaeological knowledge and expertise. Such content may be submitted through an SAA committee or interest group. In most cases, such content will be signed by the SAA member(s) who has authored the content.

Upon submission of archaeological content, the web manager for archaeological content (an SAA staff member who is an archaeologist) will review archaeology content. If no current web manager for archaeological content is on staff, review will be provided by a Web Review subcommittee of the Publications Committee, established for such a purpose. As the web is a recognized publication, it is logical that like all content in publications, should issues arise, the Publications Committee would be the logical place for that process. In both cases, when additional review is warranted, the staff member subcommittee will solicit the advice of appropriate experts from the SAA membership. Review will be conducted for appropriateness and, if necessary, in the judgment of the SAA staff member or Web Review Subcommittee of the Publications Committee, for accuracy.

After archaeological content has been reviewed, the responsible SAA staff member will ensure the posting of archaeological content in appropriate sections of Saa.org. When the material is submitted, the submitters must indicate where their contributed content would best serve the disciplinary needs of the Society. The SAA staff content reviewer will alert the submitter when the material is posted on the SAA website, and the submitter reviews the final content. Any tech-editing needed at this point will be

handled by the submitter working with the SAA staff content reviewer. Any new content added at this point should be treated as a new submission.

A. Addressing Potentially Controversial Archaeological Content

Content submitted through an SAA committee or interest group may be determined by the responsible SAA staff member (or the Subcommittee of the Publications Committee) as potentially controversial. Such controversial material may contradict official SAA policy, conflict with SAA position statements or be potentially offensive to SAA constituents or members of the public. In such cases, the material will be returned to the contributor for appropriate revisions. If the contributor disagrees with the assessment that the material is controversial or proposes that the controversy is necessary for discussion within the profession, the issue should be taken to the Executive Committee, through the executive director. The material will be evaluated, and it will be determined whether it should be posted, revised, or removed from consideration for posting on the SAA website. If necessary, the Executive Committee can consult with SAA members who may be able to provide expertise on the matter.

B. Responding to Archaeological Content That Becomes Controversial

Despite precautions defined above, the possibility remains that material posted on the SAA website becomes controversial. Once staff are notified of any controversy, the material will be made inaccessible from the website until the Executive Committee determines its disposition and whether any additional actions should be taken to address the controversy.

II. Reviewing Existing Content

A. Facilitating Review of the Archaeological Content for Saa.org

All newly added pages on the SAA website should have a time stamp of the last reviewed/updated date.

B. Reviewing Archaeological Content

SAA committees and interest groups responsible for archaeological content on Saa.org are expected to develop their own internal procedures for routinely evaluating existing material and providing new material. These procedures should be documented and a copy of the documentation forwarded to the executive director. The procedures will be reviewed prior to posting/launching the new committee or interest group pages.

Minimally, all archaeological content should be evaluated annually by the responsible SAA committee or interest group that has provided the material to ensure that the content does not require updating or removal. If either action is needed, the committee or interest group responsible for the original posted material will provide such changes. The spring report to the Board from the committee chair or interest group organizer will include an update on the maintenance of the committee's/interest group's web pages. The staff archaeological content web manager can also suggest that new material be added to/removed from the website; however, it is not a staff responsibility to provide the continuous review/updates to those pages generated by committees and interest groups.

Saa.org Policy and Guidelines for SAA Committees and Interest Groups

[Adopted in Motion 122-61.2 (April 2009)]

Background

With regard to the newly launched site, the Board recognizes that there is a backlogged demand from SAA committees and interest groups relative to establishing a presence on Saa.org. In light of that, the Board has determined to both set expectations and provide guidance for that purpose. In order to address a number of the basic issues entailed in such web undertakings, committees and interest groups must familiarize themselves with both these guidelines and the relevant existing policies that will impact on the development of pages for Saa.org. The purpose of this document is to both present the guidelines and provide a compilation of the key policies. All SAA policies may be found in the policy manual posted on the members' side of Saa.org.

Staff Assistance

First and foremost, it must be recognized that the Society has limited staff resources to devote to web development, as one manager is responsible for all of the technology services that the Society has to offer. As a result, projects will be prioritized and completed as expeditiously as possible, within the constraints of the overarching Information Services program. Logically, within the last 8 weeks prior to the annual meeting, no new initiatives can be undertaken, given the priority of the production of the annual meeting materials. In addition, changes and updates to the sections of the site created by SAA committees and interest groups should be scheduled in advance.

Policies

There are a number of existing policies which specifically address the development of Saa.org pages. All SAA committees and interest groups should review and consider these policies prior to developing content for the web:

- ▶ Policy on Review and Posting Archaeological Content for the Web [Adopted in Motion 122-61.1 (April 2009)]
- ▶ Copyright and Disclaimer Statement [Adopted in Motion 110-38.1 (April 2003)]
- ▶ Links from Saa.org [Updated in Motion 121-61.2 (October/November 2008); Restated in Motion 102-27D (March 1999); adopted in Motion 101-61A (November 1998).]

These policies are reproduced in their entirety in Appendix A.

Who May Post on Saa.org?

Staff are solely responsible for the administrative, governance, the technological, and the transactional sides of Saa.org. Also included is the responsibility for posting publications as well. Other postings may come through a committee or an interest group. No posting from individual members other than through a committee or interest group will be considered. Task forces may also use the web as a tool to disseminate their work, as determined by the Board.

Responsibilities of the SAA Committee/Interest Group Wishing to Develop Web Pages

1. Review all of the existing policies listed to ensure that all materials posted meet SAA requirements.
2. Discuss the development of the pages with SAA's manager, Information Services to develop a timeframe and launch date for the pages. In order to establish the calendar, be aware of the need for

review, if the pages contain archaeological content. All material that will be posted will need to be “web ready”. Instructions for preparing those documents will be disseminated by the manager, Information Services.

3. In addition to developing the pages, a committee or interest group must establish a reasonable plan for the review and update of the pages or the links within them on a quarterly, semi-annual, or annual basis. The timeframe will be based on the content. Naturally, anything that needs urgent attention will receive it as soon as practical (i.e. a dead link is discovered). A copy of the maintenance plan must be shared (electronically) with the executive director. It is critical that the decision to develop pages be a commitment by the entire group – not one person in the group, as the commitment to the pages will go beyond any one individual’s service on a committee or potentially within the interest group. If pages developed by a committee or interest group are not maintained, the Board may recommend that they be removed.

4. In the annual report to the Board each spring, a committee or interest group responsible for web pages must report, in general terms, (no specific details) about the maintenance of those pages relative to their established maintenance plan.

5. Copyright and linking permissions must be in writing. Those permissions must be conveyed to staff for review and archiving. No copyrighted material can be posted nor links made without the documentation being conveyed.

6. Before submitting the pages to the Society for review, they must be shared with the Board liaison to the committee or interest group. The liaison is responsible for a preliminary review prior to formal submission.

Responsibility of the Board

The Board of Directors of the Society for American Archaeology reserves the ultimate authority to post, edit or remove Saa.org pages, as they judge to be in the best interests of the Society.

Appendix A

Copyright and Disclaimer Statement

[Adopted in Motion 110-38.1 (April 2003).]

All materials posted on this site are subject to copyrights owned by the Society for American Archaeology (SAA) and other individuals or entities. Any reproduction, retransmission, or republication of all or any part of any document, image or sound clip found on this site is expressly prohibited, unless SAA or the copyright owner of the material has expressly granted its prior written consent to so reproduce, retransmit or republish the material. All other rights reserved.

The names, trademarks, service marks and logos of SAA appearing on this site may not be used in any advertising or publicity, or otherwise indicate SAA’s sponsorship of or affiliation with any product or service, without SAA’s prior express written permission.

Although Saa.org includes links providing direct access to other Internet sites, SAA takes no responsibility for the content or information contained on those other sites, and does not exert any editorial or other control over those sites.

Links from Saa.org

[Updated in Motion 121-61.2 (October/November 2008); Restated in Motion 102-27D (March 1999); adopted in Motion 101-61A (November 1998).]

Background

Since its inception, Saa.org has linked to other sites and been linked from other sites on a rather ad hoc basis. Links to SAA's site have been established both with and without the permission of the Society. As we are continuing to develop the web in a structured environment, it is important to define those criteria which govern the permission or rejection of links to and from Saa.org.

The purpose of this document is to offer the Board criteria for links which relate to the realities of managing the site on a day-to-day basis.

Criteria for Linking from Saa.org

As a general principal, all information displayed on the Saa.org will be stored on servers maintained by SAA. Exceptions may be made, as appropriate, by the executive director. As the web expands, it is likely that additional cases may arise.

Links to outside resources are subject to the criteria outlined below.

1. Purpose of Links to External Sites and Responding to External Requests for Links

The external resources sites should develop and exchange relevant information for the SAA membership and interested public.

Acceptance of links is based on legal, social, professional, and ethical considerations. Saa.org is developed for and on behalf of the membership to advance the scientific and education purposes of the Society. The society, therefore, reserves the right to unilaterally reject, omit or cancel links which it deems are not in the best interest of these objectives.

SAA reserves the right to refuse links which in the society's judgement 1) offers for sale, exchange or barter any historic or prehistoric artifact; 2) provides misleading information because of omissions or inaccuracies; 3) manifests any overtones of age, race, color, religion, gender sexual orientation, national origin, or physical handicap discrimination; 4) in other ways are contrary to the ethics of the Society.

2. Types of Links

SAA will maintain three types of external links on Saa.org:

links to for-profit organizations or not-for-profit organizations from paid advertisements (e.g. exhibitor web links for which there is currently a fee);

administrative links for operations purposes such as those links to software organizations for free software plug-ins needed to access SAA information etc.;

and links to non-profit organizations and government web sites with information regarding archaeology, education, or legislation.

3. Requirements for All External Links

External resource links can only be made to sites for which we have: a stable URL and an email address for the Administrator

4. Reciprocal Linking

Reciprocal linking to the Saa.org is suggested, though not required. Links should be to the URL <http://www.saa.org/>. If appropriate, a more specific url may be provided.

5. Use of SAA Logo

Use of the SAA logo or graphics is only granted with written permission. Action will be taken to eliminate any unauthorized use of SAA's logo.

6. Disengaging a Link

The Society for American Archaeology reserves the right to remove any link to an external site without notice.

Questions regarding the implementation of this policy may be directed to the executive director.