

BY-LAWS
of the
SOCIETY FOR ANTHROPOLOGY IN COMMUNITY COLLEGES
A Section of the American Anthropological Association

Adopted November 1987

Amended Spring 1997

Amended May 2001

Amended November 2012

Amended _____ 2017

By-Laws Article I
Name

Section 1. The name of this organization shall be the Society for Anthropology in Community Colleges, a unit of the American Anthropological Association (AAA).

By-Laws Article II
Purposes

Section 1. The purpose of this organization shall be

- a. to stimulate communication and co-operation among anthropologists and teachers of anthropology in educational institutions with emphasis on community colleges; and
- b. to stimulate anthropological instructional, curriculum, and program development; and
- c. to improve the teaching of anthropology.

By-Laws Article III
Powers

Section 1. SACC will have those powers that are delegated to it as a constituent unit of the AAA.

Section 2. SACC shall be autonomous in all matters within its field that are not reserved by the By-Laws of the AAA, inimical to the AAA's interests or prohibited by law.

Section 3. SACC shall adopt and maintain By-Laws consistent with AAA By-Laws.

By-Laws Article IV
Membership

Section 1. General Membership. Membership in SACC is open to any member in good standing of the AAA upon payment of SACC dues.

- a. Associate Membership and Student Membership shall be made available.

Section 2. SACC Voting Members. A SACC voting member is in good standing in the AAA and shall be eligible to:

- a. Have one (1) vote in nominating and electing SACC officers, in the transaction of business at the Annual Meeting of SACC, and in SACC referenda; and
- b. Hold elective office, subject only to limitations imposed by these By-Laws and the AAA's By-Laws.

Section 3. All SACC Members. All SACC members shall be eligible to:

- a. Participate in annual meetings and receive SACC publications designated by the Executive Committee.
- b. Hold appointive office, subject only to limitations imposed by these By-Laws and the AAA's By-Laws.

Section 4. Membership dues shall be payable annually as part of the AAA's billing cycle and will be paid to the AAA. The amount of dues to be paid by members shall be set by the Executive Committee.

By-Laws Article V Organization and Duties of Officers

Section 1. **Governance.** Governance of SACC shall be vested in the members, the Executive Board, and the Executive Committee.

Section 2. **Officers.** The Executive Board and the Executive Committee. SACC shall have two (2) classes of officers:

a. Officers elected by SACC members including the President, President-Elect, Immediate Past President, Secretary, Treasurer, Treasurer-Elect, Vice-President for Membership and Development, and the AAA Program Editor shall constitute the SACC Executive Committee; and

b. Officers appointed by the President, subject to the approval of the Executive Board, including the *Anthropology News* Section Editor, SACC Publications Editor, Web Guru, Listserv Administrator, K-12 Network and Outreach Chair, Publications Committee Chair, Awards Committee Chair, Regional Networks Chair, and Regional Vice-Presidents shall, along with the Executive Committee, constitute the SACC Executive Board. All appointed officers shall be appointed for a period of one (1) year and may be reappointed.

Section 3. **The President-Elect.** The term for the President-Elect shall be elected and serve for one (1) year and succeed to the office of President at the expiration of the President's term. The President-Elect shall serve as a member of the Executive Board and of the Executive Committee and assume the duties of the President in the event of absence, death, resignation, or incapacity of the President. The President-Elect has responsibility for organizing the biannual meeting of SACC, to be held during their year as president.

Section 4. **The President.** The President will serve a term of (1) year and upon its expiration shall succeed to the office of Immediate Past President. The President shall be the presiding officer of SACC and exercise all the duties and responsibilities commonly associated with this office, except as limited by these By-Laws. The President is the Chair of the Executive Board and the Executive Committee. The President, with the advice of the Executive Board, prepares the Annual Report of past and future activities, which is to be turned in to the AAA in the fall. The President is the SACC representative at the AAA Section Assembly Meeting and the AAA Business Meeting.

Section 5. **The Immediate Past President.** The Immediate Past President shall serve a term of one (1) year. In the event of the absence, death, resignation, or incapacity of the President and/or the President-Elect, the Immediate Past President shall assume the duties of the President. The Immediate Past President shall serve as the Chair of the Nominating Committee and serve on the Executive Board and the Executive Committee. The Immediate Past President shall be responsible for the Five Field Update Session at the Annual Meeting of the AAA. The Immediate Past President, with the advice of the Executive Board, prepares the Annual Report of past and future activities, which is to be turned in to the AAA in the spring, immediately following their term as president. The Immediate Past President will fulfill the duties of Former President at the expiration of her/his term.

Section 6. **The Secretary.** The Secretary shall be elected and serve a term(s) of three (3) years. The Secretary shall act as Secretary to the Executive Board, Executive Committee, and the Annual Business Meetings. The Secretary shall act subject to the directives of the Executive Board, the Executive Committee, have charge of all records and general correspondence of SACC, maintain a roster of members and officers, and receive referenda petitions from the membership. In the event of the absence, resignation, death or incapacity of the Secretary, the Executive Board will appoint a replacement to finish out the portion of the term that is remaining.

Section 7. **The Treasurer and Treasurer-Elect.** The Treasurer-Elect shall be elected and serve a one (1) year term and shall automatically become Treasurer at the end of that one (1) year term. The Treasurer shall serve two (2) year term(s). The Treasurer shall be custodian of all funds, receive all dues and other funds, and disburse all appropriations as permitted by the regulations and By-Laws of the AAA. The Treasurer shall perform such other duties as are assigned by the Executive Committee and in the absence, death, resignations, or incapacity of the President-Elect, President, and Immediate Past President will assume the duties of the President until elections can be held. The Treasurer solicits budget information from all officers and submits a yearly budget to the Executive Board and then to the AAA in the fall. In the event of the absence, resignation, death or incapacity of the Treasurer, the Executive Board will appoint a replacement to finish out the portion of the term that is remaining.

Section 8. **The Vice President for Membership and Development.** The Vice President for Membership and Development shall be elected and serve a three (3) year term(s). The Vice-President for Membership and Development shall act to increase

membership and work with Regional Vice Presidents in developing regional activities. The Regional Vice Presidents shall report to Vice President for Membership and Development. The Vice President for Membership and Development serves on the Executive Board and the Executive Committee and reports to the Executive Committee and the President. In the event of the absence, resignation, death or incapacity of the Vice-President for Membership and Development, the Executive Board will appoint a replacement to finish out the portion of the term that is remaining.

- Section 9. **AAA Program Editor.** AAA Program Editor (SACC Program Chair) shall be elected, serve a term(s) of two (2) years and perform the duties of their positions within AAA and SACC and such other duties as are assigned by the Executive Committee. The AAA Program Editor will serve as the Program Chair for SACC conferences. AAA Program Editor shall serve on the Executive Board and the Executive Committee. In the event of the absence, resignation, death or incapacity of the AAA Program Editor, the Executive Board will appoint a replacement to finish out the portion of the term that is remaining.
- Section 10. **Regional Vice Presidents.** The Regional Vice-Presidents shall be appointed by a SACC officer subject to approval by the Executive Board and shall serve a one-year term. They may be reappointed. They shall exercise leadership responsibilities in their geographic regions and perform such other duties as are assigned by the Vice President for Membership and Development. Regional Vice Presidents serve on the Executive Board. Regional Vice-Presidents will report directly to the Vice President of Membership and Development, who will also assign tasks as needed. Regional vice-presidents should be available for frequent correspondence See supporting document relating to duties of the Regional Vice-Presidents.
- Section 11. **Editors.** The *Anthropology News* Section Editor and SACC Publications Editor shall be appointed by the Executive Committee and perform the duties of their positions within AAA and SACC and such other duties as are assigned by the Executive Committee. The *Anthropology News* Section Editor and the SACC Publications Editor shall serve on the Executive Board.
- Section 12. **SACC Chairs.** SACC Chairs, such as the Web Chair, Media Chair, and K-12 outreach chair shall be appointed by the Executive Committee, serve a term(s) of one (1) year, and perform the duties of their positions within SACC and such other duties as are assigned by the Executive Committee. SACC Chairs shall serve on the Executive Board.
- Section 13. **Former Presidents.** Former Presidents who are current members of SACC shall serve in perpetuity as non-voting members of the Executive Board. Their duties shall be to serve in an advisory capacity and to perform other tasks as are assigned by the Executive Committee.
- Section 14. **Duties of Officers.** Officers shall attempt to attend (either in person or via synchronous technology) at least one (1) of the two (2) annual SACC Executive Board meetings and at least one (1) of the two (2) annual SACC business meetings. Additionally, it is strongly encouraged that SACC Officers attend a regional meeting, when held in their region. Officers will also submit a report (either verbal or written) before all SACC Board Meetings. Any officer who fails to do so may be subject to removal from office. Officers that resign before their term has expired will be replaced according to the process outlined in this document. Interim officers will take over all duties and responsibilities of that position, until the end of their interim term, when an election can be held.

By-Laws Article VI

Organization and Duties of Executive Board and Executive Committee

- Section 1. The Executive Board consists of the President (Chair), the President-Elect, the Immediate Past President, Secretary, Treasurer, Treasurer-Elect, Vice President for Membership and Development, the AAA Program Editor, the *Anthropology News* Section Editor, SACC Publications Editor, SACC Chairs, Former Presidents, and the Regional Vice-Presidents. The Executive Board will:
- a. approve an Annual Budget submitted by the Treasurer at the AAA annual meeting and set dues;
 - b. be notified when an Annual Report is submitted by the President of the past year's activities to the AAA;
 - c. appoint necessary committees, officers, and chairs, and define their duties, receive their reports, and evaluate the activities of SACC and its officers and members;
 - d. hold referenda on matters deemed urgent;
 - e. meet annually in conjunction with the AAA meetings and at such other times as may be necessary on call of the President or one-third (1/3) of its members; and
 - f. promote the purposes of SACC;

g. propose amendments to the By-Laws.

Section 2. The Executive Committee will consist of the President (Chair), the President-Elect, the Immediate Past President, Secretary, Treasurer, Treasurer-Elect, AAA Program Representative, and the Vice-President for Membership and Development and shall:

- a. transact SACC business between meetings of the Executive Board subject to review by the Executive Board and shall report on its activities to the Executive Board;
- b. meet in conjunction with the AAA and the SACC annual meetings and at other times as may be necessary on call of the President or one-third (1/3) of its members;
- c. appoint necessary committees, officers, and chairs subject to review by the Executive Board;
- d. establish and make known its rules and procedures;
- e. have the right by two-thirds (2/3) vote to remove any officers and chairs it deems to have devoted insufficient time to their duties or is deemed to have not properly fulfilled assigned duties;
- f. be subject to the general directives and specific limitations of the Executive Board and the members;
- g. have the authority to examine the eligibility of any voter in any SACC-run election;
- h. conduct SACC-run elections;
- i. initiate referenda or be conducted to do so by petition of the membership; and
- j. propose amendments to the By-Laws.

Section 3. Newly elected officers shall take office at the conclusion of the SACC Business Meeting held at the AAA annual meetings. Newly appointed officers and chairs take office immediately.

By-Laws Article VII Nominations and Elections

Section 1. Candidates for office may be nominated by any member, but the Nominations Committee will determine the final slate.

Section 2. The Nominations Committee, convened when needed, shall:

- a. be composed of at least three SACC members;
- b. be chaired by the Immediate Past President;
- c. two (2) candidates for each elected officer vacancy and notify the members of the slate through an announcement in an official publication of SACC or the AAA;
- d. have the nominees indicate in writing their willingness to serve; and
- e. follow the written procedures and By-Laws of the AAA with respect to the nomination process and submit whatever reports or communications are needed by the AAA.

Section 3. The balloting will be run by the AAA during its annual election, or under the direction of the SACC Executive Committee, in accordance with the AAA By-Laws.

By-Laws Article VIII Balloting

Section 1. Any member in good standing shall be entitled to cast one (1) ballot in any SACC-run election or referendum.

Section 2. The Executive Committee or their designees shall conduct SACC-run elections. Ballots shall be secret and enclosed in a signed envelope. The Executive Committee shall have the authority to examine the eligibility of any voter.

Section 3. Thirty (30) days shall be allowed for the return of ballots. Ballots must be received not later than the stated return date to be counted.

Section 4. The candidate or referendum choice receiving the most votes shall be the winner; the Executive Committee of SACC shall hold a run-off election within ninety (90) days to resolve all ties.

Section 5. In lieu of physical elections, an election may be held digitally in which ballots are cast online by e-mail, survey, or other similar digital means. This option may be chosen at the discretion of the Executive Board and in accordance with AAA policy.

By-Laws Article IX Quorum

- Section 1. Five percent (5%) of members in good standing shall constitute a quorum for transacting business at the annual business meeting(s).
- Section 2. A majority (51%) of the members of the Executive Board shall constitute a quorum for transacting business.
- Section 3. A majority (51%) of the members of the Executive Committee shall constitute a quorum for transacting business.
- Section 4. The business of all governing bodies shall be transacted by a majority vote of those who participate in the voting. Proxies shall not be valid.

By-Laws Article X Referenda

- Section 1. A referendum may be conducted by mail or digital ballot at any time upon initiation to the SACC Executive Committee, or upon receipt by the Secretary of a petition signed by five percent (5%) of the members in good standing. A simple majority will allow a referendum to be accepted.

By-Laws Article XI Finances

- Section 1. The fiscal year of SACC shall be the same as that of the AAA.
- Section 2. SACC shall submit an annual operating budget to the AAA Board of Directors which, when approved, shall govern SACC activities.
- Section 3. The income from annual dues and from investments and other sources shall constitute a working fund, available for operating, publication, and current expenses consistent with the purposes of SACC.
- Section 4. No financial obligation in excess of funds available in the treasury shall be assumed by the SACC Executive Committee or any officer on behalf of SACC, except that for the purpose of SACC, estimated receipts from annual dues and other accounts receivable for the current year may be considered as available funds.
- Section 5. SACC may establish special funds, such as the Lieberman Endowment, to be administered by AAA for purposes SACC may designate.

By-Laws Article XII Amendment

- Section 1. These By-Laws may be amended by the members by mail or digital ballot, done through the AAA or SACC, provided that a proposed amendment is approved by the majority of the votes cast.
- Section 2. Amendments may be proposed by the Executive Committee, the Executive Board, or any ten (10) members in good standing. The Executive Committee shall publish the proposed amendment in *the SACC Newsletter* and send it to members with the ballot, allowing not less than thirty (30) days for the return of ballots.
- Section 3. The amendments and provisions of these By-Laws shall be effective immediately upon adoption and shall supersede and nullify previous amendments and provisions.