

REGISTER OF
PROFESSIONAL ARCHAEOLOGISTS

**Policies, Guidelines,
History of Service and Awards
and
Summary of Motions**

Last Updated March 2014

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REGISTER OF PROFESSIONAL ARCHAEOLOGISTS

Policies and Procedures Manual

Introduction

This manual has been written to assist REGISTER officers and directors in carrying out the duties they assumed when they accepted their respective assignments.

In preparing it, we have attempted to make it concise, easy to understand and sufficiently informative to help you conduct the business of the association.

Following the procedures outlined in this manual will help you to carry out your responsibilities successfully. Your enthusiasm, effort, ingenuity and leadership are your contribution to the progress and success of our association and industry.

Register History

REGISTER was formed in April 1998, to advance professionalism in archaeology.

REGISTER established its headquarters in Baltimore, Maryland, where Clemons & Associates manages the day-to-day business affairs. As of January 1, 2000, there were 1233 registered professional archaeologists. This number has grown to 2,528 as of January 1, 2013.

Sponsorship

Currently, the Register recognizes two categories of supporters in addition to the rank and file registered professional archaeologists. These include society "Sponsors" and those societies or groups that "Endorse" the Register.

The former consists of the Society for American Archaeology (1998), the Society for Historical Archaeology (1998), the Archaeological Institute of America, and the American Anthropological Association (2002). These three Sponsors support the Register with an annual \$4,000 contribution to insure its long-term viability. In turn, each of the three sponsors receives a seat on the Register's Board of Directors.

Societies or groups that endorse the Register provide it with enthusiastic support by encouraging their members to become registered professional archaeologists. Moreover, endorsement includes a formal statement of support for the Register's Code and Standards

Register's Management Structure

REGISTER is a non-profit association representing qualified professional archaeologists.

Management System

The association management firm of Clemons & Associates, Inc manages the REGISTER.

The REGISTER maintains its offices at Clemons & Associates' headquarters at 5024-R Campbell Boulevard, Baltimore, Maryland 21236-5974.

All regular REGISTER staff are employees of Clemons & Associates, Inc. and are provided to the REGISTER on an as-needed basis.

The REGISTER Business Manager is a Clemons & Associates, Inc. account executive assigned by the company with the approval of the REGISTER Board of Directors.

Clemons & Associates, Inc. and the REGISTER have a letter of agreement which allows either party to terminate the relationship by providing 90 days notice. A management fee is negotiated annually that covers the cost of the REGISTER Business Manager, support staff and rent of space.

Financial Policies and Guidelines

Annual Budget

An annual budget is developed by the Business Manager and Treasurer in the summer of each year and submitted to the Board for approval.

Accountant's Review

An annual review is conducted by an independent certified public accountant chosen and approved by the Board of Directors. An audit may be conducted at the discretion of the Board of Directors.

Chart of Accounts

The REGISTER chart of accounts is broken down into four major categories:

Assets: This covers all the basic cash and accounts receivable accounts found on any standard business chart of accounts. It includes bank balances, treasuries, accounts receivable, prepaid expenses and other assets.

Liabilities: This covers all basic liability and equity accounts. It includes accounts payable, deferred revenue and net assets (formerly known as retained earnings).

Revenue: This covers all revenue generated by the association. It includes application fees, registration fees, start up funds received, sponsor fees, investment income and any other type of income received.

Expenses: This covers all the expenses incurred during normal day-to-day operations. It includes business expenses such as telephone, postage, printing, copying, office supplies, rent, staff and administrative support, Board expenses, registrant services and other expenses that may be incurred.

Check Authorization

The President and Treasurer are authorized to sign all checks. Checks are prepared by staff and sent via overnight delivery to the authorized signatory along with appropriate back-up documentation. Signed checks are returned to headquarters for distribution or mailed by the signer in a prepaid envelope.

Reserves

Register will maintain reserves in the money market account of approximately \$20,000 to be used for the ordinary operating expenses of the organization. A balance of \$2500 will be maintained in the Register checking account. Any additional funds will be invested in United States Treasuries. Treasuries are to be purchased in staggered amounts with staggered redemption dates.

No Register funds should be aggregated into any one account exceeding \$100,000.

Investment Policy

Introduction

This statement of Investment Policy has been adopted by the Board of Directors of the Register of Professional Archaeologists (RPA) on November 12, 2012 to provide guidelines for the investment of funds held by the association.

For purposes of clarity, the following definitions will be used to identify the types of funds held by the association.

Operating Fund: Those funds expected to be collected and spent in the normal course of business during the current budget cycle.

Reserve Fund: Those funds held to meet expenses from unanticipated activities required of RPA to fulfill its mission. It shall be the responsibility of the Board of Directors based on recommendations provided by the Treasurer and the President to set the amount to be used for these purposes.

Procedures

The following procedures will be followed to ensure the investment policy statement is consistent with the current mission of RPA and accurately reflects the current financial condition of the association:

1. This investment policy shall be reviewed annually by the President and the Treasurer for any necessary revisions.
2. Recommendations for any revisions or modifications will be made by the President and/or the Treasurer to the Board of Directors for approval.

The services of an Investment Manager such as a registered investment advisor or bank trust department may be sought to manage portions of RPA funds. The following procedure shall be followed to engage a new or replace a current Investment Manager. The same Procedure shall apply for any individually managed accounts and mutual funds (with the exception of money market mutual funds and CDs).

1. The Treasurer and President will recommend the hiring or replacing of an Investment Manager to the Board of Directors.
2. The Treasurer and President will review the candidate(s) and make a recommendation to the Board of Directors who shall have final approval.

The Board of Directors, based upon recommendations made by the Treasurer and President, will determine the dollar amounts to be placed in the Reserve Funds. Dollars not specifically designated for the Reserve Funds will be considered and subject to the guidelines of the Operating Fund.

Operating Fund

Purpose. The purpose of the Operating Fund is to provide sufficient cash flow to meet the financial obligations of RPA.

Objectives. The objectives of the Operating Fund are:

1. Liquidity.
2. Preservation of Capital.

Allowable Investments. The Treasurer, President, and any Investment Manager retained by RPA shall be authorized to invest the Operating Fund in any of the following:

1. Interest bearing checking accounts in federally insured banks and Saving & Loans.
2. Money market funds that invest in government backed securities.

Reserve Fund

Purpose: The purpose of the Reserve Fund is to improve the return on funds held for expenditure over the next one to five years, while managing investment risk.

Objectives. The investment objectives of the Reserve Fund are:

1. Preservation of purchasing power of capital.

2. Liquidity.

Allowable Investments.

1. Money market funds
2. Federally insured Certificates of Deposit (not to exceed \$100,000 in principal). CDs should be purchased in a laddered approach with maturity dates staggered in six months to one year intervals. No more than \$100,000 should be invested in any six month to one year maturity period.
3. Other investments by a majority vote of approval by the Board of Directors.

Prohibited Investments and Transactions.

1. Private placements.
2. Letter stock.
3. Options.
4. Purchase or sale of interest rate futures.
5. Derivatives.
6. Commodities or commodity contracts.
7. Securities from issuers that have filed for bankruptcy.
8. Corporate Notes with a minimum rating of investment grade by one rating service.

The following investment activities are prohibited:

1. Short Sales.
2. Margin transactions.
3. Any speculative investment activity.

Financial Statements

Monthly financial statements are developed by the headquarters office and distributed to the President and Treasurer.

Fiscal Year

The REGISTER fiscal year is the normal calendar year January 1 – December 31.

Register Headquarters

REGISTER Headquarters address:

Register of Professional Archaeologists
Nick Bolinger
3601 East Joppa Road
Baltimore, MD 21234
(410) 933-3486
Fax (410) 931-8111
nickb@clemonsmgmt.com
Website: www.rpanet.org

The national office's function is to serve Register's members in any way feasible.

Your staff is:

Donna Liberto, Assistant Controller

Lois May, Accounts Payable and Receivable

Mitch Lebovic, Communications Manager

Legal Counsel

REGISTER Legal Counsel attends Board of Directors meetings and such other meetings of the association as requested by the Board. Counsel advises the Board on legal issues related to policies of the Board and the Association, reviews contracts and such other documents as requested by the Board or the Business Manager. Counsel also advises the Grievance Coordinator and the Standards Board on the handling of grievances.

REGISTER Legal Counsel:

Nathaniel Sack
D'Ancona & Pflaum LLC
111 East Wacker Drive
Suite 2800
Chicago, IL 60601-4205
(312) 602-2000

Board of Directors

The responsibility of the Board of Directors is to administer the affairs of the Register of Professional Archaeologists. The Board is responsible to the membership that elected it.

The number of directors is determined by the Bylaws. These include a single Director from each of the Sponsoring Organizations. The officers shall be the President, President-elect, and Secretary-Treasurer. Officers and Directors must all be current RPAs. The Registrar and Grievance Coordinator shall serve as voting members of the Board.

Officers shall hold office for two years or until a successor is duly elected. The President-elect shall serve a two-year term of office and shall automatically succeed to the office of President.

Officers are prohibited from serving consecutive terms to the same position or a position that automatically succeeds to the same position.

Terms for officers shall be staggered so the President-Elect and Secretary-Treasurer are not elected during the same year.

Each Sponsoring Organization shall elect or appoint one RPA to a position as Director for a three-year term. Directors may serve additional terms at the discretion of the Sponsoring Organization. Terms of office for Directors are to be staggered so that replacement of all Directors in any given year is avoided.

Meetings

An annual meeting of the Board of Directors shall be held at a time and location determined by the Board at their prior meeting.

Special meetings may be held at the call of the President and may be conducted via teleconference or other electronic means.

Directors are expected to attend all meetings. If a Director misses two consecutive meetings the Board may consider a resolution asking for that Director's resignation.

Committees

Each Director is expected to accept an assignment as a Committee Liaison. Directors may be asked to participate on more than one committee.

Registrant Functions

The Board is expected to serve as a “Committee of the Whole” for purposes of membership recruitment. Directors are frequently asked to participate in calling and writing to prospects.

Registrar

A Registrar shall be elected to a two-year term by a vote of the RPAs. Any vacancy in this position shall be filled by appointment of the President with the advice and consent of the Board of Directors. The Registrar is responsible for determining whether to approve applications for registration.

Grievance Coordinator

The Grievance Coordinator has the responsibility for handling allegations of violations of the Code of Conduct and Standards of Research Performance of the Register of Professional Archaeologists in accordance with the Disciplinary Procedures of the Register of Professional Archaeologists in effect at the time of the complaint. The Grievance Coordinator may appoint a three person Grievance Committee, all of whom must be RPAs, to oversee one or more of the grievance complaints.

Standards Board

In accordance with the Disciplinary Procedures of the Register of Professional Archaeologists, the Standards Board shall hear and decide on all appeals from decisions of the Registrar and shall make final decisions regarding the disciplinary action resulting from complaints of violations of the Code of Conduct and the Standards of Research Performance that are referred to the Standards Board by the Grievance Coordinator.

The Standards Board shall consist of three RPAs as well as a First, Second and Third Alternate, all of who must be RPAs. One Standards Board member and one Alternate shall be elected by a ballot of RPAs each year, and each shall hold office for three years or until a successor shall be duly elected. The Standards Board member with the longest tenure shall serve as the Chair of the Standards Board.

A Standards Board member or Alternate actively involved in a grievance case or appeal at the time of the election of a successor shall remain a member of the Standards Board with respect to each such grievance case or appeal until final disposition. The newly elected Standards Board Members and Alternates shall assume all other duties of the position.

New Registrant Approval Committee

Precedent has been established for a New Registrant Approval Committee consisting of the Registrar (Chair) and other RPAs. The committee is empowered to make decisions on whether to approve or disapprove new registrant applications based on the applicant’s qualification as an archaeologist.

No regular meeting schedule of the committee is established. The Registrar may call meetings when he/she feels it is necessary.

Nomination Process

The nomination process is stated in the Bylaws under Article VIII. The nominating committee shall nominate candidates for Officers, Registrar, Grievance Coordinator, Standards Board and Alternates, and the nominating committee. The nominating committee shall consist of three RPAs. The chair and one at-large member of the nominating committee shall be elected by the RPAs at the annual election. The President shall appoint the third member. The Secretary-Treasurer shall verify through the business office and certify to the Board that all individuals nominated are RPAs in good standing. The Secretary-Treasurer will also obtain a signed statement from all individuals nominated that if elected they agree to serve for their term of office.

Committees

Nominations Committee

Charge:

Each year the Nominating Committee is responsible for identifying candidates for Standards Board member, Standards Board alternate, Nominating Committee chair, and Nominating Committee member. In even-numbered years, the committee is also responsible for identifying candidates for Secretary-Treasurer and Grievance Coordinator-Elect; in odd-numbered years the committee is responsible for identifying candidates for President-Elect and Registrar.

Composition of Committee:

The Nominating Committee shall consist of three RPAs. The chair and one at-large member of the Nominating Committee shall be elected by the RPAs in the annual election. The third member shall be appointed by the President.

Terms of Service:

Terms are determined by the schedule established in the bylaws.

Registrar Advisory Committee

Charge:

The Registrar Advisory Committee assists the Registrar in the process of reviewing the qualifications of applicants. The Committee members review all Long Form Applications and may review selected Short Form Applications at the request of the Registrar. The Committee provides recommendations to the Registrar concerning the qualifications of applicants for registration. The Committee may also assist the Registrar with periodic reviews of the application process and recommend needed changes.

Composition of Committee:

The Committee consists of the Registrar as Chair and two additional members. Generally the members of the Committee will be the two immediate past Registrars, provided that they are willing to serve in this capacity and that the current Registrar so chooses.

Terms of Service:

Members serve at the pleasure of the Registrar for a term not to exceed his or her own. At the request of a committee Chair, the President may appoint additional committee members beyond the number specified in the committee charge. The terms for such additional members will be subject to the same two-year time limit and two-term service limit imposed by the committee charge.

Recruitment Committee

Charge:

The Recruitment Committee assists the Board in promoting registration by maintaining high visibility for the Register at professional conferences/meetings, ensuring that information about registration is available to new graduates from colleges and universities with MA and PhD programs, and designing and reviewing period needs assessments.

Composition of the Committee:

The Committee consists of a Chair and three members

Term of Service:

Chair and members serve staggered two-year terms, with two RPAs cycling off each year. Members and Chair may serve for two consecutive terms. At the request of a committee Chair, the President may appoint additional committee members beyond the number specified in the committee charge. The terms for such additional members will be subject to the same two-year time limit and two-term service limit imposed by the committee charge

Field School Certification Committee

Charge:

The Field School Certification Committee promotes the professionalization of archaeological field schools through the Register's certification process. The Committee reviews applications, certifies that the field school meets the Register's basic requirements for certification, offers suggestions for improvements for those field schools not meeting the Register's basic requirements, and re-certifies field schools every two years.

Composition of the Committee:

The Committee consists of a Chair and three members

Term of Service:

Chair and members serve staggered two-year terms, with two RPAs cycling off each year. Members and Chair may serve for two consecutive terms. At the request of a committee Chair, the President may appoint additional committee members beyond the number specified in the committee charge. The terms for such additional members will be subject to the same two-year time limit and two-term service limit imposed by the committee charge

Awards Committee

Charge:

The Awards Committee assists the Board by identifying outstanding contributions to professional conduct in archaeology. Two award recipients are identified annually. The McGimsey-Davis Distinguished Service Award is given to an RPA who exemplifies professionalism and contributions to the field of archaeology; the Special Achievement Award is given annually to a professional archaeologists, archaeological organizations, or other individual or entity in recognition of an outstanding contribution to professional conduct in archaeology. The Committee seeks nominations from the registrants and the Board, selects the awardees, prepares the text of the award presentation, and orders appropriately engraved award plaques.

Composition of the Committee:

At the beginning of his or her term of office, the current President appoints the Chair; the two previous Chairs serve as Committee members. Generally the Chair will be the immediate past President if he or she is willing to serve. The Chair may request and the President may appoint additional members of the committee if necessary.

Terms of Service:

The Chair serves for two years; members serve for four years. At the request of a committee Chair, the President may appoint additional committee members beyond the number specified in the committee charge. The terms for such additional members will be subject to the same two-year time limit and two-term service limit imposed by the committee charge

Professional Development Committee

Charge:

The Continuing Professional Education Certification Committee identifies and solicits appropriate educational opportunities for potential certification, reviews submitted applications for certification, and determines whether the submitted courses meet the Register's standards for CPE. The committee also designs and implements mechanisms for recognizing the CPE credits earned by RPAs.

Composition of the Committee:

The Committee consists of a Chair and three members

Term of Service:

Chair and members serve staggered two-year terms, with two RPAs cycling off each year. Members and Chair may serve for two consecutive terms. At the request of a committee Chair, the President may appoint additional committee members beyond the number specified in the committee charge. The terms for such additional members will be subject to the same two-year time limit and two-term service limit imposed by the committee charge

Reimbursement Policy for Directors

Directors and Officers will be reimbursed but are expected to pay their own expenses for all meetings of the Board of REGISTER. Subsequent to meeting attendance, reimbursement forms may be submitted to the Business Office.

Other miscellaneous items such as telephone and routine correspondence are usually not reimbursable. Exceptions to this policy are considered on a case-by-case basis when those expenses are extensive.

Board of Directors Meetings: The Board has approved travel expenses* for the directors attending the Board of Directors meetings. Expenses for airfare, hotel, and per diem are based on actual costs supported by original receipts.

Committee Expenses: Specific committee expenses, such as travel, may be approved by the REGISTER Board of Directors on a case-by-case basis.

*Travel expenses are defined as: round-trip coach airfare, lodging, meals and miscellaneous out-of-pocket expenses directly related to the trip. If another form of transportation is utilized, the appropriate reimbursement will be made for the exact cost of the transportation.

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The Register of Professional Archaeologists

Travel Expense Record

Name: _____

Dates of Travel: _____

Destination: _____

Origin: _____

Purpose: _____

Air Travel.....\$ _____

Ground Transportation.....\$ _____

Lodging.....\$ _____

Per Diem Claimed.....\$ _____

Other.....\$ _____

Total Travel Expense\$ _____

To be reimbursed for travel expenses, members of the Board should (1) complete this expense record, (2) attach original receipts, and (3) submit the package to the Register's business office. Board members should make every attempt to secure plane reservations at least 30 days in advance of travel. In addition, per diem will be established according to actual costs, not to exceed government rates.

#####

Duties of the President

Basic Functions

Serves as chief elected officer, representing the entire membership and the best interests of the organization. Exercises personal leadership in the motivation of other officers, Board members, committee members and staff. Establishes goals and objectives for the organization during his or her two-year term of office. Acts as spokesperson and inspirational leader and takes an important part in monitoring and evaluating organizational performance and effectiveness.

Duties, Responsibilities and Authority

Within the limits of the REGISTER'S Bylaws and policies, the chief elected officer is responsible for and has commensurate authority to accomplish the duties set forth below:

1. In cooperation with the Business Manager and Treasurer, develops, recommends, and upon approval, operates within the annual budget. Sees that the finances of the REGISTER are reviewed annually and that monthly financial reports are made available to the officers.
2. Presides at and attends all meetings of the Board of Directors.
3. Sees that the Board of Directors is kept fully informed on the conditions and operations of the REGISTER.
4. Sees that the basic policies and programs which will further the goals and objectives of the REGISTER are planned, formulated and presented to the Board of Directors.
5. Appoints Board liaisons to REGISTER committees and task forces, outlines the purpose and duties of these committees and monitors progress.
6. Sees that the organizational structure of the REGISTER is reviewed annually.
7. Supports and defends policies and programs adopted by the Board of Directors.
8. Promotes interest and active participation in the REGISTER on the part of the registrants and reports activities of the Board and REGISTER to registrants by means of letters or publications.
9. Presents an annual report at the Board of Directors Meeting at the end of his or her two-year term in office.
10. Acts as spokesperson for the REGISTER to the press, legislative bodies and related organizations, working closely in coordination with the Secretary-Treasurer and staff at the Business Office.

Relationships

1. Responsible to the Board of Directors (and, through the Board, to the registrants) for seeing that the programs and policies of the REGISTER reflect the needs and aspirations of the registrants.
2. A member of the Board of Directors with the right to vote. Will consult with and advise the Business Manager on all matters pertaining to REGISTER policy, programs and finances.

Duties of the President-Elect

Basic Functions

The President-Elect needs to be familiar with all phases of REGISTER activities and functions, and be prepared to assume the office of President at any time. In the absence of the President or upon his

request, the President-Elect must be ready to conduct meetings and assume all duties and responsibilities of the President's office.

Duties and Responsibilities

The most important duty is to assist the President.

Responsible for any other assignments made by the President.

Duties of the Secretary-Treasurer

Duties and Responsibilities

1. Certify and keep at the principal place of business of the REGISTER the original Articles of Incorporation or a copy, including all amendments or alterations to the regulations.
2. Oversee the taking of minutes of meetings of the Board of Directors and other official meetings of the REGISTER.
3. Sign, certify, or attest documents as may be required by law or the business of the corporation; keep the corporate seal, if any, and affix the seal to instruments as may be necessary or proper.
4. See that the books, reports, statements, certificates, and all other documents and records required by law are properly kept and filed.
5. Oversee charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all funds in the name of the corporation in banks, trust companies, or other depositories as shall be selected by the Board of Directors.
6. Oversee receipt for monies due and payable to the corporation from any source whatever.
7. Oversee disbursement or cause to be disbursed the funds of the corporation as may be directed by the Board of Directors, taking proper vouchers for the disbursements.
8. Keep and maintain adequate and correct accounts of the corporation's properties and business transactions including account of its assets, liabilities, receipts, disbursements, gains, losses and capital.
9. Exhibit at all reasonable times the books of account and records of the corporation to any Board member, or to proper persons on terms as are provided by law, on proper application during business hours at the office of the corporation where the books and records are kept.
10. When and as requested, render to the President and Board members all his or her transactions as Secretary-Treasurer and the financial condition of the corporation.
11. On the written request of any registrant of the corporation, and within five days after the request, mail to the registrant the then latest annual Statement of Financial Position and Statement of Activities of the corporation. The financial statements shall have been prepared in accordance with generally accepted accounting principles.
12. In general, perform all the duties incident to the office of Secretary-Treasurer and all other duties as from time to time may be assigned to him or her by the Board of Directors.
13. Review the list of board nominations and insure that all nominees are RPAs in good standing.

Duties of the Business Manager

Basic Function

Serves as the chief operating officer, responsible to the Board of Directors for the effective conduct of the affairs of REGISTER.

Specific Responsibilities

Within the limits of the Bylaws and policies established by the Board of Directors, the Business Manager, with appropriate delegation:

1. Sees that the Board of Directors is kept fully informed on the conditions and operations of the REGISTER, and on all important factors influencing them. Attends all meetings of the Board.
2. Establishes the organizational structure for the headquarters office.
3. Recruits, hires, trains and motivates REGISTER staff personnel. Responsible for all promotions and terminations.
4. Maintains effective internal (registrant) and external (industry) public relations.
5. Manages the finances of REGISTER, including the preparation of an annual budget and long-range forecasts of needs.
6. Maintains official minutes of the Board of Directors and other official meetings of the organization, provides security for all files, legal and historic documents, membership and mailing lists.
7. Plans and executes all communications to the general membership.
8. Carries out such other general responsibilities as may be delegated by the officers and Board of Directors.
9. Is responsible to the President for the day-to-day administration of the headquarters office and for proper interpretation and fulfillment of all functions, responsibilities, authority and relationships.

History of Service

President

| <i>Years of Service</i> | <i>President</i> |
|-------------------------|-------------------|
| 1998-1999 | William Lees |
| 2000-2001 | Don Hardesty |
| 2002-2003 | Michael Glassow |
| 2004-2005 | Charles Niquette |
| 2006-2007 | Jeff Altschul |
| 2008-2009 | William Andrefsky |
| 2010-2011 | Ian Burrow |
| 2012-2013 | Lynne Sebastian |

President-Elect

| <i>Years of Service</i> | <i>President-Elect</i> |
|-------------------------|------------------------|
| 1998 | Don Hardesty |
| 2000-2001 | Michael Glassow |
| 2002-2003 | Charles Niquette |
| 2004-2005 | Jeff Altschul |
| 2006- 2007 | William Andrefsky |
| 2008-2009 | Ian Burrow |
| 2010-2011 | Lynne Sebastian |
| 2012-2013 | Pat Garrow |

Secretary/Treasurer

| <i>Years of Service</i> | <i>Secretary/Treasurer</i> |
|-------------------------|----------------------------|
| 1998 | Rochelle Marrinan |
| 1999-2000 | Charles Niquette |
| 2001-2002 | Donn Grenda |
| 2003-2004 | C. Kristina Roper |
| 2005-2006 | Loretta Lautzenheiser |
| 2007-2008 | Deborah Rotman |
| 2009-2010 | Rochelle Marrinan |
| 2011-2012 | Kimberly Redman |

| | |
|-----------|----------------|
| 2013-2014 | Chuck Niquette |
|-----------|----------------|

Registrar

| <i>Years of Service</i> | <i>Registrar</i> |
|-------------------------|------------------|
| 1998-1999 | John Hart |
| 2000-2001 | Pat Garrow |
| 2002-2003 | Shaune Skinner |
| 2004-2005 | Pat Garrow |
| 2006-2007 | Paul Brockington |
| 2008-2009 | Dennis Gilpin |
| 2010-2011 | Amy Ollendorf |
| 2012-2013 | Danny Walker |

Grievance Coordinator

| <i>Years of Service</i> | <i>Grievance Coordinator</i> |
|-------------------------|------------------------------|
| 1998 | David Browman |
| 1999-2000 | Elton Prewitt |
| 2001-2002 | Valetta Canouts/Hester Davis |
| 2003-2004 | Gary Moore/Berle Clay |
| 2005-2006 | R. Berle Clay |
| 2007-2008 | Glen Doran |
| 2009-2010 | Kay Simpson |
| 2011-2012 | Joan Deming |
| 2013-2014 | Jim Bruseth |

Grievance Coordinator Elect

| <i>Years of Service</i> | <i>Grievance Coordinator Elect</i> |
|-------------------------|------------------------------------|
| 2003-2004 | R. Berle Clay |
| 2005-2006 | Glen Doran |
| 2007-2008 | Kay Simpson |
| 2009-2010 | Joan Deming |
| 2011-2012 | Jim Bruseth |
| 2013-2014 | Doug Mitchell |

Nominations Chair

| <i>Years of Service</i> | <i>Nominations Chair</i> |
|-------------------------|--------------------------|
| 1999 | Heather McKillop |
| 2000 | Karen Rubinson |
| 2001 | Pat Cressey |
| 2002 | K. Kris Hirst |
| 2003 | Kay Simpson |
| 2004 | Stevan Pullins |
| 2005 | Larry Zimmerman |
| 2006 | John Jameson |
| 2007 | Jim Bruseth |
| 2008 | Elizabeth Benchley |
| 2009 | Doug Comer |
| 2010 | |
| 2011 | |
| 2012 | Julie King |
| 2013 | Mike Polk |

Nominations Committee Members

| <i>Year</i> | <i>Nominations Committee Member</i> |
|-------------|-------------------------------------|
| 1999 | Claire Lyons (elected) |
| 1999 | Jeffrey Altschul (appointed) |
| 2000 | Lynn Sebastian (elected) |
| 2000 | James Delgado (appointed) |
| 2001 | Michael Polk (elected) |
| 2001 | Jodi Magness (appointed) |
| 2002 | Shelly Davis-King (elected) |
| 2002 | Jody Magness (appointed) |
| 2003 | Susan Chandler (appointed) |
| 2003 | Alan Kaiser (elected) |
| 2004 | Thomas E. Emerson (elected) |
| 2004 | Catherine Cameron (appointed) |
| 2005 | Joe Watkins (elected) |
| 2005 | Eugene Futato (appointed) |
| 2006 | Elizabeth Prine Pauls (elected) |

| | |
|------|--------------------------|
| 2006 | Bruce Ream (appointed) |
| 2007 | Mark Cassell (elected) |
| 2007 | Ken Becker (appointed) |
| 2008 | Jennifer Tobey (elected) |
| 2008 | Ken Becker (appointed) |
| 2009 | Don Weir (elected) |
| 2009 | (appointed) |
| 2012 | Michael Pfiffer |
| 2013 | David Hart |

Standards Board Members

| <i>Year</i> | <i>Standards Board Member</i> |
|-------------|-------------------------------|
| 1999 | David Carlson |
| 1999-2000 | George “Rip” Rapp, Jr. |
| 1999-2001 | Laurie Slawson |
| 2000-2002 | Charles McGimsey |
| 2001-2003 | Leslie Eisenberg |
| 2002-2004 | John Doershuk |
| 2003-2005 | Michael J. Moratto |
| 2004-2006 | Cynthia Ann Bettison |
| 2005-2007 | Alex Barker |
| 2006-2008 | Tom Green |
| 2007-2009 | Thomas Emerson |
| 2008-2010 | Richard Ciolek-Torrello |
| 2009-2011 | Deborah Rotman |
| 2010-2012 | ? |
| 2011-2013 | ? |
| 2012-2014 | Mark Branstner |
| 2013-2015 | Vergil Noble |

Standards Board Alternates

| <i>Year</i> | <i>Standards Board Alternate</i> |
|-------------|----------------------------------|
| 1999 | Mike Adler |
| 1999-2000 | Leslie Eisenberg |
| 1999-2001 | Roberta Greenwood |

| | |
|-----------|------------------|
| 2000-2002 | Jay Newman |
| 2002-2003 | John Doershuk |
| 2002-2004 | H. Edwin Jackson |
| 2003-2005 | Deborah Rotman |
| 2004-2006 | Ned Woodall |
| 2005-2007 | William Green |
| 2006-2008 | Nancy White |
| 2007-2009 | Michelle Terrell |
| 2008-2010 | James Karbula |
| 2009-2011 | Ed Huber |
| 2010-2012 | Steven Simms |
| 2011-2013 | Chris Horrell |
| 2012-2014 | Rochelle Lurie |
| 2013-2015 | April Beisaw |

Director (Society For American Archaeology)

| <i>Year</i> | <i>SAA Director</i> |
|-------------|---------------------|
| 1998-2000 | William Lipe |
| 2000-2003 | Donna Siefert |
| 2004-2007 | Don Weir |
| 2008-2012 | Jo Reese |
| 2013- | Susan Chandler |

Director (American Anthropological Association)

| <i>Year</i> | <i>AAA Director</i> |
|-------------|---------------------|
| 2002-2003 | Jeffrey Altschul |
| 2004-2010 | David Anderson |
| 2011- | Charles Cobb |

Director (Society For Historical Archaeology)

| <i>Year</i> | <i>SHA Director</i> |
|-------------|---------------------|
| 1998-1999 | Vergil Noble |
| 2000-2002 | Robert Clouse |
| 2003-2009 | Robert Clouse |

| | |
|-----------|--------------|
| 2010-2012 | Amanda Evans |
| 2013- | |

Director (American Institute Of Archaeologists)

| <i>Year</i> | <i>AIA Director</i> |
|-------------|---------------------|
| 1999-2002 | Ricardo Elia |
| 2005-2006 | Susan Kane |
| 2007-2010 | Nancy Wilkie |
| 2011- | Andrew Moore |

RPA Awards History

Special Achievement Award:

Presented by the Register of Professional Archaeologists in recognition of a profound and meaningful contribution to the promotion of professionalism in archaeology. This award may be given to one or more individuals, one or more organizations, or a combination of individuals or organizations (Initial award 2005)

| <i>Date</i> | <i>Recipients</i> |
|-------------|--|
| 2005 | State Archaeologist, Kevin T. Jones |
| 2005 | Utah Professional Archaeological Council |
| 2006 | Charles R. "Chip" McGimsey |
| 2007 | Ed Jelks |
| 2008 | Dr. William Lees |
| 2009 | Laurie Rush |
| 2010 | |
| 2011 | Paul Green |
| 2012 | |
| 2013 | |

Charles R. McGimsey III—Hester A. Davis Distinguished Service Award (McGimsey-Davis Distinguished Service Award):

Presented in recognition of the distinguished service of a Registered Professional Archaeologist to achieving the mission of the Register of Professional Archaeologists as evidenced by a single action or through a lifetime of elevated service (Initial award 2005).

| <i>Date</i> | <i>Recipients</i> |
|-------------|-------------------------|
| 2005 | Charles R. McGimsey III |
| 2005 | Hester A. Davis |
| 2006 | William Lipe Ph.D. |
| 2007 | Fred Wendorf, Jr. |
| 2008 | Dr. Don Fowler |
| 2009 | Lynne Sebastian |
| 2010 | |
| 2011 | Donald Hardesty, UNLV |
| 2012 | |
| 2013 | |

President's Award

2008 Chuck Niquette and Jeff Altschul
2011 Julie King

John F. Seiberling Award

SOPA established the John F. Seiberling Award in 1986 in the name of Ohio Congressman Seiberling, for his many legislative efforts in support of historic preservation. Seiberling himself received the first award. The award was intended to recognize significant and sustained efforts in the conservation of archeological resources by an individual or group.

| <i>Date</i> | <i>Recipients</i> |
|-------------|---|
| 1986 | Hon. John F. Seiberling |
| 1987 | Larry D. Banks |
| 1990 | Fred Wendorf |
| 1991 | Robert L. Stevenson |
| 1992 | The Archaeological Conservancy |
| 1992 | Hon. Charles Bennett |
| 1994 | Hester A. Davis |
| 1995 | Hon. Wyche Fowler |
| 1996 | Loretta Newman |
| 1997 | The Advisory Council on Historic Preservation |

SOPA's Distinguished Service Award

SOPA's Distinguished Service Award was established in 1989 and first bestowed in 1990. It was initially meant to honor long-term service to SOPA, but was later expanded to encompass service to the profession as a whole (largely through committee inattention to the original intent).

| <i>Date</i> | <i>Recipients</i> |
|-------------|-----------------------|
| 1990 | Hester A. Davis |
| 1991 | Charles E. Cleland |
| 1992 | J. Ned Woodall |
| 1993 | Bennie Keel |
| 1994 | Edward B. Jelks |
| 1995 | Hon. Robert Gettleman |
| 1996 | Brian A. Fagan |
| 1997 | Richard D. Daugherty |

SOPA's Special Achievement Award

SOPA's Special Achievement Award was also established in 1989 and first given out in 1990. The intent was to recognize good works in teaching, research, preservation, public service, etc. There could be one or more granted in a particular year, and in some cases the citation was for multiple individuals working together (like 1993's ARPA law enforcement training instructors).

| <i>Date</i> | <i>Recipients</i> |
|-------------|--|
| 1990 | J. Barto Arnold III |
| 1990 | Martin McAllister |
| 1991 | John A. Walthall |
| 1992 | Charles M. Niquette |
| 1993 | Margaret Kimball Brown |
| 1993 | Sherry Hutt, Elwood Jones, and Martin McAllister |
| 1994 | Thomas L. Sever |
| 1995 | Francis P. McManamon |
| 1996 | Peter A. Young |
| 1997 | Robert M. Thorne |

SOPA began granting Emeritus Status and Life Membership in 1990 and thereafter bestowed it occasionally by board vote upon recommendation of the Awards Committee. [All but Jelks and McGinsey below are now deceased, but if a list of honorees is to be maintained in the board book or directory, it would be appropriate to list them with an asterisk indicating "deceased." 3/8/2007]

| <i>Date</i> | <i>Recipients</i> |
|-------------|-------------------------|
| 1990 | James B. Griffin * |
| 1990 | Jesse Jennings * |
| 1992 | Irving B. Rouse * |
| 1992 | Edward B. Jelks |
| 1996 | John L. Cotter * |
| 1996 | Charles R. McGinsey III |

SOPA Presidential Recognition Award

The SOPA Presidential Recognition Award was granted irregularly at the whim of each incumbent president for various reasons.

| <i>Year</i> | <i>SOPA President</i> | <i>Recipient</i> |
|-------------|-----------------------|----------------------------|
| 1995 | Larry D. Banks | William B. Lees |
| | | Mark J. Lynott |
| | | Michael J. Moratto |
| | | Vergil E. Noble |
| 1996 | Fred Wendorf | Lisa M. Hill |
| 1997 | Fred Wendorf | Charles E. Cleland |
| | | <u>Charles R. McGinsey</u> |

List of Motions

Motion 1998 (SOPA):

Status: Approved

TOPIC: End of SOPA

Meeting: March 25, 1998

The Society of Professional Archaeologists suspends all functions until the year 2002 when the current board shall reconvene to evaluate the effectiveness of the Register of Professional Archaeologists and decide the fate of SOPA The Board of Directors of SOPA authorizes the transfer of all SOPA funds to the Register of Professional Archaeologists by July 1, 1998 except \$1,000 to be retained for SOPA functions.

Motion by Noble, Second by Lipe

Motion 1998-1:

Status: Approved

TOPIC: Bylaws Modification: Ties

Meeting: March 26, 1998

That Article III Section 8 of the draft bylaws dated March 25, 1998, be amended to provide that in the event of a tie vote the decision of the President shall prevail.

Motion by Lipe, Second by Marrinan

Bylaws change moved by Kintigh, Second by Marrinan

Motion 1998-2:

Status: Approved

TOPIC: Registration Committee

Meeting: March 26, 1998

The current SOPA certification committee become the RPA registration committee; that the Registrar be empowered to appoint a registration committee and appoint members subject to approval of the President

Motion by Lipe, Second by Marrinan

Motion 1998-3:

Status: Approved

TOPIC: RPA elections

Meeting: March 26, 1998

The current SOPA election slate will be rolled into the RPA slate, with board positions staggered.

Motion by Lees, Second by Wilke

Motion 1998-4:

Status: Approved

TOPIC: RPA Mission

Meeting: email vote April 22, 1998

Whereas the Society of Professional Archeologists (SOPA) has become inactive and has been superseded by the Register of Professional Archaeologists (hereafter abbreviated as the Register) as a result of a vote of the SOPA membership and the memberships of the Register's sponsors (the Society for American Archaeology and the Society for Historical Archaeology), it therefore is the intent of the Board of Directors of the Register to adopt standards, guidelines, registration requirements, and grievance procedures that conform in detail to those previously established and maintained by SOPA, so that the Register can carry on the mission and work of SOPA.

Motion by Lipe, Second by Noble

Motion 1998-5:

Status: Approved

TOPIC: Code of Conduct and Standards

Meeting: email vote April 22, 1998

The Register of Professional Archaeologists hereby establishes a Code of Conduct and Standards of Research Performance, with wording identical to that of the Code of Ethics and Standards of Research Performance, respectively, of the Society of Professional Archeologists (SOPA), as published in SOPA's 1998 Directory of Certified Professional Archeologists, pages 7-12, with the exception that all references to SOPA or the Society of Professional Archeologists are replaced by the terms Register or Register of Professional Archaeologists, as appropriate. Nothing in this motion precludes future modifications of the Register of Professional Archaeologists' Code of Conduct and Standards of Research Performance by the Register's Board of Directors.

Motion by Lipe, Second by Noble

Motion 1998-6:

Status: Approved

TOPIC: Institutional Standards and Field School Guidelines

Meeting: email vote April 22, 1998

The R hereby establishes Institutional Standards, and Guidelines and Standards for Academic Archaeological Field Schools, with wording identical to that of the Institutional Standards and Guidelines and Standards for Academic Archaeological Field Schools of the Society of Professional Archeologists (SOPA), as published in SOPA's 1998 Directory of Certified Professional Archeologists, pages 13-16, with the exception that all references to SOPA or the Register of Professional Archeologists are replaced by the terms Register or Register of Professional Archaeologists, as appropriate. Nothing in this motion precludes future modification of these Standards and Guidelines by the Register's Board of Directors.

Motion by Lipe, Second by Noble

Motion 1998-7:

Status: Approved

TOPIC: Establish Grievance Procedures

Meeting: email vote April 22, 1998

The Register of Professional Archaeologists hereby establishes Grievance Procedures, as described in the document entitled Disciplinary Procedures of the Register of Professional Archaeologists. The wording of this document shall be identical to that of the most recent version of the Disciplinary Procedures of the Society of Professional Archaeologists (SOPA), except that all references to SOPA or the Society of Professional Archaeologists shall be replaced by the terms Register or Register of Professional Archaeologists, as appropriate. Nothing in this motion precludes future modifications of these Procedures by the Register's Board of Directors.

Motion by Lipe, Second by Noble

Motion 1998-8:

Status: Approved

TOPIC: Education and Training requirements

Meeting: email vote April 22, 1998

The Register of Professional Archaeologists hereby approves and endorses the current statement of Education and Training Requirements for becoming a Registered Professional Archaeologist, as previously established by the Registrar of the Register of Professional Archaeologists in consultation with the Board. These requirements are as stated in the attached Application for Registration (printed from the version of the Application available on the Society for American Archaeology web site on March 13, 1998. Source: <<http://www.saa.org/AboutArch/ropa.htm>>).

Motion by Lipe, Second by Noble

Motion 1998-9:

Status: Defeated

TOPIC: Standards Board, Grievance Coordinator, Grievances

Meeting: email vote April 30, 1998

That the Board of the Register of Professional Archaeologists 1) authorizes the sitting Society of Professional Archaeologists (SOPA) Standards Board to continue in that capacity for the Register (these individuals are Nancy White, Chair; Claire Lyons; and Alan Van Dyke); 2) authorize sitting SOPA Grievance Coordinator David Brownian to continue in that capacity for the Register; and 3) authorize the Register of Professional Archaeologists' Grievance Coordinator and the Standards Board Chair to continue to process (on behalf of the Register) grievance cases initiated under the auspices of SOPA.

Motion by Lipe, Second by Noble

Tie vote broken by President

Motion 1998-10:

Status: Approved

TOPIC: RPA bank accounts

Meeting: email vote June 16, 1998

Suspend the establishment of new accounts until after the planned meeting of the ROPA Board.

Motion by Noble, Second by Lipe

Motion 1998-11:

Status: Approved

TOPIC: 501(c)(3)

Meeting: June 30, 1998

The current SOPA certification committee shall become the RPA registration committee; that the Registrar be empowered to appoint a registration committee and appoint members subject to approval of the President

Motion by Lipe, Second by Noble

Motion 1998-12:

Status: Approved

TOPIC: RPA logo

Meeting: June 30, 1998

The President (Lees) is authorized to move ahead with the creation of a logo and consult with the Board by email regarding the cost.

Motion by Lipe, Second by Marrinan

Motion 1998-13:

Status: Approved

TOPIC: Standards Board & Grievance Coordinator creation

Meeting: June 30, 1998

The Board of the Register of Professional Archaeologists 1) authorizes the sitting Society of Professional Archaeologists (SOPA) Standards Board to continue in that capacity for the Register (these individuals are Nancy White, Chair; Claire Lyons; and Alan Van Dyke); 2) authorize sitting SOPA Grievance Coordinator David Browman to continue in that capacity for the Register.

Motion by Lipe, Second by Noble

Motion 1998-14:

Status: Approved

TOPIC: Grievance Fund

Meeting: June 30, 1998

The RPA shall earmark \$50,000 to create a grievance fund. Any use of these funds for other purposes will require Board approval.

Motion by Lipe, Second by Noble.

Motion 1998-15:

Status: Approved

TOPIC: Fiscal Year

Meeting: June 30, 1998

The fiscal year of The Register of Professional Archaeologists commence 1 January and end 31 December of each year.

Motion by Noble, Second by Lipe

Motion 1998-16:

Status: Approved

TOPIC: First RPA slate

Meeting: June 30, 1998

Establishing the succession of offices as follows (terms are calendar year):

- President: Interim President Lees continues in office until December 1999.
- President Elect: for the first election, this will be a one year term. Elect this officer in Fall 1998 (1999; automatically succeeds to President for a two year term, 2000 2001)
- Secretary Treasurer: Elect new officer in Fall 1998 for two year term (1999 2000)
- Registrar: Interim Registrar Hart continues until December 1999. Elect new officer Fall 1999 for a two year term (1999 2000)
- Grievance Coordinator: Elect new officer in Fall 1998 for two year term (1999-2000)
- Standards Board Position 1: Elect new officer Fall 1998 for one year initial term (1999; subsequent terms are for three years)
- Standards Board Position 2: Elect new officer Fall 1998 for two year initial term (1999 2000; subsequent terms are for three years)
- Standards Board Position 3: Elect new officer Fall 1998 for three year term (1999-2001)
- Standards Board Alternate Position 1: elect new officer Fall 1998 for one year initial term (1999; subsequent terms are for three years)
- Standards Board Alternate Position 2: elect new officer Fall 1998 for two year initial term (1999 2000; subsequent terms are for three years)

- Standards Board Alternate Position 3: elect new officer Fall 1998 for three year term (1999 2001)
- Nominating Committee Chair: elect new officer Fall 1998 for one year term (1999)
- Nominating Committee Member: elect new officer Fall 1998 for one year term (1999)
- SAA Director: Appoint new officer Fall 1999 for a two year initial term (1999-2000; subsequent terms are for three years)
- SHA Director: Appoint new officer Fall 1999 for a three year term (1999 2001)

Motion by Noble, Second by Lipe

Motion 1998-17:

Status: Approved

TOPIC: Logo Budget

Meeting: e-mail vote August 18, 1998

Approve expenditures not to exceed \$750 for development of a logo and associated materials.

Motion by Lipe, Second by Hardesty

Discussion: Noble presume, however, that we will be given an opportunity to review and select from a set of alternatives before anything goes into production.

Motion 1998-18:

Status: Approved

TOPIC: Business Office

Meeting: e-mail vote September 15, 1998

Bill Lees is empowered to open formal discussions with Clemons and Associates toward negotiation of a mutually agreeable contract for business office services, subject to final approval of the Board and review of counsel.

Motion by Noble, Second by LipeHardesty

Motion 1998-19:

Status: Approved

TOPIC: Business Office contract

Meeting: e-mail vote October 10, 1998

RPA shall enter into the contract agreement drafted for business services with Clemons & Associates, as amended by our legal counsel.

Motion by Noble, Second by Lipe

Motion 1999-1:

Status: Approved

TOPIC: 1999 Budget

Meeting: Spring

Accept the 1999 budget as provided.

Motion by Lipe, Second by Hardesty

Motion 1999-2:

Status: Approved

TOPIC: Investment Policy

Meeting: Spring

Treasurer shall maintain \$2,500 in the checking account at all times to defray the bank fees and \$20,000 in the money market account to maintain a normal operating fund. A sum of \$50,000 should be used to purchase U.S. Treasury Bonds for 30 days. As the funds grow, treasuries should be purchased at staggering redemption dates. Each time a treasury is redeemed, any money needed for operating expenses would stay in the money market account and the balance re-invested for an appropriate length of time.

Motion by Lipe, Second by Hardesty

Motion 1999-3:

Status: Approved

TOPIC: Tax Exempt Status

Meeting: Spring

Business Office shall prepare and submit the Register's application for tax exempt status, although not required until November 1999.

Motion by Hardesty, Second by Lipe

Motion 1999-4:

Status: Approved

TOPIC: Short Form Applicant approval

Meeting: Spring

The Registrar has the authority to approve short form applications

Motion by Hardesty, Second by Noble

Motion 1999-5:

Status: Approved

TOPIC: Awards

Meeting: Spring

Continue the Sieberling, Distinguished Service, Special Achievement, Emeritus, and Presidential Recognition awards.

Motion by Niquette, Second by Lipe

Motion 1999-6:

Status: Approved

TOPIC: EAA Conference

Meeting: Spring

President Niquette will represent RPA at the EAA conference, with a \$1,000 expense cap.

Motion by Hardesty, Second by Elia

Motion 1999: #7(electronic)

TOPIC: Clemons Contract

Status: Adopted

Hardesty moved that we raise Clemons Management Fee from 60 hours (\$2790) to 80 hours (\$3720) as requested, a difference of \$930. Vergil Noble provided a second.

Motion 1999: #8(electronic)

TOPIC: Cleland Resolution

Status: Adopted

Bill Lees presented a resolution for Charles E. Cleland who is retiring from Michigan State University. Don Hardesty moved that the resolution be approved and Bill Lipe seconded that motion. A copy of the resolution is presented below.

“Be it resolved on his retirement from Michigan State University that the Board of Directors of the Register of Professional Archaeologists expresses its deep gratitude to Charles E. Cleland for his profound leadership in the cause of professionalism in archaeology as shown by his role in the founding of and dedicated service to the Society of Professional Archaeologists, by his efforts in the establishment of the Register of Professional Archaeologists, and by his mentoring of generations of students who have entered their careers with a comprehensive understanding of what it means to be a professional.”

Motion 2000-1:

Status: Approved

TOPIC: March 1999 minutes

Meeting: February 2000

The minutes from the March 1999 board meeting shall be approved.

Motion by Elia, Second by Hardesty

Motion 2000-2:

Status: Approved

TOPIC: FY2002 budget

Meeting: February 2000

The FY2002 budget should reflect a \$5.00 increase in Registration fees to keep with inflation

Motion by Lipe, Second by Elia

Motion 2000-3:

Status: Approved

TOPIC: FY2002 budget

Meeting: February 2000

The FY2002 budget should reflect a \$500 increase in Sponsor fees to keep pace with inflation

Motion by Lipe, Second by Elia

Motion 2000-4:

Status: Approved

TOPIC: Travel Funding

Meeting: February 2000

Provide Niquette with financial assistance to attend both the IFA (Brighton, England) and EAA (Lisbon, Portugal) meetings in FY2000. The assistance includes plane fare to both meetings, not to exceed \$2,000.

Motion by Lipe, Second by Clouse

Motion 2000-5:

Status: Approved

TOPIC: RPA Certificates

Meeting: February 2000

All newly registered RPAs will receive a certificate bearing the gold star. Renewing RPAs will have their names and Registration Identification Numbers listed in the Directory but no new gold stars will be mailed out of the Business Office.

Motion by Clouse, Second by Lipe

Motion 2000-6:

Status: Approved

TOPIC: Spelling

Meeting: February 2000

Change the spelling of archeology from "archeology" to "archaeology" in the Disciplinary Procedures for the Register of Professional Archaeologists.

Motion by Elia, Second by Clouse

Motion 2000-7:

Status: Approved

TOPIC: Grievance Coordinator manual

Meeting: February 2000

The Board review the October 1998 draft of the Manual for Grievance Coordinators prior to a discussion of the same at the Philadelphia SAA Board Meeting.

Motion by Lipe, Second by Niquette

Motion 2000-8:

Status: Approved

TOPIC: Credit card payments

Meeting: February 2000

The business office shall set up a procedure to accept credit card payments by renewing RPA.

Motion by Clouse, Second by Elia

Motion 2000-9:

Status: Approved

TOPIC: February minutes

Meeting: March 2000

Approval of the combines Quebec City and Chicago Baord Meetings, as amended.

Motion by Clouse, Second by Elia

Motion 2000-10:

Status: Approved

TOPIC: Emeritus status

Meeting: March 2000

The Register shall continue a tradition started by SOPA by granting emeritus status and lifetime membership to Bob McGimsey, Irving Rouse and Ed Jelks

Motion by Niquette, Second by Lipe

Motion 2000-11:

Status: Approved

TOPIC: 2000 budget

Meeting: April 2000

The budget, as amended, be approved

Motion by Glassow, Second by Lipe

Motion 2000-12:

Status: Approved

TOPIC: Disciplinary Procedures

Meeting: April 2000

The intent of the Board is to change the wording of the Disciplinary Procedures to make it consistent with the “introduction” to the Manual for Grievance Coordinators.

Motion by Lipe, Second by Glassow

Motion 2000-13:

Status: Approved

TOPIC: March 2000 minutes

Meeting: May 2000

Approve the minutes of the March 1, 2000, Conference Call.

Motion by Clouse, Second by Glassow

Motion 2000-14:

Status: Approved

TOPIC: April 2000 Minutes

Meeting: May 2000

Approve the minutes of the April 8, 2000, Board Meeting held in conjunction with the SAA Conference in Philadelphia

Motion by Glassow, Second by Clouse

Motion 2000-15:

Status: Approved

TOPIC: April 2000 Planning minutes

Meeting: May 2000

Approve the minutes of the April 9, 2000, minutes of the RPA Long-Range Planning Meeting with the Sponsor Society Presidents, also held in Philadelphia

Motion by Niquette, Second by Glassow

Motion 2000-16:

Status: Approved

TOPIC: RPA newsletter

Meeting: May 2000

Accept Ms. Harris' proposal (produce RPA newsletter had been circulated to the Board for review. It consisted of a one time set up fee of \$350 and then \$400 per issue. Jeanne's proposal included producing a hard copy (to be distributed by the Business Office as appropriate) and electronic versions in both .html and .pdf formats)

Motion by Niquette, Second by Glassow

Motion 2000-17:

Status: Approved

TOPIC: Committee terms

Meeting: May 2000

Committee members (including chairs) be appointed for two year terms.

Motion by Clouse, Second by Niquette

Discussion: The motion was clarified to reflect the need, during this initial period, to equally divide appointments between one-year terms and two-year terms to achieve the desired staggering effect.

Motion 2000-18:

Status: Approved

TOPIC: May 2000 Minutes

Meeting: June 2000

Approve the minutes of the May 3, 2000 conference call

Motion by Glassow, Second by Niquette

Motion 2000-19:

Status: Approved

TOPIC: Newsletter

Meeting: June 2000

Use the title "RPA Notes" for the planned electronic communique

Motion by Niquette, Second by Glassow

Motion 2000-20:

Status: Approved

TOPIC: repeal 2000-3

Meeting: June 2000

Repeal Motion 2000-3

Motion by Glassow, Second by Clouse

Motion 2000-e:

Status: DEFEATED

TOPIC: metric scales

Meeting: email vote

Have Bob Clouse pursue his lead to purchase 10,000 metric scales as described (Register logo in Black and White on the opposite side) for the sum of \$252.00.

Motion by Niquette, Second by Lipe

Motion 2001-1:

Status: Approved

TOPIC: November 2000 minutes

Meeting: January 2001

The minutes of the November 1st, 2000 meeting shall be approved.

Motion by Elia, Second by Glassow

Motion 2001-2:

Status: Approved

TOPIC: Travel request

Meeting: January 2001

Ask Chuck Niquette for an update on EAA status and to approve his request for travel.

Motion by Clouse, Second by Elia

Motion 2001-3:

Status: Approved

TOPIC: Editorial Policy

Meeting: January 2001

Directors of sponsoring groups should be writing columns in their newsletters.

Motion by Glassow, Second by Grenda

Motion 2001-4 [e]

Status: Approved.

TOPIC: 2001 Budget

Approve the 2001 budget as revised.

Mike Glassow has moved and Donn Grenda seconded

Motion approved unanimously via email.

Motion 2001-5

Status: Approved

TOPIC: January 2001 Minutes

The minutes of the January 5, 2001 meeting be approved.

Bob Clouse moved & Donn Grenda seconded. Motion carried unanimously, without discussion.

Motion 2001-6

Status: Approved

TOPIC: Request for Travel

Approve Don Hardesty's travel to Banff and his hotel accommodations.

Bob Clouse moved, Seconded by Donn Grenda. Motion approved unanimously.

Motion 2001-7

TOPIC: Field School Cert.

Status: Approved

Change certification of field school from one to two years.

Mike Glassow moved Seconded by Bob Clouse. Motion approved unanimously.

Motion 2002-1:

Status: Tabled

TOPIC: Grievance Coordinator removal

Meeting: March 2002 call

Remove XXXX XXXXX from office of Grievance Coordinator

Motion by Clouse

Discussion: Jeff Altschul asks if legal council has been consulted. Rick Elia says that we must remove him/her with “just cause and written notification.” According to Mike Glassow, we are organized in Illinois and we cannot vote on the phone. Board decides to make a vote (unanimous) but not ratify until the meeting in Denver.

Motion 2002-2:

Status: Approved

TOPIC: April 18, 2001 minutes

Meeting: March 2002

Approve April 18, 2001 minutes. [Minutes not in manual]

Motion by Clouse, Second by Niquette

Motion 2002-3:

Status: Approved

TOPIC: January 2002 minutes

Meeting: March 2002

Approve January 11, 2002 minutes.

Motion by Niquette, Second by Altschul

Motion 2002-4:

Status: Approved

TOPIC: Electronic Votes

Meeting: March 2002

Approve all past electronic motions, although not technically allowed.

Motion by Niquette, Second by Seifert

Motion 2002-5:

Status: Approved

TOPIC: Webpage

Meeting: March 2002

Accept the proposal from the communications committee to move the website to Sue Linder-Linsley.

Motion by Niquette, Second by Altschul

Motion 2002-6:

Status: Approved

TOPIC: Grievance Coordinator

Meeting: March 2002

Appoint Hester Davis as Grievance Coordinator

Motion by Seifert, Second by Niquette

Motion 2003-1:

Status: Approved

TOPIC: March & October 2002 minutes

Meeting: April 2003

Approval of minutes for March 20, 2002, in Denver and teleconference meeting of Oct 22, 2002 [no minutes in manual].

Motion by Altschul, Second by Niquette

Discussion: Minutes as revised to read “the Register” when referring to the organization and to members as “RPAs.”

Motion 2003-2:

Status: Approved

TOPIC: Disciplinary Procedures

Meeting: April 2003

Approve revision submitted.

Motion by Niquette, Second by Altschul

Motion 2003-3:

Status: Approved

TOPIC: Publication of Standards Board Report Policy and Procedure

Meeting: December 2003

Adopt the following policy: “The Board of Director’s have sole authority to disseminate reports in accordance with procedures set forth in the Procedures Manual.”

Motion by Clouse, Second by Altschul

Motion 2003-4:

Status: Approved

TOPIC: SHA Student Reception

Meeting: December 2003

The Register shall co-sponsor a student reception at the SHA meetings in the amount of \$500.

Motion by Niquette, Second by Roper

Motion 2004-1:

Status: Approved

TOPIC: December 2003 minutes

Meeting: March 2004

Approve minutes, as corrected, from the December 9, 2003 Conference call. [no evidence that Grievance Coordinator discussion was added to those minutes]

Motion by Clouse, Second by Weir

Motion 2004-2:

Status: Approved

TOPIC: April 2003 minutes

Meeting: March 2004

Approve minutes of April 9, 2003 Board meeting

Motion by Weir, Second by Clouse

Motion 2004-3:

Status: Approved

TOPIC: 2004 budget

Meeting: March 2004

Approve the 2004 budget, as provided

Motion by Roper, Second by Weir

Motion 2004-4:

Status: Approved

TOPIC: Mailing List Policy

Meeting: March 2004

Accept the Mailing List policy

Motion by Weir, Second by Roper

Motion 2004-5:

Status: Approved

TOPIC: Report Dissemination

Meeting: March 2004

Approve Modifications: Appendix A, Section IV. Inconsistency with writing and our recent Board decision to disseminate reports. Need to remove “which generally should not specifically identify the accused RPA” in order for it to correspond. Before that, though, need to review the confidentiality discussion. In Appendix A, Section 2.1, alter text so that mediation is emphasized as a function and not marginalized

Motion by Anderson, Second by Clouse

Motion 2005-1:

Status: Approved

TOPIC: March 2004 minutes

Meeting: March 2005

The March 2004 minutes are approved

Motion by

Motion 2005-2:

Status: Approved

TOPIC: Standards Board Manual

Meeting: March 2005

Subject to the approval of the president, RPA codify that legal representation and reimbursement of reasonable expenses be provided for Standards Board members who are subpoenaed as a result of their investigation and preparation of a Standards Board report in a RPA case.

Motion by Anderson, Second by Altschul

Motion 2005-3:

Status: Approved

TOPIC: 2005 budget

Meeting: March 2005

Approve the 2005 FY budget as amended

Motion by Altschul, Second by Anderson

Motion 2005-4:

Status: Approved

TOPIC: Needs Assessment

Meeting: March 2005

Accept, as written, the proposal for a Constituent Needs Assessment from Association Research, Inc.

Motion by Weir, Second by Anderson

Motion 2005-5:

Status: Approved

TOPIC: Financial Review

Meeting: March 2005

Accept, accept the financial review for 2004.

Motion by Altschul, Second by Weir

Motion 2005-6:

Status: Approved

TOPIC: Peru

Meeting: March 2005

Authorize the president to enter into negotiations with the College of Archaeology of Peru to pursue a reciprocity agreement.

Motion by Altschul, Second by Anderson

Discussion: Current members in the college will become RPAs, and having paid the College, will not be responsible for dues to RPA. RPAs will be accepted into the College.

Motion 2005-7:

Status: Approved

TOPIC: Emeritus

Meeting: March 2005

Hester Davis be made emeritus.

Motion by Anderson, Second by Altschul

Motion 2006-1:

Status: Approved

TOPIC: March 2005 Minutes

Meeting: April 2006

Approve the minutes of the March 30, 2005 Board meeting, as submitted.

Motion by Weir, Second by Clouse

Motion 2006-2:

Status: Approved

TOPIC: Ratify email votes

Meeting: April 2006

Ratify the following actions (as detailed in the board manual)

1. To place an ad in the program for the 2006 SHA meeting. The ad cost was \$750.
2. To approve the 2006 budget
3. To sign on to the SAA letter regarding restriction of access to archaeological data along the Missouri River system in South Dakota.
4. An expression of concern with the issue of museums not having policies in place to make certain the objects they buy have not been looted. [Some museums are knowingly acquiring objects that have recently been looted from other parts of the world]
5. RPA requested consulting party status to the Programmatic Agreement concerning the Missouri River Main Stem System. [President Altschul sent a letter to the USCAE on January 17, 2006 making the request.]
6. The board discussed the Needs Assessment Survey and voted to accept the survey results and pay the remaining fee.
7. The board voted to approve \$450 for a cash bar at the RPA awards ceremony at the 2006 SAA meeting in San Juan.
8. The board sent a letter from RPA to the Utah Professional Archaeological Council providing comments on Utah HB 139, Permitting Requirements, supporting the requirement that both the PI and field director should be RPAs.
9. The board voted to approve the purchase of 17 copies of the 2nd Edition of Archaeological Ethics for prizes for the participants of the SAA ethics bowl. They are \$32.95 apiece for a total of \$560.15 (plus shipping and handling).

Motion by Clouse, Second by Weir

Motion 2006-3:

Status: Approved

TOPIC: RPA Financials

Meeting: April 2006

Retain Larrabee and Associates to perform a Review of RPA's financial position

Motion by Anderson, Second by Clouse

Motion 2006-4:

Status: Approved

TOPIC: April 2006 Minutes

Meeting: November 2006

Approve April 26, 2006 minutes

Motion by Anderson, Second by Weir

Motion 2006-5:

Status: Approved

TOPIC: Ratify e-mail votes

Meeting: November 2006

Ratify the following actions:

1. June 6, 2006. The Board approved the text of a letter that President Altschul would send to the Keeper of the National Register of Historic Places (NRHP) and to the Department of Energy to comment on the Hanford site (45BN1437) site form and Determination of Eligibility. Robert Clouse had reviewed the documents and found material deficiencies with both. The RPA stated our concern that it was important that individuals preparing NRHP evaluations meet certain professional standards.
2. June 19, 2006. The Board approved a letter to be sent from President Altschul to the Archaeology Task Force of the Advisory Council on Historic Preservation's (ACHP) draft "Policy Statement Regarding Treatment of Burial Sites, Human Remains, and Funerary Objects." RPAs concerns were in four areas (1) professional qualifications, (2) documentation, (3) identification, and (4) consulting parties.
3. August 17, 2006. President Jeff Altschul asked if the Board thought that RPA should have a booth at the AAA annual meeting. The board agreed that RPA should be represented.
4. September 4, 2006. A motion was made (Bill Andrefsky) and seconded (Don Weir) to authorize the president to send the Memorandum of Understanding between the Colegio Profesional de Arqueologos del Peru and the Register of Professional Archaeologist Regarding the Professional Conduct of Archaeologists in Peru and North America. The motion passed.
5. September 6, 2006. The Board agreed to sign on to a letter from the SAA to support the nomination of Dr. Pat Lambert to the NAGPRA review committee.

6. October 8, 2006. While supporting the SAA nomination of Dr. Lambert to the NAGPRA review committee, the Board would not prepare an independent nomination. Dr. Lambert is qualified to be RPA but has not registered. The Board felt that by nominating a non-RPA, it would undermine the principles of RPA and send the wrong message.

Motion by Clouse, Second by Kane

Motion 2006-6:

Status: Approved

TOPIC: 2007 FY Budget

Meeting: November 2006

Approve FY2007 budget

Motion by Anderson, Second by Kane

Discussion: increasing the president's travel budget in the 2008 budget to allow the president to represent the RPA at necessary meetings. Jeff's company has absorbed the cost this year, but that will not always be the case, and the budget should allow for better visibility of RPA at meetings

Motion 2006-7:

Status: Approved

TOPIC: Communication Task Force

Meeting: November 2006

Accept recommendations of the Communications Task Force

[The recommendations are:

1. RPA should use our business office to "centralize" our communications efforts to both RPA registrants and to the external community.
2. RPA should hire our business office or some other entity to redesign our webpage to make it more "professional looking" and more effective to navigate.
3. RPA should send an email message to all RPA registrants whenever there is a new posting on the webpage (the message should have a link to the webpage).
4. RPA should continue sponsoring forums at the SAA annual meeting to discuss items of relevance to RPA such as ethics.
5. A link to the RPA sponsored forum (with abstract and times) should also be posted to the RPA webpage.
6. RPA should communicate with registrants by sending a mass emailing when special issues arise and control the response pile by having our business office send and receive such transactions.
7. RPA should compose a newsletter (letter) report at least once a year that gets mailed out to RPA registrants.
8. RPA should discontinue its current "RPA Notes."
9. RPA should make sure its sponsoring organizations have a link to the RPA webpage.
10. RPA should explore the possibility of sponsoring forums at meetings of other sponsors.

11. RPA should make contact with organizations and entities other than our sponsors to communicate ideas and make announcements (SHPO, THPO, etc.).]

Motion by Kane, Second by Anderson

Motion 2006-8:

Status: Approved

TOPIC: Continuing Professional Education Task Force

Meeting: November 2006

Accept recommendations of the Continuing Professional Education Task Force.

[It is the recommendation of the Task Force on Continuing Professional Education that the RPA Board establish a standing committee for the development, implementation, and continuing oversight of the a CPE certification program. The standing committee should be organized and prepared to implement the certification program before the spring 2007 RPA Board meeting.]

Motion by Kane, Second by Clouse

Motion 2007-1:

Status: Approved

TOPIC: COARPE-RPA MOU

Meeting: January 2007

Approve the revised MOU (dated 1/22/2007) and authorize Jeff to submit it to COARPE.

Motion by Anderson, Second by Andrefsky

Motion 2007-2:

Status: Approved

TOPIC: Letter Approval

Meeting: January 2007

Authorize Jeff Altschul as President to send a letter on behalf of the membership stating that the import of coins from archaeological contexts should indeed be included in the bilateral agreement between Cyprus and the United States (dated 1/28/2007).

Motion by Andrefsky, Second by Kane

Motion 2007-3:

Status: Approved

TOPIC: 2007 awards

Meeting: January 29, 2007 E-vote

Accept the recommendations of the awards committee and award Fred Wendorf the McGimsey-Davis Award and Edward Jelks the Presidential Award.

Motion by Wilkie, Second by Reese

Motion 2007-4:

Status: Approved

TOPIC: April 2006 minutes (duplicate)

Meeting: April 2007

[Re] Approve the meeting minutes from the San Juan Board Meeting.

Motion by Andrefsy, Second by Clouse

Motion 2007-5:

Status: Approved

TOPIC: November 2006 minutes

Meeting: April 2007

Accept the November 2006 Telephonic Board Meeting minutes as written.

Motion by Anderson, Second by Andrefsy

Motion 2007-6:

Status: Approved

TOPIC: January 2007 minutes

Meeting: April 2007

Accept the January 2007 Telephonic Board Meeting minutes as written.

Motion by Anderson, Second by Andrefsy

Motion 2007-7:

Status: Approved

TOPIC: Website

Meeting: April 2007

Accept a one-year trial contract with Affiniscap for their “Members 24x7” web management program.
[as detailed in the board manual]

Motion by Anderson, Second by Altschul

Motion 2007-8:

Status: Approved, pending legal

TOPIC: Code of Conduct Amendment

Meeting: April 2007

Accept the preliminary language, pending review by the Register's attorney

[Add: I. 1.2 e. be involved in the recovery, buying or selling of archaeological artifacts for sale or other commercial purpose; or be employed by or contract with a company whose stated purpose is to recover archaeological artifacts for sale or other commercial purpose]

Motion by Andrefsky, Second by Anderson

Discussion: Nancy Wilkie will consult a cultural property attorney and Jeff will consult with Nick Sacks, the Register's attorney, on the specific wording and report back to the Board. The Board intends to vote on final passage of the amendment by the end of May.

Motion 2007-9:

Status: Approved

TOPIC: COARPE-RPA MOU

Meeting: April 2007

Accept the COARPE-RPA MOU as modified and signed.

Motion by Anderson, Second by Andrefsky

Motion 2007-10:

Status: Approved

TOPIC: Ratify e-mail and phone votes

Meeting: April 2007

Ratify the following e-mail and phone votes:

- a. letter to the Keeper of the National Register of Historic Places (NRHP) and to the Department of Energy to comment on the Hanford site (45BN1437) site form and Determination of Eligibility.
- b. letter to the Archaeology Task Force of the Advisory Council on Historic Preservation's (ACHP) draft "Policy Statement Regarding Treatment of Burial Sites, Human Remains, and Funerary Objects."
- c. to have the RPA booth at the AAA meetings.
- d. Agreement to send RPA draft of Memorandum of Understanding between the Colegio Profesional de Arqueólogos del Perú (COARPE) and the Register of Professional Archaeologist Regarding the Professional Conduct of Archaeologists in Peru and North America to the COARPE.
- e. RPA to sign letter from the SAA to support the nomination of Dr. Pat Lambert to the NAGPRA review committee.

- f. While supporting the SAA nomination of Dr. Lambert to the NAGPRA review committee, RPA will not submit an independent nomination since Dr. Lambert, though qualified, is not listed in the Register.
- g. The Board approved a letter to Tara Johnson, Casting Director, notifying her that the Register did not authorize or condone the use of the RPA directory in their solicitation for a TV host.
- h. The Board approved the recruitment task force report.
- i. Approval of the Award's Committee recommendations of Dr. Fred Wendorf, Jr. for the McGimsey-Davis Award and Dr. Ed Jelks for the Presidential Recognition Award. [Motion 2007-3]
- j. The Board agreed to have Larrabee and Associates of Towson, Maryland review the Register's financial status in accordance with IRS regulations.
- k. The Board agreed to cover \$1,500 in travel expenses for Ruth Shady, President of COARPE, to fly to Austin to attend the SAA meeting in Austin.
- l. The Board authorized the payment of the registration fees of the winning team of the Society for American Archaeology's 2007 ethics bowl.

Motion by Wilkie, Second by Clouse

Motion 2007-11:

Status: Approved

TOPIC: Riverside County Letter

Meeting: May 21, 2007 (e)

The Board send a letter to Ron Goldman, Planning Director of the Riverside County Transportation & Land Management Agency [as detailed in the board manual]

Motion by Andrefsky, Second by Clouse

Motion 2007-12:

Status: Approved

TOPIC: Website

Meeting: August 7, 2007 (e)

Accept the proposal for Affiniscape to manage the website for the Register under the terms of their proposal dated 10 July 2007

Motion by Altschul, Second by Wilkie

Motion 2007-13:

Status: Approved

TOPIC: Archives

Meeting: August 7, 2007 (e)

Retain Mercyhurst as the archives for the Register under a new 3-year contract at 10% increase in cost.

Motion by Altschul, Second by Wilkie

Motion 2007-14:

Status: Approved

TOPIC: Hague Convention

Meeting: August 7, 2007 (e)

The Register of Professional Archaeologists shall join in testimony that is being prepared by the Archaeological Institute of America, the US Committee for the Blue Shield and the Lawyers' Committee for Cultural Heritage Preservation in support of Senate ratification of the 1954 Hague Convention on the Protection of Cultural Property in the Event of Armed Conflict.

Motion by Wilkie, Second by Andrefsky

Motion 2007-15:

Status: Approved

TOPIC: 2007-2010 Clemons Contract

Meeting: October 9, 2007 (e)

Accept a new master contract with Clemmons & Associates [as detailed in the board manual]

Motion by Altschul, Second by Clouse

Motion 2007-16:

Status: Approved

TOPIC: April 2007 minutes

Meeting: November 2007

Approve the 2007 Austin Board Meeting minutes

Motion by Anderson, Second by Wilkie

Motion 2007-17:

Status: Approved [see 2007-8]

TOPIC: Code of Conduct Amendment

Meeting: November 2007

Accept the revision to the Code of Conduct

[add I 1.2 e: knowingly be involved in the recovery or excavation of artifacts for commercial exploitation, or knowingly be employed by or knowingly contract with an individual or entity who recovers or excavates archaeological artifacts for commercial exploitation.]

Motion by Clouse, Second by Anderson

Motion 2007-18:

Status: Approved

TOPIC: Intent for Code Change

Meeting: November 2007

In adopting this amendment, the Register of Professional Archaeologist's (Register) Board of Directors acknowledges that the commercial exploitation of archaeological heritage for sale, trade or speculation or its irretrievable dispersal is fundamentally incompatible with the protection and proper management of the archaeological heritage. Therefore, archaeological heritage shall not be traded, sold, bought or bartered as commercial goods, and no registered professional archaeologist (RPA) shall knowingly engage in such commercial exploitation. Commercial exploitation is defined as the sale, trade, purchase, or barter of archaeological objects and/or sites by entities or individuals whose motivation is primarily profit driven.

Motion by Andrefsky, Second by Reese

Motion 2007-19:

Status: Approved

TOPIC: 2008 Budget

Meeting: November 2007

Accept revised the budget as presented [see minutes]

Motion by Andrefsky, Second by Reese

Motion 2007-20:

Status: Approved

TOPIC: Ratify e-mail votes

Meeting: November 2007

Accept all e-mail votes from May through October of 2007, since the Spring 2007 Board Meeting. [Motions 2007-11 through 2007-15]

Motion by Andrefsky, Second by Anderson

Motion 2008-1:

Status: Approved

TOPIC: Investment Policy

Meeting: January 14, 2008 (e)

The Board accept the Investment Policy proposed by the Investment and Finance Committee and to implement the Committees recommendations. [see minutes]

Motion by Wilkie, Second by Clouse

Motion 2008-2:

Status: Approved

TOPIC: Financial Review

Meeting: March 5, 2008 (e)

The Board continue to use Larrabee and Associates (accounting firm in Towson, Md.) to review our statement of financial position for a \$1,550 charge.

Motion by Andrefsky, Second by Burrow

Motion 2008-3:

Status: Approved

TOPIC: 2008 awards

Meeting: April 24, 2008 (e)

Accept the awards committee recommendation to give Don Fowler the McGimsey/Davis Distinguished Service Award and Bill Lees the Special Achievement Award. In addition, Chuck Niquette and Jeff Altschul were nominated as recipients of the 2008 Presidential Award for their efforts with the Peruvian MOU and global archaeological ethics.

Motion by Andresfy, Second by Burrow

Motion 2008-4:

Status: [Re] Approved

TOPIC: April & November 2007 Minutes

Meeting: March 2008

Accept the meeting minutes from 2007 Austin Board Meeting and the November 5th, 2007 Telephonic Board Meeting as written.

Motion by Wilkie, Second by Reese

Motion 2008-5:

Status: Approved

TOPIC: Ratify email votes

Meeting: March 2008

Ratify the consent agenda/email motions:

[2008-1 to 2008-3]

1. The Board accept the Investment Policy proposed by the Investment and Finance Committee and to implement the Committees recommendations.
2. The Board agreed to have Larrabee and Associates of Towson, Maryland review the Register's financial status in accordance with IRS regulations.

3. Approval of the Award's Committee recommendations of Dr. Don Fowler for the McGimsey-Davis Award (2008) and Dr. William Lees for the Special Achievement Award (2008).
4. Approval of Presidential recommendation of Chuck Niquette and Jeff Altschul for the Presidential Recognition Award for 2008.

Motion by Reese, Second by Anderson

Motion 2008-6:

Status: Approved

TOPIC: US Committee of the Blue Shield

Meeting: March 2008

The Register shall become a sponsoring organization of the US Committee of the Blue Shield.

Motion by Anderson, Second by Reese

Motion 2008-7:

Status: Approved

TOPIC: Archaeological Union Letter

Meeting: April 24, 2008 (e)

Approved letter to Ryan Howell, coordinator of the Union effort.

Motion by Wilkie, Second by Anderson

Motion 2008-8:

Status: Approved

TOPIC: ALI Letter

Meeting: May 11, 2008 (e)

Approved letter to Dr. Richard Pettigrew, President of the Archaeology Legacy Institute.

Motion by Wilkie, Second by Clouse

Motion 2008-9:

Status: Approved

TOPIC: Field School Scholarships

Meeting: September 2, 2008 (e)

Accept the proposal regarding a new RPA sponsored scholarship for archaeological field schools (as amended).

Motion by Rotman, Second by Wilike

Motion 2009-1:

Status: Approved

TOPIC: March 2008 minutes

Meeting: April 2009

The minutes shall be approved with the modifications provided.

Motion by Anderson, Second by Jo Reese

Discussion – Vancouver Meeting Wilkie moved to approve; Burrow second; passed.

Telephone Conference B amendments

pg. 4 - change sentence to “Jo indicated that the Professional Development Committee had plans to meet again at the Society for American Archaeology meetings in Atlanta, April 2009.”

no “s” on Burrow

Motion 2009-2:

Status: Approved

TOPIC: Consent Agenda

Meeting: April 2009

The Consent agenda will be approved.

Motion by Ian Burrow, Second by Wilkie

Discussion – agenda included six letters, the field school scholarship

Motion 2009-3:

Status: Approved

TOPIC: RPA Directory

Meeting: April 2009

The membership shall be polled to determine if there is any interest in having the Directory provided electronically or if the printed version should remain.

Motion by Kay Simpson, Second by Jo Reese

Discussion – this will put the resolution of electronic or printed into the hands of the members

Motion 2009-4:

Status: Approved

TOPIC: April 2009minutes

Meeting: October 2009

The minutes are approved without correction

Motion by Ian Burrow, Second by Nancy Wilkie

Discussion – none

Motion 2009-5:

Status: Approved

TOPIC: Grievance Coordinator-Elect

Meeting: October 2009

The incoming grievance coordinator should attend the spring meeting prior to taking office.

Motion by Rochelle Marrian, Second by Ian Burrow

Discussion – it will be an effort to provide better orientation and overlap

Motion 2009-6:

Status: Approved

TOPIC: Nominations Committee

Meeting: October 2009

The slate as provided will be approved.

Motion by Ian Burrow, Second by Dave Anderson

Discussion – President-Elect: Lynne Sebastian, Joseph Schuldenrein; Nominating Committee Chair: Robert Clouse, Mike Cinquino; Nominating Committee: Mike Polk, Willem Willems; Standards Board Alternate: Steve Simms, Paula Lazarus; Registrar: Amy Ollendorf, Carol Diaz-Granados

Motion 2009-7:

Status: Approved

TOPIC: Continuing Ed committee report

Meeting: October 2009

The committee report shall be accepted.

Motion by Dave Anderson, Second by Ian Burrow

Discussion – none

Motion 2009-8:

Status: Approved

TOPIC: Registration and Membership

Meeting: October 2009

There will be no change to current registration recommendation, encourage members to self-identify on the RPA web page, make no change to the short form, check with the Registrar regarding an essay change to the long form, and that we continue to consider the problem of membership categories, particularly student membership.

Motion by Rochelle Marrinan, Second by Nancy Wilke

Discussion – The RPA Ethics Code is the thing that is going to control what practitioners are capable of doing. The Code is unifying and provides cohesiveness to RPA. Faunal analysis, geoarchaeologists, and others with specialties want people to know their skill sets. This can be done on their RPA member web page. Adding an essay to the long form to accommodate people who have neither a thesis nor dissertation. Grades of membership is a tough question because there is a real interest in encouraging younger archaeologists to join, perhaps a undergraduates or graduate students. Thus a student membership category may be very valuable to RPA. However, it is currently unclear how that might be done so that abuses of this status of membership do not occur.

Motion 2010-1:

Status: Approved

TOPIC: October 2009 minutes

Meeting: April 2010

The October 19, 2009 minutes shall be accepted with one typo fix.

Motion by Lynne Sebastian, Second by Nancy Wilke

Discussion – none

Motion 2010-2:

Status: Approved

TOPIC: Advocacy Policy Statement

Meeting: April 2010

As a general policy, the Register of Professional Archaeologists participates in advocacy regarding state and federal legislative and regulatory issues only when those issues directly concern the mission of the Register.

Motion by Lynne Sebastian, Second by Nancy Wilke

Discussion – none

Motion 2010-3:

Status: Approved

TOPIC: April 2010 Minute

Meeting: November 2010

The minutes of the April 14, 2010 meeting are approved with minor changes.

Motion by Jo Reese, Second by Lynne Sebastian

Discussion – none

Motion 2011-1:

Status: Approved

TOPIC: Board Term

Meeting: March 2011

The term of office for elected positions and directors begins and ends at the Spring Board meeting.

Motion by Lynne, Second by Amanda.

Discussion – increased costs, but important to allow for easier transitions; does this need added to the bylaws.

Motion 2011-2:

Status: Approved

TOPIC: Board expenses

Meeting: March 2011

The RPA will reimburse expenses of in-coming and out-going board member attendees (officers, officer elect, directors, grievance coordinator, grievance coordinator-elect, standards board chair, nominating committee chair, and registrar).

Motion by Jo, second by Kim.

Motion 2011-3:

Status: Approved

TOPIC: November 2010 Minutes

Meeting: March 2011

Approve the Minutes of the Telephone Board Meeting November 19th 2010

Moved Lynne, second by Jo

Motion 2011-4:

Status: Approved

TOPIC: Budget Approval

Meeting: March 2011

Approve 2011 budget as amended.

Moved Amanda, Jo second.

Motion 2011-5:

Status: Approved

TOPIC: Watchword Committee

Meeting: March 2011

Watchword Committee should be sunsetted.

Moved Rochelle, Second Lynne

Motion 2011-6:

Status: Approved

TOPIC: Committees

Meeting: March 2011

Professional Development Committee will be combined with CPE

Moved by Lynne, second by Jo

Motion 2011-7:

Status: Approved

TOPIC: 2012 Budget

Meeting: December 2011

Approve 2012 adjusted budget final numbers with permission to move and clarify line items. Motion by Jo, Second by Nancy.

Motion 2011-8:

Status: Approved

TOPIC: Discovering the Archaeologists

Meeting: December 2011

RPA will take a joint lead role (with American Cultural Resources Association) in the leadership and sponsorship of the Discovering the Archaeologists of the Americas initiative.

Motion by Nancy, second by Amanda.

Motion 2012-1:

Status: Approved

TOPIC: Spring 2011 Minutes

Meeting: April 2012

Approve 2011 Spring Meeting notes as amended.

Motion by Jo, Second by Amanda.

Motion 2012-2:

Status: Approved

TOPIC: Winter 2011 Minutes

Meeting: April 2012

Approve 2011 Winter Meeting notes as amended.

Motion by Lynne, Second by Jo.

Motion 2012-3:

Status: Approved

TOPIC: Nancy Wilke

Meeting: April 2012

Formally thank Nancy Wilke for her years of service to RPA.

Motion by Jo, Second by Amanda.

Motion 2012-4:

Status: Approved

TOPIC: April 2013 Stipend

Meeting: April 2012

RPA will provide a partial stipend, capped at \$800, for each member who is obligated to attend the board meeting.

Motion by Pat, Second by Charlie

Motion 2012-5:

Status: Approved

TOPIC: RPA exhibit

Meeting: April 2012

RPA purchase a new exhibit as recommended by the committee.

Motion by Amanda, Second by Andrew

Motion 2012-6 (e):

Status: Approved

TOPIC: Bylaws Amendments

Meeting: July, 28, 2012 (e)

The Board approves placement of the following proposed bylaws amendments on the 2012 ballot:

Article 4.1 of the Register of Professional Archaeologists bylaws shall be amended to read:

A Registrar, who must be a RPA, will be elected to a two-year term by a vote of the RPAs and shall be a non-voting, ex-officio member of the Board.

Article 5.2 of the Register of Professional Archaeologists bylaws shall be amended to read:

The Grievance Coordinator shall be a non-voting, ex-officio member of the Board.

Article 6.1 of the Register of Professional Archaeologists bylaws shall be amended to read:

The Grievance Coordinator-Elect shall be a non-voting ex-officio member of the Board.

Motion by Sebastian, Second by Redman

Motion 2012-7:

Status: Approved

TOPIC: Spring 2012 Minutes

Meeting: November 2012

Approve 2012 Spring Meeting notes as amended.

Motion by Andrew, Second by Jo.

Motion 2012-8:

TOPIC: 2013 Board reimbursement

Status: Approved

Meeting: November 2012

Recall Motion 2012-4 and reimburse only airfare for the Spring 2013 meeting (Hawaii).

Motion by Pat, Second by Amanda.

Motion 2012-9:

TOPIC: Committee Sunsetting

Status: Approved

Meeting: November 2012

Sunset Board Manual, Archives, Affiliation and Communications Committees.

Motion by Kim, Second by Joan.

Motion 2012-10:

TOPIC: Investment Policy

Status: Approved

Meeting: November 2012

Accept the Investment Policy as provided.

Motion by Jo, Second by Kim.

Motion 2012-11 (e):

TOPIC: 2013 Budget

Status: Approved

Meeting: December 18, 2012 (e)

Motion 2013-1:

Status: Approved

TOPIC: Fall 2012 Minutes

Meeting: April 2013

Approve the Fall 2012 minutes as corrected. Motion by Joan Deming, Second by Jo Reese.

Motion 2013-2:

TOPIC: Accept the revised Committee charges as provided in the attached report.

Status: Approved

Motion by Pat Garrow, Second by Danny Walker.