

Association of Professional Archaeologists of New Brunswick Ltd. -
Association des archéologues professionnels du Nouveau-Brunswick Ltee (APANB-AAPNB)

About Us

The Association of Professional Archaeologists of New Brunswick Ltd. - Association des archéologues professionnels du Nouveau-Brunswick Ltee (APANB-AAPNB) is a not-for-profit, self-governing professional association incorporated under the New Brunswick *Companies Act* in March of 2013. The APANB-AAPNB represents the professional interests of individuals working in the field of Archaeology, or related disciplines, while establishing and maintaining principles and standards of archaeological practice in New Brunswick.

Mission Statement

The objectives of the APANB-AAPNB are to:

- Represent the profession of archaeology in New Brunswick
- Facilitate the development of the profession of archaeology in New Brunswick
- To be an independent extra-governmental body advocating for the discipline of archaeology
- Promote the conservation of archaeological resources
- Encourage professionalism in archaeology
- Encourage the sharing and dissemination of research
- Encourage the education of archaeology both within and outside of the professional community
- Mediate solutions to problems involving archaeological resources
- Encourage cooperation through a culture of inclusion within and beyond the profession of archaeology
- Recognize significant accomplishments in archaeology

Who can become a member?

Membership is open to archaeologists, archaeological managers, and related professionals practicing Archaeology or related practices (Anthropology, Geology, History, First Nations Studies, Museology, Conservation, Palaeontology) in New Brunswick, as well as students studying Archaeology.

Individuals interested in applying for membership should review the current Bylaws of the APANB-AAPNB prior to submitting a membership application. There are three categories of membership available, including Professional, Associate, and Student. Criteria for each category of membership are outlined below. Additional application details, including submission instructions, are explained on the application forms. Your curriculum vitae will be kept confidential and used only for membership eligibility assessment purposes. The fee schedule is provided at the bottom of this page. If you are interested in New Brunswick archaeology, and want more information on how to become involved in the discipline as a lay person, please contact Archaeological Services, Heritage Branch, Department of Tourism, Heritage and Culture.

Bylaws

I. Name

The name of the association shall be the “Association of Professional Archaeologists of New Brunswick Ltd. - Association des archéologues professionnels du Nouveau-Brunswick Ltee (APANB-AAPNB)” herein referred to as the “Association”.

II. Goals

The Association is an incorporated not-for-profit voluntary organization that exists for the purpose of maintaining and promoting the goals of professional archaeology in the province of New Brunswick. These goals include, but are not limited to:

- The promotion and coordination of communication and cooperation within the archaeological community and the wider New Brunswick community;
- The preservation and conservation of the cultural resources of New Brunswick;
- The promotion and dissemination of information that enhances public awareness of the limited and nonrenewable nature of the cultural resources in New Brunswick; and
- Legislative and regulatory lobbying and consultative actions where it furthers the goals of the Association.

III. Powers

The Association shall levy, administer and disburse dues and other moneys to achieve its goals. Funds will be directed primarily towards the operation of the Association, as well as to research, the promotion of archaeology, and lobbying efforts. Funds also will be expended to assist in holding Association meetings. The Association shall have the power to publish newsletters or reports for the benefits of its members, as well as to pursue other member benefits. The Association also shall have the power to (1) draft and forward position papers on matters dealing with archaeology to any agency or individual it deems appropriate, and (2) to lobby on issues relating to archaeology. The Association shall have the power to censure or remove from the membership any member who has been found guilty of “unprofessional conduct” as defined by “conduct which has been proven to violate the Bylaws of the Association generally, and in particular, the guidelines set out in the Code of Ethics and Code of Conduct of the Association”.

IV. Membership

Membership shall be open to Professional Archaeologists, Associates, and Students who are vocationally involved in New Brunswick archaeology and who subscribe to the goals, the Code of Ethics, and the Code of Conduct of the Association. The definitions of these three categories of membership are as follows:

Professional Archaeologist: This category includes individuals who are active in the field of archaeology in New Brunswick, have held an archaeological field research permit/license of any level (site excavation, field evaluation, field survey, reconnaissance, or construction monitoring) in any of the three Canadian Maritime provinces (New Brunswick, Nova Scotia, or Prince Edward Island), and who are not presently employed by any level of government. This membership category has the right to vote in all Association matters and can run for a position on the Association Board of Directors and Executive.

Annual Membership Fee: \$40

Associate: This category of membership generally includes professionals who are active in associated fields such as Anthropology, Geology, History, First Nations Studies, Museology, Conservation, and Palaeontology or are managers of professional archaeological groups. This category may also include professional archaeologists who are government employees as well as graduates with degrees in archaeology or associated fields who are currently working in the field of archaeology, but have not held an archaeological field research permit/license in the Canadian Maritime Provinces. This membership category has the right to vote for Board of Directors and Executive positions, but cannot run for a position on the Association Board of Directors or Executive.

Annual Membership Fee: \$30

Students: This category of membership includes full time students of archaeology or other related disciplines (Anthropology, Geology, History, First Nations Studies, Museology, Conservation, Palaeontology) or who are currently working in the field of archaeology in the Maritimes. This category of membership does not have voting privileges and cannot run for a position on the Association Board of Directors or Executive.

Annual Membership Fee: \$20

V. The Board of Directors, Executive, Election and Terms, Qualifications, Nominations

Board of Directors

The Board of Directors of the Association (Board) shall consist of the Executive (President, a Vice-President, a Secretary, and a Treasurer) and a maximum of two other eligible Association Members. No agency may be represented by more than two people on the Board. An agency is herein defined as a private organization or an educational institution. The Board shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Board of the Association.

The Board may from time to time form committees to assist the Association in carrying out its goals. Committee chairpersons will report to the Board, but will not have Board voting rights if they are not sitting Board members.

Executive

The Executive of the Association will be sitting members of the Board and shall consist of a President, a Vice-President, a Secretary, and a Treasurer. No agency may be represented by more

than one person on the Executive. The Executive shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Board.

Election and Terms

- a. The Board of Directors shall be elected by ballot at the regular Annual Meeting. Board Members shall serve terms of two years or until their successors are elected.
- b. The Executive shall be elected by ballot at the regular Annual Meeting. The President, Vice-President, Secretary, and Treasurer shall serve terms of two years or until their successors are elected.
- c. A plurality vote shall constitute an election.
- d. No member shall serve more than two consecutive terms in the office of President.
- e. Each Board/Executive/committee member shall be a member in good standing who has paid dues.
- f. In the event an office is open or an Executive member is unable to complete his/her term, the remaining members of the Executive will meet (either in person, by email, or by telephone) and appoint a person to fill the vacant position until an election can be held at the next regular or specially-called meeting. If the office of the President is vacant, the Vice-President will become the President for the remainder of the term. Should both the President and the Vice-President positions become vacant before an election can be held, the office of President will succeed first to the Secretary, and if that office is vacant, to the Treasurer. Members of the Executive will retain their elected offices except to serve as needed in the position of President following the above outlined order of succession.

Nominations

- a. The Board shall serve as the Nominating Committee to nominate candidates for the Board positions and Executive offices to be filled at the regular Annual Meeting. Individuals who wish to stand for a Board or Executive position must submit their candidacy, or the nomination of another member, in writing to the Nominating Committee prior to the Annual Meeting. The Nominating Committee shall confer with all persons nominated in order to determine their willingness to serve if elected.
- b. No agency may be represented by more than two people on the Board.
- c. No agency may be represented by more than one person on the Executive or on the Nominating Committee.
- d. Before the election of the Board and the Executive at the regular Annual Meeting, additional nominations from the floor shall be permitted.

VI. Duties of Board and Executive Members

Duties of the President

The President shall:

- a. Maintain continuity of the Executive by executing the provisions of these Bylaws.
- b. Preside at Board Meetings.

- c. Make necessary arrangements for each Board meeting in accordance with the date and location selected by the membership at the preceding meeting.
- d. Provide an agenda for each Board meeting.
- e. Appoint committees and their chairs, unless otherwise specified herein, in accordance with these Bylaws and with the assistance and approval of the elected Board.
- f. Speak for the Association as a whole when so authorized by its membership and/or with the assistance and approval of the elected Board. In all such cases, statements issued by the President shall be subject to ratification by a majority vote of the Board at the next regular or special meeting of the Board. The President shall notify the membership as to the contents of any statements made on their behalf, in an email or Newsletter.
- g. Convey all records, correspondence, and property of the Association to his/her successor.
- h. With the approval of the Board, present an annual budget for the coming year at the Annual Meeting of the Association. The budget will be approved by a majority vote.

Duties of the Vice-President

The Vice-President shall:

- a. Maintain continuity of the Executive by working closely with the President and other elected Board members.
- b. Call meetings in absence of the President
- c. Represent the Association as necessary in the absence of the President.
- d. Convey all records, correspondence, and property of the Association to his/her successor.

Duties of the Secretary

The Secretary shall:

- a. Maintain an up-to-date list of the members.
- b. Carry on necessary correspondence with membership through website, listserv, and email, and as directed by the President.
- c. Report at every regular meeting to the membership.
- d. Record the proceedings of all Board meetings and maintain a complete set of records, Newsletters, and membership lists.
- e. Keep copies of the Bylaws and "Robert's Rules of Order" and record amendments.
- f. Call the meeting to order in the absence of the President and Vice-President and preside over the election of a temporary presiding officer.
- g. Send notices of all meetings to members.
- h. Convey all records, correspondence, and property of the Association to his/her successor.

Duties of the Treasurer

The Treasurer shall:

- a. Receive dues and deposit them in an account in the name of the Association and shall disburse funds from this account for publication and distribution of the Newsletter and for other necessary Association expenses.
- b. Coordinate an up-to-date list of the members with the Secretary.

- c. Report at every regular meeting to the membership the receipts, expenses, and financial condition of the Association. No funds from dues are to be used for salaries or otherwise to reimburse persons for time spent on Association business.
- d. Call the meeting to order in the absence of the President, Vice-President, and Secretary and preside over the election of a temporary presiding officer.
- e. Close the books within 15 days of the end of the fiscal year (April 1 through March 31) and submit them to the chair of the Auditing Committee.
- f. File necessary federal and provincial tax forms.
- g. Maintain Internet accounts and transfer funds received on regular basis.
- h. Coordinate outreach donations.
- i. Convey all records, correspondence, and property of the Association to his/her successor.

Duties of Non-Executive Board Member

The Non-Executive Board Member shall:

- a. Assist the Executive in the execution of their duties as stated in the Bylaws.
- b. Attend regular Board meetings.
- c. Sit on and chair Association committees.

Committees Formation and Membership

Committees will be struck through the authority of the Board. All committees will be composed of voting members and will, for the most part, be chaired by a current Board member. Voting members may serve on committees as contributing members and as committee chairs, where a Board member is unable to chair the committee. Committee members shall be appointed by the President or elected by the Board.

VII. Meetings

Parliamentary Authority

The rules contained in the current edition of "Robert's Rules of Order" shall govern both Board meetings and membership meetings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board or the Association may adopt.

Regular Meetings

The Association shall meet at least semi-annually to foster the exchange of information amongst its members. The attending membership shall constitute a quorum. Meetings of the Association shall be open to any person with an interest in the proceedings. However, any meeting, or portion thereof, can be closed to all but the membership if a request to do so is presented to the chair. The meeting will be declared open again at the discretion of the chair. As the proceedings will not be recorded after a request for closure, such requests cannot be entertained during elections, during the reading of the Treasurer's Report, or at other times when minutes are required under the *Companies Act*. Notification of members to their last known address shall be made at least 15 days

prior to any meetings. The annual business meeting shall be held within the last two months of the fiscal year. Thirty days notice must be given to all members prior to the annual business meeting.

VIII. Changes to the Bylaws

These Bylaws may be amended at a general meeting of the membership by simple majority of votes of eligible members present and voting, provided that the amendment has been submitted by special notice to the membership at least 30 days prior to the meeting at which the vote on the proposed amendment is taken. In addition, motions to amend the Bylaws may also be conducted via a mail-in ballot process, provided the ballots are mailed to the membership at least 30 days prior to the counting of the ballots. Ballots shall be returned to the Secretary of the Association. Changes to the Bylaws shall be passed by a simple majority of votes from eligible membership at a general meeting or of returned votes in a mailed ballot.

IX. Finances

The fiscal year of the Association will be from April 1 to March 31. Funds from the annual dues and other sources shall be administered by the Treasurer and shall be available for all expenses consistent with the goals and the approved budget of the Association. Changes in the annual dues shall be passed by a simple majority vote of eligible membership at the annual business meeting.

X. Disposal of Assets

In the event of dissolution, the Association shall dispose of all its assets to an archaeology related institution, agency, association, or society as determined by a vote of the entire Association membership at the time of dissolution.

CODE OF ETHICS

The Code of Ethics of these Bylaws provides principles of professional conduct for the benefit of the members of the Association.

1. All members of the Association undertake, as a condition of membership, that they will comply with these Bylaws.
2. The Association subscribes to the following principles:
 - a. the archaeological record is the physical remains of past human activity, and as such, members of the Association hold it as of importance to all people;
 - b. members of the Association have a responsibility to work for the preservation and protection of the archaeological record.

3. Members of the Association have a responsibility to contribute to the advancement of archaeology by developing professional knowledge and skills, and by sharing this information and experience.
4. Members of the Association have a responsibility to conduct themselves with integrity, in accordance with the goals, standards, and principles of the Association.

CODE OF CONDUCT

The Code of Conduct of these Bylaws elaborates standards of professional conduct for the benefit of the members of the Association. Members of the Association have responsibilities to:

- a. the archaeological record,
- b. the public,
- c. cultural groups,
- d. the discipline of Archaeology and the Profession of Archaeology,
- e. other archaeologists,
- f. clients, and
- g. operational standards.

A. Responsibility to the Archaeological Record

A member of the Association shall:

- not participate in the illicit import, export, or buying and selling of archaeological materials;
- avoid and discourage statements that could encourage others to engage in activities that jeopardize the archaeological record;
- inform the parties responsible for the management of archaeological resources of any undertaking that is detrimental to the archaeological record; and
- exercise independent professional judgement.

B. Responsibility to the Public

A member of the Association shall:

- present archaeology and the results of archaeological investigations to the public in a responsible manner; and
- encourage the public to comply with heritage legislation.

C. Responsibility to Cultural Groups

A member of the Association shall:

- strive to respect the archaeological concerns of cultural groups whose histories and/or resources are the subject of investigation;
- encourage partnerships with cultural groups in archaeological research, management, and education, based on respect and mutual sharing of knowledge and expertise;
- recognize that First Nations have an interest in the protection and management of the aboriginal archaeological record, and its interpretations and presentation;

- identify, to the best of his or her ability, those First Nations that have an interest in an area, prior to conducting any archaeological field investigation. In areas where more than one First Nation has an interest, all will be recognized;
- inform, to the best of his or her ability, those First Nations who have an interest in an area, prior to conducting any archaeological field investigation, that field work is planned, except where such disclosures contravene an agreement for confidentiality. In areas where more than one First Nation has an interest, all will be informed; and
- communicate the results of archaeological investigations to cultural groups in a timely and accessible manner, where such disclosures do not contravene an agreement for confidentiality.

D. Responsibility to the Discipline of Archaeology and the Profession of Archaeology

A member of the Association shall:

- be familiar with and comply with relevant federal, provincial, and municipal laws and regulations;
- work toward effective protection of the archaeological record through federal, provincial, and municipal laws and regulations;
- stay informed of developments in his or her own field or fields of specialization;
- not undertake any archaeological research or services for which he or she is not qualified;
- not sign reports or opinions which involve professional judgement unless they were prepared under his or her direct supervision;
- disseminate the results of archaeological investigations without undue delay, unless such disclosures contravene an agreement for confidentiality;
- not attempt to destroy or distort archaeological data;
- not conceal archaeological data, provided that it is not a breach of confidentiality;
- not make misleading statements about his or her qualifications and experience;
- not purport to represent the Association without prior written authorization from the Directors; and
- report violations by members of the Association's Bylaws to the Association.

E. Responsibility to Other Archaeologists

A member of the Association shall:

- not refuse a reasonable request for data unless such disclosures contravene an agreement for confidentiality;
- take responsibility for his or her own work;
- give appropriate credit for work undertaken by others;
- not bring the professional reputation of a colleague into disrepute;
- review the work of other archaeologists in a fair and professional manner;
- not attempt to supplant an archaeologist currently working on a project during the tenure of a contract; and

- in a formal evaluation of the works of another archaeologist, attempt to notify the archaeologist under review, unless such disclosures contravene an agreement for confidentiality.

F. Responsibility to Clients

A member of the Association shall:

- not accept compensations for recommending the employment of a consulting archaeologist unless such compensation is fully disclosed to clients;
- not use confidential information of a non-archaeological nature provided by the client, unless the client consents in writing;
- not provide professional services if there is an actual or apparent conflict of interest without full written disclosure;
- only levy charges for work performed; and
- solicit or provide services only if they can responsibly be performed within the time limits agreed upon between the consulting archaeologists and the client.

G. Operational Standards

- The Association may issue Operational Standards binding on members of the Association. The Operational Standards take effect after they have been adopted by a simple majority of the members present at a general meeting or a simple majority of member ballots during a mail-in vote.
- The Association may issue Notes clarifying, or further defining, the principles and standards of conduct within these Bylaws. These Notes take effect after they have been adopted by a simple majority of the members present at a general membership meeting or a simple majority of member ballots during a mail-in vote.