



Report of the 2008 Editorial Task Force

William B. Lees, Chair

April 23, 2008

At the 2008 SHA conference in Albuquerque, SHA President Lu Ann DeCunzo established the SHA Editorial Task Force. This task force was created to develop recommendations to the Board of Directors of the “next steps in the processes of best situating SHA’s editorial structure to meet the society’s publication needs.” President-Elect William Lees was appointed as chair of the committee, and current editors Alasdair Brooks (Newsletter), Annalies Corbin (Co-Publications), Kelly Dixon (Website), and J. W. Joseph (Journal) as members. De Cunzo appointed Vergil Noble (SHA Parliamentarian) and Jamie Brandon as additional members of the task force.

President De Cunzo charged the task force (see Attachment A for the full charge) as follows:

- Propose interim position descriptions for Co-Publication Editor, Journal Editor, Newsletter Editor, and Website Editor that describe existing responsibilities and relationships, and that are in agreement with existing Constitution and By-Laws
- Propose changes to the Constitution and By-Laws relating to the SHA’s editors that provide flexibility and structure for the future
- As necessary, propose revisions to position descriptions to correspond to approved changes in Constitution and By-Laws

SYNOPSIS

The task force revised the interim position descriptions for the four SHA editors, which were subsequently adopted by the board by email vote (Attachment B). We also prepared draft changes to the SHA Constitution and Bylaws that add the Website and Co-Publications editors as two new voting members of the Board of Directors (Attachment C). The interim position descriptions were examined in light of these proposed changes to the Constitution and Bylaws, and new draft final positions descriptions were prepared (Attachment D).

BACKGROUND

The existing SHA Constitution (Article VII- Officers) establishes the “Editor” and “Newsletter Editor” as Officers of the society who are appointed by the board and who serve three-year terms to with they may be reappointed. The Bylaws empowers the editor and newsletter editor (Article III – Officers, Section 4) with carrying out the publications program of the society: the editor “shall edit *Historical Archaeology* and other publications of the society. The

newsletter editor shall compile *The Society for Historical Archaeology Newsletter*.” These editors are to have advisory committees, which Article V (Committees), Section 1 of the Bylaws establish as standing committees of the society.

Changes in the publications program in the last several years have resulted in an increase in the volunteer work required of our editors. This growth resulted first from the increase in the importance of the SHA website that is fast becoming the face of the society, and the appointment of Kelly Dixon in 2006 to oversee its development and management. Kelly’s energy and vision for the website have allowed it to become a dynamic resource for the society. Recognizing the level of importance of the website, and the level of commitment the Kelly was making to this position, she was appointed by the board as the SHA Website Editor, was instructed to regularly attend board meetings, and was extended travel benefits to attend meetings. This board-created position differed from those established in the Bylaws in that it is not a member of the board and has no voting rights.

Additional growth in the publication program came as a result of the ambitious planning of Editor Rebecca Allen (editor from 2005-2007), who, among other initiatives, established a co-publication program with the University Press of Florida and then with the University of Nebraska Press. Managing this co-publication program constituted a major increase in the level of effort shouldered by the Editor. Because of this, Allen recommended that the board create a position of Co-Publication Editor, and further recommended that this position and the previously created Website Editor be added to the Board of Directors as voting members.

In June 2006, SHA President Doug Scott appointed President-Elect De Cunzo to convene an Editorial Structure Committee to evaluate the editorial structure needed to support the current SHA publications program (See Attachment E). This committee evaluated the needs of this program and determined that the workload of the Editor needed to be decreased. After evaluating a wide range of information, including the publications programs of other archaeological societies, and after considering a wide range of possible approaches to structuring the editorial program, the committee recommendation was presented as follows:

Motion to SHA Board:

We move and second that the SHA Board create the position of Co-Publication Editor to oversee the SHA’s program of co-publication currently the responsibility of the Editor. The Co-Publication Editor will serve a term of 3 years (renewable), is appointed by the President, and is accountable to the board and officers. The Co-Publication Editor will attend board meetings, but will not have a vote. The Co-Publication Editor may appoint an Editorial Advisory Committee and associate and special editors as necessary.

This motion, which was subsequently approved by the board, resulted in an editorial structure that consisted of four editors with unequal status:

- Editor, voting member of the Board of Directors as created by the SHA Bylaws

- Newsletter Editor, voting member of the Board of Directors as created by the SHA Bylaws
- Website Editor, not a member of the board, but attends board meetings
- Co-Publications Editor, not a member of the board, but attends board meetings

This is the current editorial structure of the SHA.

In January of 2008, new SHA Editor J. W. Joseph once again brought the issue of the inequity of the status of these editors before the board and asked that this issue be addressed. Discussion following this request resulted in the creation of this task force by President De Cunzo.

WORK OF THE TASK FORCE

Two conference calls were scheduled in order to discuss the business before the task force. These calls were on February 14 and 25. Dr. Brooks, due to illness, was unfortunately unable to participate in discussion, but later signaled his acceptance of the recommendations.

Interim Position Descriptions

The position description for the Newsletter Editor was substantially revised to make it consistent in format with those for the other editors. Beyond this, a major concern of the task force was to provide for the execution of contracts related to co-publications and the website. Currently, only officers of the board have signatory authority. The Co-Publications and Website editors believed very strongly that their approval, as signified by signature, is essential as part of the process, and is particularly important in terms of relationships between the Co-Publications Editor and the University Press of Florida and the University of Nebraska Press.

The task force developed language that requires the Co-Publications and Website editors to co-sign all contracts related to their respective responsibilities but to make certain that contracts are also signed by individuals who have the authority to sign on behalf of the SHA as provided in the Bylaws. Rather than specifying a particular officer that would sign along with these editors, the task force agreed that keeping this flexible was the best approach for a workable interim solution to this problem.

Another critical issue was the structure of editorial advisory committees. The Bylaws currently establish the Editorial Advisory Committee (EAC) and Newsletter Editorial Advisory Committee (NEAC) as standing committees of the society. Although earlier drafts of the interim position descriptions called for Co-Publications and Website to also have separate advisory committees, the task force strongly believed that this resulted in too many committees and stretched an already thin corps of interested volunteers. It was decided that the Editor and Co-Publications Editor and the Newsletter Editor and Website Editor share advisory committees. Since the EAC and NEAC are defined in the Bylaws, it was decided to retain these committees in the interim position descriptions but give them working titles of “Journal and Co-Publications Editorial

Advisory Committee” and “News and Web Editorial Advisory Committee.” Further, the President would appoint the Co-Publications Editor as co-chair of the Editorial Advisory Committee (“Journal and Co-Publications Editorial Advisory Committee”) and the Website Editor as co-chair of the Newsletter Editorial Advisory Committee (“News and Web Editorial Advisory Committee”).

The task force was satisfied that these changes, along with other minor editorial revisions, accurately described the work of these four editor positions, and provide the structure to work within the Constitution and Bylaws as currently in force. The revised interim position descriptions were submitted to President De Cunzo on February 26, and were subsequently approved by the Board of Directors following email voting procedures.

Consideration of Revision of Constitution and Bylaws

The task force next focused its attention on examining the proper structure of the four editor positions within the SHA and to the SHA Board. This was of course the subject of the previously mentioned Editorial Structure Committee chaired by then President-Elect De Cunzo, and which resulted in our current editorial structure. The task force members were furnished copies of the report of this committee which was excellent background for furthering this discussion.

Major concerns about expanding the board to include two additional, appointed board members have revolved around:

- The number/proportion of appointed versus elected member of the board
- The creation of a sizeable, potential “voting block” of editors
- The additional cost of expanding the size of the Board of Directors

The task force considered ways to avoid increasing the number of votes held by appointed members of the board, and also the potential creation of a large editorial voting block. Alternatives that were discussed included:

- Having editor “pairs” share a vote, or having a vote rotate between members of editor “pairs” on an annual basis
- Have all four editors be non-voting members of the board
- Have all four editors be administrative rather than board positions
- Establish an “Editor-in-Chief” who would be a voting member of the board and who would work with the four non-voting editors in whatever capacity they were constituted
- Establishing term limits to minimize the development of an entrenched voting block
- Establish all four editors as voting board members who are elected by the membership
- Establish all four editors as appointed voting board members but subject them to a “vote of confidence” before their reappointment

The solutions that involved sharing of two votes among four positions were seen as administratively awkward, confusing to the membership, and generally unattractive. We also believe that creation of yet another position in the form of an “Editor in Chief” is an unnecessary expansion of positions and bureaucratic layers, and would probably not serve to effectively or efficiently convey the needs and concerns of the editors to the board.

Having all four editors as elected voting members of the board seems like an excellent solution to some of the issues, but the task force feels strongly that the board needs to retain the ability to conduct a search for the society’s editors and identify the best possible candidate. It was also felt that having a single candidate stand for election was only a veiled form of appointment, and did not serve the candidate or the society well. The concept of a “vote of confidence” was not supported for a variety of reasons. A negative vote of confidence, however unlikely, would put the board in the position of identifying a new editor in a very short period of time; a proper search for an editor requires between six months and one year for completion. For someone who has agreed to commit to serve as editor, and who probably anticipates a multi-term appointment, a vote-of-confidence at the end of every term may extend an aura of uncertainty that may diminish the attractiveness of the position.

The concluding position of the task force is that the editors, because of the importance of the publication program, need to have a voting presence on the board. We believe that any system where the editors have different status on the board is awkward and creates a hierarchy where none should exist.

The cost of the expansion of the board was more easily considered. Adding the Website Editor and Co-Publications Editor to the board will not increase costs because the board has already extended full travel benefits to these positions.

Reflecting on all of these issues, Noble made the excellent point that the board had already created, without knowledge or approval of the membership, two additional editor positions who are asked to attend all board meetings and who are extended the same travel benefits as board members. These editors, while not members of the board, have a place at the table at all board meetings and influence the development of SHA policy. He believes that formalizing this existing relationship by openly and formally adding these positions to the board, through the process of putting to a vote the necessary revisions to the Constitution and Bylaws, will provide the membership the ability to approve or reject what has been in reality a de facto expansion of the board.

After deliberating the issues, the task force came fairly easily to the conclusion that the best course of action for the SHA was to propose the addition of the Co-Publications and Website editors to the Board of Directors as full voting members. The Constitution and Bylaws have been revised to reflect this proposal and are presented in Attachment C.

Implications of Proposed Revision of Constitution and Bylaws on Editorial Position Descriptions

The interim position descriptions were reviewed for conformance with the proposed revisions to the Constitution and Bylaws presented in Attachment C. Each of these position descriptions required some minor revisions. The Website and Co-Publications descriptions required change in the description of current status and summary of responsibilities to bring them in line with their proposed status as voting members of the Board of Directors. Otherwise, changes were extremely minor.

The 2008 Editorial Task Force believes that its recommendations are both reasonable and realistic solutions to the current inequity of our four editors that are the result of very positive growing pains of the Society for Historical Archaeology. We ask that the board remember in considering our recommendations that the charge of this task force was specific and that there may be other issues of similar merit concerning board composition that fall outside of our charge. Likewise, our proposed revisions to the Constitution and Bylaws do not address many other potential issues within these documents.

ATTACHMENT A:

Charge of the 2008 Editorial Task Force

SHA Editorial Task Force
Established February 2008
Lu Ann De Cunzo, SHA President

Purposes:

Recommend to the Board next steps in the processes of best situating SHA's editorial structure to meet the Society's publications needs. Specific tasks

- Propose interim position descriptions for the four current editors
- Propose changes to the Constitution and By-Laws
- Propose revised position descriptions as needed

Members:

- William Lees, President-elect; Task Force Chair
- Annalies Corbin, Co-Publications Editor
- J. W. Joseph, Journal Editor
- Alasdair Brooks, Newsletter Editor
- Kelly Dixon, Website Editor
- Vergil Noble
- Jamie Brandon

Specific Charges:

- Propose interim position descriptions for Co-Publications Editor, Journal Editor, Newsletter Editor, and Website Editor that describe existing responsibilities and relationships, and that are in agreement with existing Constitution and By-Laws
- Propose changes to the Constitution and By-Laws relating to the SHA's editors that provide flexibility and structure for the future
- As necessary, propose revisions to position descriptions to correspond to approved changes in Constitution and By-Laws

Schedule:

- Propose interim position descriptions to President, for presentation to Board via email vote asap
- Propose changes to the Constitution and By-Laws to President by 15 March, to be forwarded to By-Laws Committee, which will present proposal to President for distribution to Board by 15 May; Board to vote on proposal at mid-year board meeting, and present proposed changes to membership vote in October as part of annual elections ballot. Pending results, changes to take affect in January 2009
- Propose necessary revisions to position descriptions to President, for presentation to Board at January 2009 meeting
- Upon completion of the above, the Editorial Task Force will be dissolved, pending needs for its continuation to implement approved changes in Constitution and By-Laws

Issues for Consideration:

- Constitutional and By-laws amendments should provide the Board with flexibility to respond to changing publications needs and directions of the Society with minimal need to revise these core organizational documents

- The number of editors that serve as Officers and voting members of the Board of Directors, whether appointed or elected. The Board is mandated with responsibility for setting overall organizational policy relating to all aspects of the Society. Positions that support individual aspects of the Society's operation, such as publications, should not be over-represented on the Board
- Authority to execute contracts and conveyances on behalf of the society. Proposed changes to current language should ensure that the board of directors would maintain responsibility to designate the officer(s) who shall have such authority; a system of checks and balances would be required; and the Society's Directors and Officers insurance shall cover all those so designated.

Attachment:

Recommendations for Constitutional and By-Laws changes submitted by immediate past-president Douglas Scott and immediate past-editor Rebecca Allen, responses by Lu Ann De Cunzo and Karen Hutchison

ATTACHMENT B:

Interim Position Descriptions:

(Journal) Editor
Newsletter Editor
Website Editor
Co-Publications Editor

(JOURNAL) EDITOR

(SHA Editorial Task Force; February 26, 2008)

Position Summary

SHA President appoints (Journal) Editor to a three-year term, dependent upon Board approval. Current term is 2008-2010. Position may be renewed for an unlimited number of terms. Appointments should occur at the mid-year meeting for the upcoming three years. For selection of new (Journal) Editor, President appoints a selection committee drawn (at least in part) from SHA editorial advisors and including the SHA President-elect; this committee interviews candidates and recommends selection of new (Journal) Editor to SHA President.

Current status: This position is the “editor” identified in Article VII (Officers) of the SHA Constitution. The (Journal) Editor is an SHA Board officer with full voting rights. Reports to SHA Board and President.

Summary of Responsibilities: oversight and publication of *Historical Archaeology*; *Technical Briefs in Historical Archaeology* (website publication); *Book Reviews in Historical Archaeology* (combination journal and website publication); and in-house SHA brochures and publications. As a board member, represents the interests of the membership of the Society for Historical Archaeology.

Specific Responsibilities

- 1) Co-Chairs with the Co-Publications Editor the Editorial Advisory Committee (a standing committee of the SHA), which will have a working title of the “Journal and Co-Publications Editorial Advisory Committee.”
- 2) May appoint Co-Journal Editor to assist in production of *Historical Archaeology*.
- 3) Appoints Associate Editors, a Reviews Editor, a Memorials Editor, and special editors as necessary, to assist in publishing *Historical Archaeology*. Topical editors and associate editors will automatically be members of a the “Journal and Co-Publications Editorial Advisory Committee” (Editorial Advisory Committee).
- 4) Coordinates with Co-Publications Editor, Website Editor, and Newsletter Editor as appropriate, including re: proposals for use of Publication Fund monies for special projects.
- 5) Annually edits and publishes *Historical Archaeology* in accord with established editorial policies.
- 6) Identifies and retains a Copy Editor, as necessary, to assist with the preparation of manuscripts for printing.
- 7) Negotiates and signs contracts for the composition, printing, and distribution of *Historical Archaeology*.
- 8) Coordinates with the SHA Headquarters as appropriate, to arrange for mailing labels for distribution, and to arrange payment for vendor invoices and editorial expenses.

- 9) Negotiates contracts for and supervises the reprinting of out-of-print issues of all society publications, such as the Readers in Material Culture.
- 10) Develops a proposed annual budget to include editorial expenses, copyediting, composition, and printing costs.
- 11) Prepares and submits to the Secretary and Headquarters a Journal Editor's Report for the annual and mid-year meetings of the Board of Directors.
- 12) Advises the SHA Treasurer about price setting for new publications, and periodically reviews the cost of current and back issue publications. Coordinates with Headquarters to send flyers on available publications to other conferences, and on website. Advises the Treasurer and SHA Executive Director on discounting publication prices. Maintains appropriate level of back issue inventory for all society publications.
- 13) Works with "Journal and Co-Publications Editorial Advisory Committee" (Editorial Advisory Committee) and Development Committee to explore external funding opportunities for special journal projects and features
- 14) Maintains current ISSN and ISBN files for appropriate society publications.
- 15) Maintains a list of sources in which *Historical Archaeology* is indexed/abstracted and prints that list in the final number of each volume of the journal.
- 16) Continually reviews SHA publication guidelines and periodically updates and publishes the revised style guidelines.
- 17) Addresses copyright issues, as appropriate, and seeks to resolve any problems that might arise.
- 18) Serves as a permanent member of the Budget Committee.
- 19) Works within the long-range goals of the society and implements activities to achieve applicable long-range goals of the society.

NEWSLETTER EDITOR

(SHA Editorial Task Force; February 26, 2008)

Position Summary

SHA President appoints Newsletter Editor to a three-year term, dependent upon Board approval. Current term is 2008-2010. Position may be renewed for an unlimited number of terms. Appointments should occur at the mid-year meeting for the upcoming three years. For selection of new Newsletter Editor, President appoints a selection committee drawn (at least in part) from SHA editorial advisors and including the SHA President-Elect; this committee interviews candidates and recommends selection of new Newsletter Editor to SHA President.

Current status: This position is the “newsletter editor” identified in Article VII (Officers) of the SHA Constitution. The Newsletter Editor is an SHA Board officer with full voting rights. Reports to SHA Board and President.

Summary of Responsibilities: oversight and publication of *SHA Newsletter*. As a board member, represents the interests of the membership of the Society for Historical Archaeology.

Specific Responsibilities

1. Co-Chairs with the Website Editor the Newsletter Editorial Advisory Committee (a standing committee of the SHA), which will have a working title of the “Newsletter and Website Editorial Advisory Committee.”
2. Annually edits and produces four numbers of the *SHA Newsletter*.
3. Appoints current research coordinators and any topical content coordinators as needed, who shall be members of the “Newsletter and Website Editorial Advisory Committee” (Newsletter Editorial Advisory Committee).
4. Coordinates with (Journal) Editor, Website Editor, and Co-Publications Editor as appropriate, including re: proposals for use of Publication Fund monies for special projects.
5. Negotiates purchase orders for copyediting (currently Daniel McNaughton, Paleograph Editorial Services) or composition services as needed.
6. Negotiates and signs contracts for printing and distribution of the *SHA Newsletter* (currently contracted to Sheridan Press).
7. Coordinates with the SHA Headquarters as appropriate, to arrange for mailing labels for distribution, and to arrange payment for vendor invoices and editorial expenses.
8. Prepares and submits electronic version(s) of the *SHA Newsletter* to the Website Editor for posting on the SHA website.
9. Prepares and submits to SHA Secretary and Headquarters a *SHA Newsletter* Editor’s report for the annual and mid-year meetings of the Board of Directors.

10. Attends annual and mid-year meetings of the board and the annual business meeting.
11. Prepares annual budget request and submits to SHA Treasurer.
12. Serves as a permanent member of the SHA Budget Committee.

WEBSITE EDITOR

(SHA Editorial Task Force; February 26, 2008)

Position Summary

SHA President appoints Website Editor to a three-year term, dependent upon Board approval. Current term is 2006-2008. Position may be renewed for an unlimited number of terms. Appointments should occur at the mid-year meeting for the upcoming three years. For selection of new Website Editor, President appoints a selection committee, drawn (at least in part) from SHA editorial advisors and including the President-Elect; this committee interviews candidates and recommends selection of new Website Editor to SHA President.

Current status: Website Editor attends all SHA Board meetings and is eligible for SHA travel funds. Reports to SHA Board and President.

Summary of Responsibilities: coordinates and oversees publication of materials to website, <www.sha.org>.

Specific Responsibilities

1. Co-Chairs with the Newsletter Editor the Newsletter Editorial Advisory Committee (a standing committee of the SHA), which will have a working title of the "Newsletter and Website Editorial Advisory Committee."
2. Appoints and directs associate editors and advisors, as part of the "Newsletter and Website Editorial Advisory Committee" (Newsletter Editorial Advisory Committee) to oversee website content.
3. Coordinates with (Journal) Editor, Co-Publications Editor, and Newsletter Editor as appropriate, including re: proposals for use of Publication Fund monies for special projects.
4. Sets and maintains editorial policies about the kind and type of materials posted on the SHA website.
5. Edits, manages, and continually reviews web pages on the website in accord with SHA established editorial policies.
6. Actively recruits new information, articles, or other web-based information for posting on the SHA website.
7. Negotiates and oversees necessary contracts for website hosting, development, etc. Cosigns all contracts with an appropriate officer.
8. Appoints (or hires) and coordinates with a Copy Editor, as appropriate.
9. Coordinates with the following: SHA (Journal) Editor, Co-Publications Editor, Newsletter Editor; the SHA Headquarters; other SHA committee chairs; website hosts (currently Spectral Fusion at the University of Montana); other SHA officers, and other groups to ensure that all of the SHA's interests are professionally presented and protected on the pages of <www.sha.org>.

10. Identifies and hires a webmaster, as well as research assistants as necessary, to assist with the daily tasks and development of <www.sha.org>.
11. Works with the "Newsletter and Website Editorial Advisory Committee" (Newsletter Editorial Advisory Committee) and the Development Committee to seek external funding to develop and maintain the website's educational and other pages.
12. Develops a proposed annual budget to include editorial expenses, hosting and maintenance fees, security costs, domain name fees, webmaster and research assistant salaries, and miscellaneous expenses.
13. Approves and forwards all requests for payment of authorized / budgeted website expenses to the Treasurer and Headquarters.
14. Prepares and submits to Secretary and Headquarters a Website Editor's Report for the annual and mid-year meetings.
15. Advises the Treasurer about costs for software and other fees as the website develops.
16. Addresses web-based copyright issues, as appropriate.
17. Works within the long-range goals of the society and implements web-based activities to help the society achieve those goals.

CO-PUBLICATIONS EDITOR

(SHA Editorial Task Force; February 26, 2008)

Position Summary

SHA President appoints Co-Publications Editor to a three-year term, dependent upon Board approval. Current term is 2007-2009. Position may be renewed for an unlimited number of terms. Appointments should occur at the mid-year meeting for the upcoming three years. For selection of new Co-Publication Editor, President appoints a selection committee drawn (at least in part) from SHA editorial advisors and including the President-Elect; this committee interviews candidates and recommends selection of new Co-Publications Editor to SHA President.

Current status: Co-Publications Editor attends all SHA Board meetings and is eligible for SHA travel funds. Reports to SHA Board and President.

Summary of Responsibilities: oversight and coordination of SHA co-published volumes with the University Press of Florida and University of Nebraska Press. Identifies other co-publishing ventures as appropriate and promotes upon approval by SHA Board.

Specific Responsibilities

1. Co-Chairs with the (Journal) Editor the Editorial Advisory Committee (a standing committee of the SHA), which will have a working title of the "Journal and Co-Publications Editorial Advisory Committee."
2. Appoints associate editors as necessary, to assist in reviewing and publishing co-publication volumes. Liaisons and associate editors will automatically be members of the "Journal and Co-publications Editorial Advisory Committee" (Editorial Advisory Committee).
3. Coordinates with (Journal) Editor, Website Editor, and Newsletter Editor as appropriate, including re: proposals for use of Publication Fund monies for special projects.
4. Establish contacts with outside publishers for possible joint publication of topics relating to historical archaeology. Also establishes and maintains contacts with other SHA editors for society publications that may have more than one format or outlet.
5. Actively works with current agreements with the University Press of Florida and the University of Nebraska Press in furthering these existing co-publication agreements. Identifies and develops other co-publication opportunities as appropriate and with SHA Board approval.
6. Actively recruit manuscripts for co-publication.
7. Negotiates contracts for the composition, printing, and distribution of co-published volumes, as appropriate to each venue. Cosigns all contracts with an appropriate officer.

8. Oversees production of volumes with appropriate press editors.
9. Works with “Journal and Co-Publication Editorial Advisory Committee” (Editorial Advisory Committee) and Development Committee to seek external funding opportunities for special co-publication projects.
10. Coordinates with the SHA Treasurer and Headquarters to ensure that royalties from co-publications go into the SHA Publication Fund.
11. Appoints at least one associate editor to work with ACUA to promote publishing topics of underwater archaeology.
12. Develops a proposed annual budget.
13. Approves and forwards all requests for payment of authorized editorial expenses to the SHA Treasurer and Headquarters.
14. Prepares and submits to the business office and secretary a Co-Publications Editor's Report for the annual and mid-year board meetings.
15. Actively promotes joint publications in SHA venues (website, journal, newsletter).
16. Identifies external venues for promotion of joint publications.
17. Works with other society editors to make SHA membership aware of publishing activities (announcements, publishing forums at meetings, etc.).
18. Works within the long-range goals of the society and implements activities to achieve applicable long-range goals of the society.

ATTACHMENT C:

Draft Revisions:

Constitution of The Society for Historical Archaeology
Bylaws of The Society for Historical Archaeology

Proposed Revision Reflecting 4 Editors

Constitution of The Society for Historical Archaeology

Amended 7 October 2003

ARTICLE I - NAME

The name of this organization shall be The Society for Historical Archaeology.

ARTICLE II - PURPOSE

The Society for Historical Archaeology shall be an educational not-for-profit organization to promote scholarly research and the dissemination of knowledge concerning historical archaeology; to exchange information in this field; to hold periodic conferences to discuss problems of mutual interest relating to the study of historical archaeology; and to obtain the cooperation of the concerned disciplines for projects of research. The focus shall be the era since the beginning of explorations of the non-European parts of the world by Europeans, with prime concern in the Western Hemisphere. The society may additionally concern itself with European, Oceanic, African, and Asian archaeology having definite bearing upon scholarly problems in the Western Hemisphere.

ARTICLE III - POWERS

The society shall have the power to receive, administer, and disburse dues and other grants to further its ends; to acquire, to hold absolutely or in trust for the purposes of the society, and to convey property, real and personal; to publish reports, newsletters, bulletins; journals, ~~and~~ monographs, ~~and~~ websites; to affiliate with other organizations in the pursuit of common aims, and to appoint delegates or representatives to such organizations; and to engage in such other activities as are in keeping with the purpose of the society.

ARTICLE IV - PUBLICATIONS

The society shall issue an official publication, entitled Historical Archaeology, and such other publications for which the bylaws shall provide.

ARTICLE V - MEMBERSHIP

Section 1. There shall be three categories of membership, individual, institutional, and adjunct, within which there may be one or more types. The types of membership and the privileges of each shall be determined by the board of directors.

Section 2. Membership in the society is open to all persons or institutions in any way concerned with historical archaeology research upon payment of such dues as may be assessed.

ARTICLE VI - MEETINGS

The society shall hold an annual meeting and an annual business meeting as provided in the bylaws. The members of the society present at an annual business meeting shall constitute a quorum, but in no event shall a quorum consist of less than twenty-five (25) members whose dues are current and who otherwise are in good standing.

ARTICLE VII - OFFICERS

Section 1. The officers of the society shall be the president, president-elect, secretary, treasurer, six (6) directors, journal editor, newsletter editor, co-publications editor, website editor, and the chair of the Advisory Council on Underwater Archaeology (ACUA), an affiliated organization, who shall duly represent the interests of the ACUA. These officers shall constitute the board of directors.

Section 2. The president shall serve for a term of two (2) years. The president-elect shall serve for a term of two (2) years before assuming the office of president. A previous president may be nominated for the office of president-elect. The secretary, treasurer, and directors shall serve for terms of three (3) years and shall be eligible for re-election. The president, president-elect, secretary, treasurer, and directors shall be elected by the members in good standing through official ballots distributed and tabulated as provided in the bylaws.

Section 3. The ~~editor and the newsletter editor~~ editors shall be appointed by the board of directors for terms of three (3) years and may be reappointed.

Section 4. The new officers shall assume their positions at the close of the annual business meeting and shall hold office until their successors are installed.

ARTICLE VIII - AMENDMENTS

Section 1. The board of directors or ten (10) percent of the members of the society in good standing may propose that the constitution and/or bylaws be amended, repealed, or altered in whole or in part. Such changes may be effected by a two-thirds majority of the votes cast by mail ballot to be returned within thirty (30) days of notification.

Section 2. The board of directors may adopt additional standing rules in harmony herewith, but shall not alter the constitution or any bylaws adopted by the members of the society.

ARTICLE IX - DISSOLUTION

In the event of dissolution of this society, either voluntarily or involuntarily, the members of the society shall not be entitled to any of the assets, but the same shall be delivered or paid to a not-for-profit educational organization with objectives similar to those of The Society for Historical Archaeology. The recipients shall be determined by the board of directors. Any provision herein notwithstanding, distribution of such assets shall be subject to the control and approval of the appropriate court of the Commonwealth of Pennsylvania.

Proposed Revision Reflection 4 Editors

Bylaws of The Society for Historical Archaeology

Amended 7 October 2003

ARTICLE I - MEMBERSHIP

Section 1. Each individual member shall be entitled to vote, hold office, receive entitled publications, and in all other ways enjoy the privileges of full membership. Adjunct members shall be entitled to the same privileges as individual members except publications. An adjunct member is defined as a spouse of any individual member who has elected to pay dues, as established by the board of directors, for membership privileges. Institutional members shall only receive entitled publications.

Section 2. The annual dues for membership shall be determined by the board of directors.

Section 3. Membership shall be for the calendar year.

ARTICLE II - MEETINGS

Section 1. The annual business meeting shall coincide with the annual meeting of the members which shall be held at a time and place to be fixed by the board of directors. Written notice of the time and place of such meeting shall be sent to each member of the society at least thirty (30) days in advance of the date fixed for such meeting.

Section 2. All meetings of the society shall be conducted according to Robert's Rules of Order, except where the bylaws of the society supersede them.

Section 3. Presentations at the annual meeting shall be consistent with the society's purpose of promoting scholarly research and with its ethical principles.

ARTICLE III - OFFICERS

Section 1. The president shall be the chief executive officer of the society and as such preside over all meetings of the board of directors or members. The president shall make certain that all orders and resolutions of the board of directors are implemented. The president shall have all other such powers not inconsistent herewith as shall from time to time be conferred by the board of directors.

Section 2. The president-elect, as acting president, shall perform the duties of the president in the event of the president's temporary inability to perform that office through absence or incapacity. The president shall notify the president-elect and secretary of the reason for, and duration of, this appointment as acting president. Should the president be unable to provide such notification, the president-elect will become acting president upon notification by the secretary following agreement by the board of directors. In the event of death, resignation, or impeachment of the president, the president-elect shall become president, filling the remainder of that term and the usual elected term.

Section 3. The board of directors shall have the authority to make interim appointments in the event of a vacancy and shall perform other duties as specified in the bylaws.

Section 4. The ~~editor and newsletter editor~~ journal editor, newsletter editor, website editor, and co-publications editor shall be responsible for carrying out the publications program of the society, in accordance with the publication policy established by the board of directors. ~~The editor shall edit Historical Archaeology and other publications of the society. The newsletter editor shall compile The Society for Historical Archaeology Newsletter. The editor and newsletter editor shall each have an advisory committee consisting of not less than three (3) members.~~

Section 5. The secretary shall attend to the ordinary correspondence of the society; keep minutes of the meetings of the board of directors, the annual business meeting, and such special meetings that from time-to-time may be held; and see that all notices are duly given in accordance with the provisions of these bylaws. The secretary shall archive the official papers of the society.

Section 6. The treasurer shall have custody of and be responsible for all funds and securities of the society; receive and give receipts for monies due and payable to the society from any source whatsoever, and deposit such monies in the name of the society in such banks, trust companies or other depositories as shall be designated in accordance with the provisions of these bylaws. The treasurer shall submit a report of the financial condition of the society at its annual business meeting, and arrange for an annual review of the society's books by a certified public accountant. If required by the board of directors, the treasurer shall give a bond for the faithful discharge of the treasurer's duties in such sum and with such surety or sureties as the board of directors shall determine.

Section 7. The officers shall perform such other duties not inconsistent herewith as required by the board of directors.

Section 8. Resignation by any officer shall be accomplished through notifying the board of directors. No action by the board of directors is required.

Section 9. Impeachment and removal from office shall be accomplished through the board of directors. Any member of the board of directors may begin impeachment proceedings. If at least three-fourths (75%) of the members of the board of directors

concur, that officer shall be removed from office and the vacancy filled as provided in the bylaws. Grounds for impeachment shall be malfeasance or nonfeasance of office, or violation of the society's ethical principles.

ARTICLE IV - BOARD OF DIRECTORS

Section 1. The management and control of the property and affairs of the society shall be entrusted to the board of directors.

Section 2. Two (2) regular meetings of the board of directors shall be held, one at the time of the annual meeting of the society and another at midyear between the annual meetings of the membership.

Section 3. A special meeting of the board of directors may be called at any time by the president or upon written request of any three (3) directors. The secretary shall give at least thirty (30) days' written notice of the time, place, and purpose of such meeting.

Section 4. When a majority of the members of the board of directors shall consent in writing to any action submitted to all directors by the president, such action shall be valid corporate action.

Section 5. Two (2) directors shall be elected annually by a mail ballot to serve terms of three (3) years or until their respective successors shall be elected. If a director is elected as an officer or if a vacancy occurs for any other reason, the candidate on the most recent annual ballot receiving the next highest number of votes shall be asked to fill the unexpired term of that vacancy. If that candidate is unable or unwilling to serve, the board of directors shall appoint a person from the society's membership to fill the unexpired term. Should the president be unable to fulfill his/her term, the president-elect shall assume responsibility for that unexpired term. The board of directors shall appoint an interim president-elect from among the other officers to fill that unexpired term.

ARTICLE V - COMMITTEES

Section 1. The standing committees of the society shall be the Budget Committee, Nomination and Elections Committee, [Journal and Co-Publications](#) Editorial Advisory Committee, [Newsletter-News and Web](#) Editorial Advisory Committee, and Conference Committee. The committee chairs shall be appointed by the president; committee selection may be delegated by the president to the chairs of the committees. The president may establish other committees as needed.

Section 2. The Budget Committee shall annually recommend a budget for the society. The chair of the committee shall be the treasurer.

Section 3. The Nomination and Elections Committee shall offer a slate for each elective office. The two annual Directors' vacancies shall be filled by the two (2) candidates

receiving the highest number of votes. All members in good standing of the society shall be notified of this slate by mail on or before 15 September, and shall be offered an opportunity to make additional nominations. Such additional nominations shall be supported by five (5) voting members. At least thirty (30) days after the initial notice of nominations has been mailed to all members, ballots shall be mailed to all members in good standing with indication of the date by which these ballots must be returned to be valid. This date shall be no more than thirty (30) days nor less than fifteen (15) days after the mailing of the ballots. All nominees shall be notified of the results of the election by 1 December.

Section 4. The Journal and Co-Publications Editorial Advisory Committee shall assist the editor. The ~~chair of the~~ committee shall be the editor co-chaired by the Journal Editor and the Co-Publications Editor.

Section 5. The Newsletter News and Web Editorial Advisory Committee shall assist the newsletter editor. The ~~chair of the~~ committee shall be the newsletter editor co-chaired by the Newsletter Editor and the Website Editor.

Section 6. The Conference Committee shall be responsible for the development and oversight of the society's annual meeting in accordance with policies established by the board of directors. The chair of the committee shall be the conference coordinator.

Section 7. Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the board of directors, provided, however, that no committee may represent itself as speaking for the board or the society without authorization of the board of directors.

ARTICLE VI - FINANCES AND CONVEYANCING

Section 1. The fiscal year of the society shall correspond to the calendar year.

Section 2. The funds of the society shall be deposited in the name of the society in such bank or trust company as the board of directors shall designate and shall be drawn by checks, draft, or other orders for the payment of money signed by the treasurer or by such person or persons as shall be designated by the board of directors.

Section 3. All deeds, mortgages, releases, conveyances, contracts, or other instruments of the society authorized by the board of directors shall be executed on behalf of the society by the officer or officers of the society authorized by the board of directors. Said officer or officers shall be authorized to accept gifts of money or kind on behalf of the society and to deposit these with the funds of the society or hold them in trust pending instructions by the board of directors. Any provision herein notwithstanding, such transactions shall be subject to the laws of the Commonwealth of Pennsylvania.

Section 4. No financial obligations in excess of funds available in the treasury shall be assumed by the board of directors or by any officer on behalf of the society, provided

that for this section, estimated receipts from annual dues and other accounts receivable for the current year may be considered as available funds.

ARTICLE VII - ETHICAL PRINCIPLES

Section 1. All members of The Society for Historical Archaeology shall subscribe and adhere to the society's ethical principles as reviewed by the general membership and approved by the board of directors.

ATTACHMENT D:

Proposed Revisions of Editorial Position Descriptions Based on Draft Constitution and Bylaws Revisions (see Attachment C):

Journal Editor
Newsletter Editor
Website Editor
Co-Publications Editor

Proposed Final Position Description

(JOURNAL) EDITOR

Position Summary

SHA President appoints (Journal) Editor to a three-year term, dependent upon Board approval. Current term is 2008-2010. Position may be renewed for an unlimited number of terms. Appointments should occur at the mid-year meeting for the upcoming three years. For selection of new (Journal) Editor, President appoints a selection committee drawn (at least in part) from SHA editorial advisors and including the SHA President-elect; this committee interviews candidates and recommends selection of new (Journal) Editor to SHA President.

Current status: ~~This position is the “editor” identified in Article VII (Officers) of the SHA Constitution.~~ The (Journal) Editor is an SHA Board officer with full voting rights as created in Article VII (Officers) of the SHA Constitution. Reports to SHA Board and President.

Summary of Responsibilities: oversight and publication of *Historical Archaeology*; *Technical Briefs in Historical Archaeology* (website publication); *Book Reviews in Historical Archaeology* (combination journal and website publication); and in-house SHA brochures and publications. As a board member, represents the interests of the membership of the Society for Historical Archaeology.

Specific Responsibilities

- 1) Co-Chairs with the Co-Publications Editor the Journal and Co-Publications Editorial Advisory Committee ~~Editorial Advisory Committee~~ (a standing committee of the SHA), ~~which will have a working title of the “Journal and Co-Publications Editorial Advisory Committee.”~~
- 2) May appoint Co-Journal Editor to assist in production of *Historical Archaeology*.
- 3) Appoints Associate Editors, a Reviews Editor, a Memorials Editor, and special editors as necessary, to assist in publishing *Historical Archaeology*. Topical editors and associate editors will automatically be members of a the ~~“Journal and Co-Publications Editorial Advisory Committee”~~; ~~(Editorial Advisory Committee)~~.
- 4) Coordinates with Co-Publications Editor, Website Editor, and Newsletter Editor as appropriate, including re: proposals for use of Publication Fund monies for special projects.
- 5) Annually edits and publishes *Historical Archaeology* in accord with established editorial policies.
- 6) Identifies and retains a Copy Editor, as necessary, to assist with the preparation of manuscripts for printing.
- 7) Negotiates and signs contracts for the composition, printing, and distribution of *Historical Archaeology*.

- 8) Coordinates with the SHA Headquarters as appropriate, to arrange for mailing labels for distribution, and to arrange payment for vendor invoices and editorial expenses.
- 9) Negotiates contracts for and supervises the reprinting of out-of-print issues of all society publications, such as the Readers in Material Culture.
- 10) Develops a proposed annual budget to include editorial expenses, copyediting, composition, and printing costs.
- 11) Prepares and submits to the Secretary and Headquarters a Journal Editor's Report for the annual and mid-year meetings of the Board of Directors.
- 12) Advises the SHA Treasurer about price setting for new publications, and periodically reviews the cost of current and back issue publications. Coordinates with Headquarters to send flyers on available publications to other conferences, and on website. Advises the Treasurer and SHA Executive Director on discounting publication prices. Maintains appropriate level of back issue inventory for all society publications.
- 13) Works with "Journal and Co-Publications Editorial Advisory Committee" (~~Editorial Advisory Committee~~) and Development Committee to explore external funding opportunities for special journal projects and features
- 14) Maintains current ISSN and ISBN files for appropriate society publications.
- 15) Maintains a list of sources in which *Historical Archaeology* is indexed/abstracted and prints that list in the final number of each volume of the journal.
- 16) Continually reviews SHA publication guidelines and periodically updates and publishes the revised style guidelines.
- 17) Addresses copyright issues, as appropriate, and seeks to resolve any problems that might arise.
- 18) Serves as a permanent member of the Budget Committee.
- 19) Works within the long-range goals of the society and implements activities to achieve applicable long-range goals of the society.

Proposed Final Position Description

NEWSLETTER EDITOR

Position Summary

SHA President appoints Newsletter Editor to a three-year term, dependent upon Board approval. Current term is 2008-2010. Position may be renewed for an unlimited number of terms. Appointments should occur at the mid-year meeting for the upcoming three years. For selection of new Newsletter Editor, President appoints a selection committee drawn (at least in part) from SHA editorial advisors and including the SHA President-Elect; this committee interviews candidates and recommends selection of new Newsletter Editor to SHA President.

Current status: ~~This position is the “newsletter editor” identified in Article VII (Officers) of the SHA Constitution.~~ The Newsletter Editor is an SHA Board officer with full voting rights as created in Article VII (Officers) of the SHA Constitution. Reports to SHA Board and President.

Summary of Responsibilities: oversight and publication of *SHA Newsletter*. As a board member, represents the interests of the membership of the Society for Historical Archaeology.

Specific Responsibilities

1. Co-Chairs with the Website Editor the ~~Newsletter Editorial Advisory Committee~~ News and Web Editorial Advisory Committee (a standing committee of the SHA), ~~which will have a working title of the “Newsletter and Website Editorial Advisory Committee.”~~
2. Annually edits and produces four numbers of the *SHA Newsletter*.
3. Appoints current research coordinators and any topical content coordinators as needed, who shall be members of the ~~“News~~letter and Web site Editorial Advisory Committee”, ~~(Newsletter Editorial Advisory Committee)~~.
4. Coordinates with ~~(Journal)~~ Editor, Website Editor, and Co-Publications Editor as appropriate, including re: proposals for use of Publication Fund monies for special projects.
5. Negotiates purchase orders for copyediting (currently Daniel McNaughton, Paleograph Editorial Services) or composition services as needed.
6. Negotiates and signs contracts for printing and distribution of the *SHA Newsletter* (currently contracted to Sheridan Press).
7. Coordinates with the SHA Headquarters as appropriate, to arrange for mailing labels for distribution, and to arrange payment for vendor invoices and editorial expenses.

8. Prepares and submits electronic version(s) of the *SHA Newsletter* to the Website Editor for posting on the SHA website.
9. Prepares and submits to SHA Secretary and Headquarters a *SHA Newsletter* Editor's report for the annual and mid-year meetings of the Board of Directors.
10. Attends annual and mid-year meetings of the board and the annual business meeting.
11. Prepares annual budget request and submits to SHA Treasurer.
12. Serves as a permanent member of the SHA Budget Committee.

Proposed Final Position Description

WEBSITE EDITOR

Position Summary

SHA President appoints Website Editor to a three-year term, dependent upon Board approval. Current term is 2006-2008. Position may be renewed for an unlimited number of terms. Appointments should occur at the mid-year meeting for the upcoming three years. For selection of new Website Editor, President appoints a selection committee, drawn (at least in part) from SHA editorial advisors and including the President-Elect; this committee interviews candidates and recommends selection of new Website Editor to SHA President.

Current status: ~~Website Editor attends all SHA Board meetings and is eligible for SHA travel funds.~~ The Website Editor is an SHA Board officer with full voting rights as created in Article VII (Officers) of the SHA Constitution. Reports to SHA Board and President.

Summary of Responsibilities: coordinates and oversees publication of materials to website, <www.sha.org>. As a board member, represents the interests of the membership of the Society for Historical Archaeology.

Specific Responsibilities

1. Co-Chairs with the Newsletter Editor the News and Web Editorial Advisory Committee ~~Newsletter Editorial Advisory Committee~~ (a standing committee of the SHA), ~~which will have a working title of the "Newsletter and Website Editorial Advisory Committee."~~
2. Appoints and directs associate editors and advisors, as part of the ~~"Newsletter and Website Editorial Advisory Committee"~~ ~~(Newsletter Editorial Advisory Committee)~~ to oversee website content.
3. Coordinates with ~~(Journal)~~ Editor, Co-Publications Editor, and Newsletter Editor as appropriate, including re: proposals for use of Publication Fund monies for special projects.
4. Sets and maintains editorial policies about the kind and type of materials posted on the SHA website.
5. Edits, manages, and continually reviews web pages on the website in accord with SHA established editorial policies.
6. Actively recruits new information, articles, or other web-based information for posting on the SHA website.
7. Negotiates and oversees necessary contracts for website hosting, development, etc. ~~Cosigns all contracts with an appropriate officer.~~
8. Appoints (or hires) and coordinates with a Copy Editor, as appropriate.
9. Coordinates with the following: SHA ~~(Journal)~~ Editor, Co-Publications Editor, Newsletter Editor; the SHA Headquarters; other SHA committee chairs; website hosts (currently Spectral Fusion at the University of Montana); other SHA officers, and other groups to

ensure that all of the SHA's interests are professionally presented and protected on the pages of <www.sha.org>.

10. Identifies and hires a webmaster, as well as research assistants as necessary, to assist with the daily tasks and development of <www.sha.org>.
11. Works with the “Newsletter and Website Editorial Advisory Committee” (~~Newsletter Editorial Advisory Committee~~) and the Development Committee to seek external funding to develop and maintain the website's educational and other pages.
12. Develops a proposed annual budget to include editorial expenses, hosting and maintenance fees, security costs, domain name fees, webmaster and research assistant salaries, and miscellaneous expenses.
13. Approves and forwards all requests for payment of authorized / budgeted website expenses to the Treasurer and Headquarters.
14. Prepares and submits to Secretary and Headquarters a Website Editor's Report for the annual and mid-year meetings.
15. Advises the Treasurer about costs for software and other fees as the website develops.
16. Addresses web-based copyright issues, as appropriate.
17. Works within the long-range goals of the society and implements web-based activities to help the society achieve those goals.

Proposed Final Position Description

CO-PUBLICATIONS EDITOR

Position Summary

SHA President appoints Co-Publications Editor to a three-year term, dependent upon Board approval. Current term is 2007-2009. Position may be renewed for an unlimited number of terms. Appointments should occur at the mid-year meeting for the upcoming three years. For selection of new Co-Publication Editor, President appoints a selection committee drawn (at least in part) from SHA editorial advisors and including the President-Elect; this committee interviews candidates and recommends selection of new Co-Publications Editor to SHA President.

Current status: ~~Co-Publications Editor attends all SHA Board meetings and is eligible for SHA travel funds. The Co-Publications Editor is an SHA Board officer with full voting rights as created in Article VII (Officers) of the SHA Constitution.~~ Reports to SHA Board and President.

Summary of Responsibilities: oversight and coordination of SHA co-published volumes with the University Press of Florida and University of Nebraska Press. Identifies other co-publishing ventures as appropriate and promotes upon approval by SHA Board. As a board member, represents the interests of the membership of the Society for Historical Archaeology.

Specific Responsibilities

1. Co-Chairs with the ~~(Journal)~~ Editor the Journal and Co-Publications Editorial Advisory Committee ~~Editorial Advisory Committee~~ (a standing committee of the SHA), ~~which will have a working title of the "Journal and Co-Publications Editorial Advisory Committee."~~
2. Appoints associate editors as necessary, to assist in reviewing and publishing co-publication volumes. Liaisons and associate editors will automatically be members of the ~~"Journal and Co-publications Editorial Advisory Committee"~~ (Editorial Advisory Committee).
3. Coordinates with ~~(Journal)~~ Editor, Website Editor, and Newsletter Editor as appropriate, including re: proposals for use of Publication Fund monies for special projects.
4. Establish contacts with outside publishers for possible joint publication of topics relating to historical archaeology. Also establishes and maintains contacts with other SHA editors for society publications that may have more than one format or outlet.
5. Actively works with current agreements with the University Press of Florida and the University of Nebraska Press in furthering these existing co-publication agreements. Identifies and develops other co-publication opportunities as appropriate and with SHA Board approval.

6. Actively recruit manuscripts for co-publication.
7. Negotiates contracts for the composition, printing, and distribution of co-published volumes, as appropriate to each venue. ~~Cosigns all contracts with an appropriate officer.~~
8. Oversees production of volumes with appropriate press editors.
9. Works with ~~“Journal and Co-Publication Editorial Advisory Committee” (Editorial Advisory Committee)~~ and Development Committee to seek external funding opportunities for special co-publication projects.
10. Coordinates with the SHA Treasurer and Headquarters to ensure that royalties from co-publications go into the SHA Publication Fund.
11. Appoints at least one associate editor to work with ACUA to promote publishing topics of underwater archaeology.
12. Develops a proposed annual budget.
13. Approves and forwards all requests for payment of authorized editorial expenses to the SHA Treasurer and Headquarters.
14. Prepares and submits to the business office and secretary a Co-Publications Editor's Report for the annual and mid-year board meetings.
15. Actively promotes joint publications in SHA venues (website, journal, newsletter).
16. Identifies external venues for promotion of joint publications.
17. Works with other society editors to make SHA membership aware of publishing activities (announcements, publishing forums at meetings, etc.).
18. Works within the long-range goals of the society and implements activities to achieve applicable long-range goals of the society.

ATTACHMENT E

September 2007 SHA Editorial Structure Committee Report by Lu Ann De Cunzo

SHA Editorial Structure Committee Report

September 2006

Committee Est. Mid-Year Board mtg., June 2006 by President Doug Scott

Membership:

Lu Ann De Cunzo, President-elect, committee convener

Rebecca Allen, Editor

J. W. Joseph, Director

Greg Waselkov, Director and Chair, Editor Search Committee

Kelly Dixon, Website Editor

William Lees, Newsletter Editor

Introduction and Summary

Several issues raised at the mid-year board meeting led to the decision to evaluate the existing editorial structure and consider alternatives:

- Retirement at end of 2007 of Editor and Newsletter Editor, which will require careful strategic planning and scheduling
- Need to continue attracting outstanding editorial candidates
- Concern that the current structure requires unrealistic, unreasonable commitment of volunteer editors' time and potentially their contributed individual and institutional resources
- Question of whether the current structure makes best use of headquarters' staff
- Ongoing need to monitor society finances and achieve highest possible efficiency
- Evaluate appropriateness of current differences in editors' membership on the Board, and hence voting privileges

After conducting the studies outlined below, the committee concluded that the Editor's workload must be reduced. Further, we concur that co-publications with other presses is in the best interests of SHA. They allow the Society to produce special publications at little cost and great benefit, and promote the publication goals of the Society. Therefore, the committee places the following motion before the Board:

Motion to SHA Board:

We move and second that the SHA Board create the position of Co-Publication Editor to oversee the SHA's program of co-publication currently the responsibility of the Editor. The Co-Publication Editor will serve a term of 3 years (renewable), is appointed by the President, and is accountable to the Board and officers. The Co-Publication Editor will attend Board meetings, but will not have a vote. The Co-Publication Editor may appoint an Editorial Advisory Committee and associate and special editors as necessary.

Purpose and Mission:

The committee began its work by outlining the parameters of our mandate:

- Prepare and present a recommendation to the Board of Directors and officers regarding the most effective and efficient structure for the society's editors
- Goals of the structure(s) to be proposed:
 - Furthers Society mission
 - Provides SHA members with highest quality publication venues

- Enhances the society's international leadership and exposure in publishing historical archaeological scholarship by increasing the number and types of publication opportunities for SHA members
- Maintains the highest ethical and professional standards of publication
- Evaluation of alternatives shall address: editorial titles, responsibilities, accountability, terms, appointment type, financial implications, relationships among editors and with Headquarters, Board of Directors, officers
- Include the editorship of the following society publications: Newsletter, journal, co-published books, website, other special publications, internal society documents

Schedule:

- Recommendations to President Scott by 31 August 2006

Criteria for Evaluating 'best' Editorial Structure:

The committee then enumerated the criteria we would apply as we outlined and evaluated alternatives to the current editorial structure. These are that the 'best' structure would:

- Achieves editorial structure goals (see above)
- Maintain society's record of timely publication
- Attract outstanding editorial candidates
- Require realistic, reasonable commitment of editors and headquarters time
- Avoid redundancies in responsibilities and ambiguities in reporting
- Be financially viable, economical, and efficient
- Maintain sufficient flexibility so as to minimize number of times constitutional changes are required during transitional period (in SHA structure and operations, and in publication technologies)
- Ensure adequate, appropriate forms and levels of communication between editors, Board of Directors, officers, and Headquarters (note: Board representation question: #, voting privileges, etc.)

As we discussed these criteria, we determined that the principal issues facing us as we evaluated alternatives were:

- Editors' positions on Board of Directors and voting privileges:
 - It is important that each editor has a voice at the Board of Directors meetings, in order for them to understand the larger organizational picture, and discuss the implications of Board decisions on our publications programs.
- Financial implications of proposed structure, at a time when the Society is recovering from a period of financial instability:
 - These implications include costs of editorial equipment, supplies, communications, travel to and accommodations at meetings, and costs associated with expanded publication program
- Complex logistics and scheduling of transition to both potential new editorial structure and minimum of 2 new editors in 2007-2008

Editorial Structures of Comparative Societies:

Committee members assembled data on the editorial structures of these other organizations:

- Society for American Archaeology
- Council for Northeast Historical Archaeology
- American Anthropological Association

- World Archaeological Congress
- American Association for State and Local History
- Canadian Archaeological Association
- Southeastern Archaeological Conference

The large societies in our sample have divided editorial responsibilities in various ways to suit their publication needs. No single model or pattern emerged. Some had moved to paid editorships, mostly managing editors. The numbers of editors, board membership, and voting privileges differs among the societies, as does opinion among the editors consulted about the importance of having a vote on the board.

Process and Alternatives Analysis

Assembling and discussing these comparative data reinforced for us the importance of looking at our editorial structure holistically. In order for our committee's proposal to be 'best' able to achieve the goals we laid out, we determined that we must either a) make decisions relating to future publication priorities, resource sources, and allocations; b) prepare a position paper laying out the issues in detail for Board deliberation prior to recommending a course of action in restructuring the editors; or c) a combination of a) and b).

Path a) would enable our committee to complete its mission in a timely manner, so that the searches may proceed. Given our committee's commitment to ensuring a smooth transition at a critical time, this is a significant consideration.

Path b) has the benefit of forcing the Board to examine holistically the SHA publication program's future. Without a clear plan for, commitment to, and ability to provide necessary resources to the editors, they cannot fulfill their responsibilities regardless of the structure.

If we agreed that additional Board deliberation is warranted regarding the larger issues, Path c) still acknowledges that we have immediate structural problems that must be addressed before our new editorial searches begin. In this case, our committee would propose a new structure that deals with these immediate needs, but does not solve the need for growth in resource base necessary for our publication program to grow. Our committee agreed to follow Path c).

Our next step consisted of an alternatives analysis. Committee members proposed, evaluated, and rated eleven (11) editorial structures that redistributed editorial responsibility, restructured relationships among editors, and reconfigured board membership in various ways. Refer to attached database and graphics for details. The 11 alternatives are summarized here:

Proposal A: Existing Structure:

- Editor, Newsletter Editor: voting members on board
- Website Editor: has liaison on board, attends meetings, nonvoting
- No constitutional change required

Proposal B: Splits Editor position into two: Editor and Co-Publications Editor:

- Option 1: all 4 editors are voting members of board; requires constitutional change
- Option 2: only Newsletter editor is NOT voting member of board; requires constitutional change

- Option 3: Editor and Co-Publication Editor have 1 board vote; Newsletter and Website Editors have 1 board vote: total of 2 votes; requires constitutional change
- Option 4: *Recommended by committee*: Editor and Newsletter Editor positions retain voting board membership; Co-Publication editor, like Website Editor, report to board and attend meetings, no vote; No constitutional change required

Proposal C: Splits Editor position into two: Editor and Co-Publications Editor AND introduces hierarchical relationship between Newsletter and Website Editors

- Newsletter Editor reports to Website Editor, no voting membership on board
- Editor, Co-Publications Editor, and Website Editors are voting members on board
- Requires constitutional change

Proposal D: Splits Editor position into two: Journal Editor and Co-Publications Editor AND introduces Editor-in-Chief

- Editor-in-Chief oversees and coordinates activities of Editor, Newsletter Editor, Co-Publications Editor, and Website Editor
- ONLY Editor-in-Chief holds voting position on board
- Requires constitutional change

Proposal E: Splits Editor position into two: Journal Editor and Co-Publications Editor AND introduces Editor-in-Chief

- Editor-in-Chief oversees and coordinates activities of Journal Editor, Co-Publications Editor, and Website Editor
- Newsletter Editor reports to Website Editor, no voting membership on board
- Co-Publication Editor reports to Journal Editor, no voting membership on board
- Editor-in-chief, Journal Editor, and Website Editor hold voting positions on board
- Requires constitutional change

Proposal F: Splits Editor position into two: Editor and Co-Publications Editor AND consolidates editorial vote on board

- All editors report to board and attend meetings
- Only Editor holds voting position on board
- Requires constitutional change

Proposal G: Splits Editor position into two: Editor and Co-Publications Editor AND institutes Editorial Liaison on Board

- Option 1: Editorial Liaison (appointed among existing elected board members), Journal and Website Editors hold voting positions on board; Newsletter and Co-publications Editors report to board Editorial Liaison and attend meetings; Requires constitutional change
- Option 2: No editors hold voting positions on board; Editorial Liaison holds voting position; Requires constitutional change

During the first round of our deliberations, we eliminated **Proposals A, B-1, C, E, and G-2** from further consideration. **Proposal A**, our existing structure, could not address the issues that led to the Editor's request for change. **Proposal B-1** would double the number of appointed editorial votes on the board, an

unacceptably large proportion of votes. **Proposals C and E** contain elements that the Board may elect to adopt in the future, such as subordinating the Newsletter Editor to the Website Editor (C), redistributing voting rights among the editors, and adding an Editor-in-Chief to oversee an increasingly complex and expansive publication program (E). **Proposal G-2**, while it redistributes editorial responsibilities, and increases direct involvement in the publications program by an elected board member, removed all voting privileges from the editors, which we deemed unacceptable at this time. **Proposals B-1, C, E, and G-2** all also require constitutional changes.

Proposals D and G-1, in addition to addressing the current excessive workload of the Editor by adding a Co-Publication Editor, offer two prospective directions for future editorial organization. Each approaches had features supported by one or more committee members, but ultimately we did not agree on taking either approach at this time. In lieu of appointing a board member as Editorial Liaison, the board may wish to consider transferring some of the proposed responsibilities of this position to Headquarters staff (which in turn creates additional publications expenses, of course). We also agreed that each editor should attend all board meetings, to ensure that our publications program receives adequate board attention and oversight. This, too, would minimize the need for an Editorial Liaison. Addition of an Editor-in-Chief to the SHA publication program (D) has many attractive features, including 1) flexibility in structure that would allow for growth in directions that current communication technologies suggest will happen, but whose effect on our publication program we cannot yet predict, 2) requires only one constitutional change, 3) consolidates authority, balances responsibilities, and promotes equality among editors under the Editor-in-Chief, 4) ensures equal status for all four publication areas. At the same time, this structures appears too unnecessarily bureaucratic, complex, and expensive for our needs at this time, and it decreases editorial votes on the board.

In the end, the committee agreed that SHA does not yet need major changes in the editorial structure in order to meet our publication program goals. Until we do, we recommend against any proposals that require a constitutional change. Thus, we also set aside **Proposals B-2, B-3, and F**.

Proposal B-4 introduces the least change into our existing structure, addresses Editor workload concerns, and enables the Board to proceed with the searches for Newsletter Editor, Editor, and Co-Publications Editor in a timely fashion. Hence: the committee offers the resolution presented at the beginning of this document. Draft statements of responsibility for each editor are attached. We recommend that these statements be reviewed and finalized by the new editorial team in 2007.

Conclusion:

This committee proposes that the recommendation made in this report constitute the next step in an ongoing process of re-evaluating and reconfiguring SHA's editorial structure to respond to growth and changing publication technologies. A brief Position Paper accompanies this report, outlining the larger issues relating to SHA's publication program raised by our discussions, but beyond the scope of our committee mission. We recommend that the 'transitional editorial team' consisting of the current Editor, Newsletter Editor, and Website Editor, and the new Editor, Newsletter Editor, and Co-Publication Editor, and Board representative(s) work together to outline a 5-year Publications Plan that addresses these issues for consideration at the January 2008 SHA Board meeting.

ATTACHMENTS:

September 5, 2006

To: Lu Ann De Cunzo

From: Karen Hutchison

Re: Editorial Structure Alternatives

The following information responds to your August 16 email on the financial implications of the various editorial structure alternatives.

The single largest expense associated with adding additional members to the Board is meeting travel. If new seats are added, then travel costs could increase by as much as \$1,000 per person per meeting. I don't anticipate a significant change in indirect expenses from any of the options now being considered. (I am operating on the assumption that everyone will have his/her own computer and printer with which to work and that communications will likely be done by email.) There will be some miscellaneous additional expenses associated with printing stationery, FedEx, possibly software costs, office supplies, long distance, etc. These expenses should not be appreciably greater than they are now.

I have attached a spreadsheet with financial information on the Journal, Newsletter and the Website for the years 2004 and 2005 and the first eight months of 2006. I have also provided the income and expense associated with back issue/publications sales for 2004-2006. I have no financial information on co-published books. We have never assigned a percentage of the membership dues to the entitlement publications, so I have no way of determining that. However, institution members only receive publications as a benefit of membership so one can safely attribute all of that income to the entitlement publications. In 2004, the SHA collected \$56,345.00 in institution dues (26% of dues); in 2005, it was \$73,700 (27% of dues); and in 2006, it is \$66,875.00 (26% of dues).

I have contacted three local firms that provide printing, mailing, fulfillment and storage services and have asked for proposals to see if some economies can be realized by having one firm provide complete services. I will compare/summarize the proposals as soon as they are received and forward the results to you.

It seemed to me as I was reviewing the various editorial structure proposals that the role of the SHA Newsletter Editor is being diminished somewhat. I'm not sure that this is an accurate perception, but I wanted to say that the Newsletter is very important to the day-to-day workings of the SHA. Currently, we print the Call for Papers and the Preliminary Program and Conference Registration information in the newsletter, eliminating the cost of printing and mailing these documents separately. Also, we provide the candidate information in the Newsletter, which is required by the SHA Bylaws to be mailed to every member, another substantial savings. The Newsletter also contains the minutes of Board meetings (also required) and other timely information for the members. For all of these reasons, the Newsletter Editor is a very important person in the day-to-day operations of the SHA. I hope the Committee recognizes this when considering who should have a seat and a vote on the Board of Directors. While I recognize that we will be moving more and more to electronic communications, there are still 408 SHA members (19% of our members) for whom we don't have email addresses.

Role of the Journal Editor

Scope of Responsibility and Accountability

The SHA Board of Directors appoints the Journal Editor for a three-year term, which may be renewed for an unlimited number of terms. Appointments should occur at the mid-year meeting for the up-coming three years.

Specific Duties and Responsibilities

- 1) Annually edits and publishes *Historical Archaeology* in accord with established editorial policies.
- 2) Appoints Associate Editors, a Reviews Editor, a Memorials Editor, and special editors as necessary, to assist in publishing *Historical Archaeology*. Topical editors and associate editors will automatically be members of an Editorial Advisory Committee.
- 3) Arranges and co-chairs an annual meeting of the Editorial Advisory Committee.
- 4) Identifies and retains a Copy Editor, as necessary, to assist with the preparation of manuscripts for printing.
- 5) Negotiates contracts for the composition, printing, and distribution of *Historical Archaeology*.
- 6) Notifies the business office to send mailing labels to the SHA printer for publications.
- 7) Negotiates contracts for and supervises the reprinting of out-of-print issues of all society publications, such as the Readers in Material Culture.
- 8) Develops a proposed annual budget to include editorial expenses, copyediting, composition, and printing costs.
- 9) Approves and forwards all requests for payment of authorized editorial expenses to the treasurer and business office.
- 10) Prepares and submits to the business office and secretary a Journal Editor's Report for the annual and mid-year meetings.
- 11) Advises the treasurer about price setting for new publications, and periodically reviews the cost of current and back issue publications.
- 12) Maintains current ISSN and ISBN files for appropriate society publications.
- 13) Maintains appropriate level of back issue inventory for all society publications.
- 14) Maintains a list of sources in which *Historical Archaeology* is indexed/abstracted and prints that list in each issue of the journal; the business office manager annually verifies that the journal is indexed or abstracted in each of those sources.
- 15) Continually reviews SHA publication guidelines and periodically updates and publishes the revised style guidelines.
- 16) Addresses copyright issues, as appropriate, and seeks to resolve any problems that might arise.
- 17) Advises the secretary-treasurer and business office manager on discounting publication prices.
- 18) Serves as a permanent member of the Budget Committee.
- 19) Works within the long-range goals of the society and implements activities to achieve applicable long-range goals of the society.

JOB DESCRIPTION

SHA NEWSLETTER EDITOR

The Editor of the SHA *Newsletter* Editor is appointed by the SHA Board of Directors to serve a three-year term that is renewable at the discretion of the Board. The *Newsletter* Editor is a voting member of the Board of Directors and is also responsible for the production of the SHA *Newsletter*.

The SHA *Newsletter* is published quarterly by the Society, with spring, summer, fall, and winter issues. The *Newsletter* Editor has fiscal responsibility for the production of the *Newsletter* within the approved budget, and editorial responsibility for content, accuracy, and quality of the *Newsletter*. The *Newsletter* Editor may engage copy editors, compositors, or others to assist in the production of the *Newsletter* as allowed by the annual budget.

The *Newsletter* Editor chairs and is advised by a *Newsletter* Editorial Advisory Committee that meets annually at the SHA annual conference. The *Newsletter* Editor works with the SHA headquarters to negotiate contracts for printing and fulfillment, and with the SHA Budget Committee to prepare annual budget requests for production of the *Newsletter*. The *Newsletter* Editor is a member of the Budget Committee.

As a voting member of the Board of Directors, the *Newsletter* Editor attends annual, mid-year, and special meetings of the Board; attends and presents a report at the annual business meeting; and participates in Board of Directors conference calls and electronic discussions and votes. As a Board member, the *Newsletter* Editor represents the interests of the *Newsletter* but also the interests of the general membership of the SHA.

Role of the Website Editor July 14, 2006

Scope of Responsibility and Accountability

The Website Editor is a new position within the SHA. This function supersedes the former Webmaster position, but incorporates oversight of the webmaster functions.

The SHA Board of Directors will appoint the Website Editor for a three-year term, which may be renewed for an unlimited number of terms. Appointments should occur at the mid-year meeting for the up-coming three years.

Specific Duties and Responsibilities

- 1) Sets and maintains editorial policies about the kind and type of materials posted on the SHA website, www.sha.org.
- 2) Edits, manages, and continually reviews web pages on the website in accord with *Historical Archaeology's* established editorial policies.
- 3) Appoints and directs a Website Editorial Advisory Committee (WEAC) to oversee the content of pages on sha.org.
- 4) Coordinates with the following: SHA Journal and the EAC and Associate Editors; the SHA Newsletter Editor; Co-Publication Editor; the SHA Business Office; other SHA committees; Spectral Fusion at the University of Montana; Student Employees/Research Assistants; and other groups to ensure that all of the SHA's interests are professionally presented and protected on the pages of sha.org.
- 5) Serves as liaison between editors, Associate Editors, and SHA Committees and Spectral Fusion at the University of Montana.
- 6) Identifies and hires a webmaster, as well as research assistants as necessary, to assist with the daily tasks of [sha.org's](http://sha.org) operation.
- 7) Arranges and co-chairs an annual meeting of the Website Editorial Advisory Committee.
- 8) Delegates WEAC members to seek external funding to develop and maintain the website's educational and other pages.
- 9) Develops a proposed annual budget to include editorial expenses, hosting and maintenance fees, security costs, domain name fees, travel to annual meetings, webmaster and research assistant salaries, and miscellaneous expenses.
- 10) Approves and forwards all requests for payment of authorized website expenses to the treasurer and business office.
- 11) Prepares and submits to the business office and secretary a Website Editor's Report for the annual and mid-year meetings.
- 12) Advises the treasurer about costs for software and other fees as the website develops.
- 13) Maintains a record of hits and kinds of visitors to sha.org.
- 13) Addresses web-based copyright issues, as appropriate.
- 14) Works within the long-range goals of the society and implements web-based activities to help the society achieve those goals.

PROPOSED CO-PUBLICATION EDITOR

Scope of Responsibility and Accountability

The SHA Board of Directors appoints the Co-Publication Editor for a three-year term, which may be renewed for an unlimited number of terms. Appointments should occur at the mid-year meeting for the upcoming three years.

Specific Duties and Responsibilities

- 1) Establish contacts with outside publishers for possible joint publication of topics relating to historical archaeology.
- 2) Actively works with current agreements with the University Press of Florida, University of Nebraska Press, and SAA Press in furthering these existing co-publication agreements.
- 3) Actively recruit manuscripts for co-publication.
- 4) Negotiates contracts for the composition, printing, and distribution of co-published volumes.
- 5) Oversees production of volumes with appropriate press editors.
- 6) Coordinates with business office and secretary to ensure that royalties from co-publications go into the SHA Publication Fund.
- 7) Appoints co-publication liaisons or associate editors as necessary, to assist in reviewing and publishing co-publication volumes. Liaisons and associate editors will automatically be members of an Editorial Advisory Committee.
- 8) Appoints a co-publication liaison with ACUA to promote publishing topics of underwater archaeology.
- 9) Co-chairs an annual meeting of the Editorial Advisory Committee.
- 10) Develops a proposed annual budget.
- 11) Approves and forwards all requests for payment of authorized editorial expenses to the SHA treasurer and business office.
- 12) Prepares and submits to the business office and secretary a Co-Publications Editor's Report for the annual and mid-year board meetings.
- 13) Actively promotes joint publications in SHA venues (website, journal, newsletter).
- 14) Identifies external venues for promotion of joint publications.
- 15) Works with other society editors to make SHA membership aware of publishing activities (announcements, publishing forums at meetings, etc.).
- 16) Works within the long-range goals of the society and implements activities to achieve applicable long-range goals of the society.