DUTIES OF PRESIDENT

The President shall be the chief executive officer of the corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the corporation and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be prescribed from time to time by the Board of Directors. The President shall preside at all meetings of the Board of Directors. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, he or she shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Directors. The President may delegate the Treasurer or other employee of the corporation to fulfill this duty as needed.

DUTIES OF SECRETARY

The Secretary shall:

1. Certify and keep at the official repository of the corporation the original, or a copy, of the Articles of Incorporation as amended or otherwise altered to date.
2. Certify and keep at the official repository of the corporation the original, or a copy, of these Bylaws as amended or otherwise altered to date.
3. Keep at the official repository of the corporation or at such other place as the Board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.
4. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
5. Be custodian of the records of the corporation produced during their term of office (active records) and ensure that such records are posted to the corporation website and available for public inspection, as appropriate or required, and share with other Pecos Conference repositories archival information about Pecos Conference.
6. Exhibit at all reasonable times to any director of the corporation, or to his or her agent or attorney, on request therefore, the Bylaws, the membership book, and the minutes of the proceedings of the directors of the corporation.
7. In general, perform all duties incident to the office of Secretary and such other duties as may be required by law of the state of Arizona, by the Articles of Incorporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

DUTIES OF INFORMATION SPECIALIST

The Information Specialist shall:

1. Have charge and custody of, and be responsible for any and all websites, domain names, social media sites, and email that the Board deems necessary to advance the mission of Southwestern Archaeology, Inc.
2. Work with the Pecos Conference Organizer and Cordell/Powers Prize Committee to ensure the timely release of information regarding the Pecos Conference and Cordell/Powers Prize, including, but not limited to, updates of the websites, social media outlets, and written press releases.
3. Maintain the records of the corporation, including but not limited to, the Articles of Incorporation and Bylaws, for public inspection and review on the website of the corporation.
4. Forward or bring to the attention of the Board in a timely manner outside requests for information regarding Southwestern Archaeology, Inc., Pecos Conference, the Cordell/Powers Prize or general topics in Southwestern Archaeology that are relevant to the stated goals of the corporation, and not unduly frivolous in nature.