

## 5.1 AWARDS COMMITTEE

This committee shall consist of three (3) members in good standing in ARARA.

**Duties:** The Committee shall issue a call for nominations for the Castleton, Wellmann, Conservation, and Bock awards to the membership of ARARA in the fall issue of *La Pintura* for the award year. The Awards will be presented at the annual meeting of ARARA. The Committee shall choose appropriate awards for each named award. The Awards Committee shall prepare a budget request each year for expenses.

**Wellmann Award.** No less than five members in good standing of ARARA shall sign the nomination for this Award. Nominations will be accepted any time prior to an established and published deadline before the annual meeting. The Executive Committee (elected officers of ARARA) will verify the recipient of the award.

**Castleton Award.** This award shall be an essay competition for the excellence in rock art research. A thirty (30) minute presentation of the winning essay will be made during the oral presentations at the annual conference. A letter of application and five copies of the presentation shall be received by February 15.

**Conservation and Preservation Award.** The Conservation and Preservation Award nomination shall be for an individual (professionally or vocationally), group, organization or agency that has taken a leadership role in significantly contributing to promote rock art conservation or protection. The application shall be detailed description of the work that qualifies the nominee for the award. The nomination shall be received by December 31.

**Frank Bock Extraordinary Achievement Award.** Created by the American Rock Art Research Association Board in 2006, and named in honor of the memory of Frank Bock, one of the co-founders of ARARA, editor (or co-editor) of nine volumes of *American Indian Rock Art*, and along with AJ Bock, first recipient of the Klaus Wellmann Memorial Award. The ARARA Board may present the Frank Bock Extraordinary Achievement Award from time to time to candidates with extraordinary achievements over their lifetime in the fields of rock art studies, documentation, education, conservation, and outreach. This award differs from the Wellman Award in that it is a lifetime award that does not necessarily have to go to an ARARA member. While similar to the CAP Award, it provides another opportunity to recognize individuals and/or entities that have worked for at least 25 years doing a wide range of rock art related services in addition to conservation and preservation.

Nominations with at least five letters of recommendation may be sent to the ARARA Board at any time for consideration, but must arrive at least two months prior to the annual conference or may not receive consideration until the next year.

## **5.2 PUBLICATION COMMITTEE**

The Publication Committee shall consist of members of ARARA in good standing. This Committee shall select a Chair, Vice Chair, and Secretary from the committee membership. The Editor of La Pintura is a member of this committee. The Committee shall select an editor for the AIRA volume published each year by ARARA and any other publication that the Board approves. This Committee shall edit committee brochures, pamphlets, and publications. This Committee Chair shall appoint, with approval of the Board of Directors, an AIRA sales representative that shall manage the publication sale booth at each annual meeting, other association meetings and other events. The Publication Committee Chair may appoint members to special committees to assist in the committee's goals with approval from the Board.

The Publication Committee shall prepare a Budget request for the La Pintura and AIRA Volume expenses to be presented to the Budget Committee at the beginning of the fiscal year, July 1.

The Publication Chair contacts authors for permission to quote from the AIRA journals. If the author is deceased, the Chair gives permission to quote from an ARARA publication.

### **5.2.2 COPYRIGHT PERMISSIONS**

ARARA maintains a verbal agreement with authors that they will not publish the same article within two years from our publication.

The Author holds the copyright to their articles, but ARARA holds the copyright on the layout. If one of the articles is reprinted from AIRA or any ARARA occasional papers, ARARA must give permission. Permission is secured by contacting the Publication Chair who in turn contacts the author for their agreement. If the author is deceased, the Chair can give permission after determining how the article will be used.

### **5.3 EDUCATION COMMITTEE**

The Education Committee shall (1) inform and educate the public about rock art, (2) promote respect for rock art heritage, and (3) foster its preservation. This Committee shall select a Chair, Vice Chair, and Secretary from the committee membership. The Chair may appoint special committees to further the Education Committee's goals with the approval of the Board.

Education Committee shall prepare a budget request for their committee expenses to be presented to the Budget Committee as the beginning of the fiscal year, July 1.

#### **5.3a. Education Committee Chair: DUTIES**

1. Hold committee meetings at annual conference.
2. Report to the ARARA Board, Committee, and general membership at meetings and in *La Pintura*.
3. Prepare and update educational materials in form of lesson plans, projects, fliers, brochures, or booklets.
4. Encourage and support new projects in education.
5. Provide an activity or presentation annually aimed at building awareness of rock art in young people.

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## **5.4 CONSERVATION COMMITTEE**

The Conservation Committee shall (1) work for the conservation and protection of rock art wherever necessary, (2) work with landowners, local, state and federal agencies to insure the preservation of this valuable legacy, and (3) inform and educate ARARA members and the public about rock art preservation. The Conservation Committee shall select a Chair, Vice Chair, and Secretary from the committee members with approval of the Board. The Chair shall appoint a special committee to further the goals of the Conservation Committee, with approval of the Board.

The Conservation Committee shall prepare a budget request for their expenses to the Budget Committee at the beginning of fiscal year, July 1.

### **5.4a. Conservation Committee Chair: DUTIES**

1. Monitor positive and negative events concerning the conservation and preservation of rock art. Praise or criticize or advise and report as necessary.
2. Follow the related news, check out the facts, and respond if necessary and appropriate.
3. Respond to letters received requesting support or advice regarding rock art conservation and preservation. Check out authenticity and validity of request before responding.
4. Direct the publicity, selection, and presentation of the Conservation and Preservation Award following the guidelines recently amended by the committee and the Board.
5. Hold committee meetings.
6. Report to the ARARA Board, Committee, and general membership at meetings and in *La Pintura*.
7. Write articles related to conservation and preservation issues for *La Pintura* and other publications.
8. Prepare related informational materials in form of letters, fliers, brochures, and booklets.
9. Encourage and support new projects in conservations and preservation.

## **5.5 BUDGET COMMITTEE**

The President shall appoint the Budget Committee for a two-year term. The Treasurer shall be one member of the Committee with two (2) other members appointed by the President. The two (2) Committee members shall rotate off the committee with one (1) member being appointed each term. The Budget Committee shall request a budget report from the Board, Committees and other operations of ARARA having expenses.

## **5.6 ARCHIVES COMMITTEE**

The Archives Committee shall consist of four (4) members, two (2) appointed by the President and (2) active in the operation of the Deer Valley Rock Art Center. The two (2) appointed shall serve terms of two (2) years with one rotating off the committee after two years (2). The President shall make an appointment to fill any vacancy.

## **5.7 MEMORIAL COMMITTEE**

The Memorial Committee shall consist of the Past President and one member in good standing in ARARA. This committee shall notify the *La Pintura* Editor of deaths of members of ARARA and prepare an Obituary. The ARARA Treasurer shall make contribution in memory of the deceased member to a fund designated by the ARARA Board of Directors.

## **5.8 PUBLIC RELATION COMMITTEE**

The Public Relation Committee shall manage the public notices of ARARA for the annual meeting and any other activity that ARARA is involved. The Committee shall create a calendar for the *La Pintura*.

## **5.9 MEMBERSHIP COMMITTEE**

The Membership Committee shall encourage and promote membership in ARARA. The Committee shall mail out reminders to members of past due membership. The Committee shall conduct membership drives to encourage persons, institutions, and organizations interested in Rock Art research and documentation to join.

## 5.10 ETHICS COMMITTEE

The American Rock Art Research Association subscribes to the following Code of Ethics and enjoins its members, as a condition of membership, to abide by the standards of conduct stated herein.

1. All local, state, and national antiquities laws will be strictly adhered to by the membership of ARARA. Rock art research shall be subject to appropriate regulations and property access requirements.
2. All rock art recording shall be non-destructive with regard to the rock art itself and the associated archaeological remains which may be present. No artifacts shall be collected unless the work is done as part of a legally constituted program of archaeological survey or excavation.
3. No excavation shall be conducted unless the work is done as part of a legally constituted excavation project. Removal of soil shall not be undertaken for the sole purpose of exposing subsurface rock art.
4. Potentially destructive recording and research procedures shall be undertaken only after careful consideration of any potential damage to the rock art site.
5. Using the name of the American Rock Art Research Association, the initials of ARARA, and/or the logos adopted by the Association and the identification of an individual as a member of ARARA are allowed only in conjunction with rock art projects undertaken in full accordance with accepted professional archaeology standards. The name ARARA may not be used for commercial purposes. While members may use their affiliation with ARARA for identification purposes, research projects may not be represented as having the sponsorship of ARARA without express approval of the Executive Committee (Board of Directors).

Section 1. A member may be expelled from ARARA upon vote of Board of Directors for violation of the terms and condition of any of the ARARA Ethics Statutes, as they exist or shall hereafter be amended or enacted.

Section 2. Ethics Committee shall be responsible for upholding the ethical statutes of ARARA by making recommendations to the Board of Directors for appropriate action.

Section 3. If a complaint is filed alleging a violation of the ARARA Ethic Statutes, it shall be processed in accordance with the Ethics Committee Statutes for Disposition of Complaints and referred to the Board of Directors for final action.

Section 4. Ethics Committee shall establish and amend rules for the disposition of complaints, subject to approval of the Board of Directors.

## 5.11 NOMINATING COMMITTEE

### GENERAL

1. The Nominating Committee is established under the ARARA Bylaws, Section VII:  
“The Nominating Committee shall consist of five (5) voting members, three (3) of whom shall be elected by the voting members present at the Annual Business Meeting of ARARA; two (2) of whom shall be appointed by the Board. No current Board member may be a member of the Nominating Committee. The Nominating Committee shall elect its chair from among its members. The duties of the Nominating Committee shall be to
  - (1) nominate candidates for all elective offices of ARARA;
  - (2) certify and count ballots;
  - (3) announce election results at the Annual Business Meeting.”
2. In addition to the Nominating Committee, ARARA Bylaws Article VII, Section 2 provides that:  
“It shall be the privilege of any five members of ARARA to nominate in writing or email with RSVP a willing candidate who is a voting member, or, if there is more than one position to be filled, candidates not exceeding the number of positions to be filled by March 1. This statement shall certify that the nominee(s) will accept the nomination(s).”
3. Thus, there are two nominations processes which proceed in parallel, the Nominating Committee and nominations by ARARA members under the “5-member rule”. Nominations received by the Nominating Committee are, strictly speaking, suggestions; the Nominating Committee compiles its slate of candidates based on its best judgment. Candidates nominated under the “5-member rule” appear on the ballot regardless of the opinions of the Nominating Committee.
4. The Nominating Committee is selected and announced at the Annual Business Meeting. At least one of the members should be a carry-over from the previous year, for continuity.
5. The Committee should obtain a brief biography/position statement from each person who agrees to run for a position, and should acknowledge all nominations by mail or email.
6. Elections in odd-numbered years are for candidates for four (4) Board positions. Duties and responsibilities of the positions are specified in Article VI, sections 1 and 4 of the ARARA Bylaws.
7. Elections in even numbered years are for Officers - President, Vice President, Secretary, Treasurer. Duties and responsibilities are contained in Article VI, Sections 1 and 2 of the ARARA Bylaws.
8. The Nominating Committee shall ensure that at least one candidate is nominated for each position.

9. The Chair or designee of the Nominating Committee should take every opportunity possible to announce nominations (i.e. Rock Art Internet List, San Diego Museum of Man Symposium, ARARAONLINE, etc.)
10. The Nominating Committee is responsible for preparing, printing and mailing of ballots. However, the Production Manager of La Pintura has handled the job for the Committee in the past, and will do so if asked. It is advisable to do so, since the Production Manager has the up-to-date mailing list. Ballots are mailed out March 15 (mandated by ARARA Bylaws Article VII, Section 2).
11. Final date for ballot return is not mandated by Bylaws, but May 1 is recommended to allow time for counting and reporting.

### 5.11.1 Ballot Procedure

#### RECOMMENDED SCHEDULE FOR NOMINATING COMMITTEE

At Annual Meeting (late spring/early summer)

Nominating Committee announced.

Take nominations from the floor.

Committee meets informally to select a Chairperson, select who will receive and tally the ballots, and exchange ideas on process and possible candidates.

NLT August 1 (deadline for La Pintura issue no. 1, a.k.a. “fall issue”)

Article for La Pintura on results of last election.

First Call for Nominations article for La Pintura, describing the difference between suggested nominations to the Committee and nominations by members under the ‘5-member rule’. Specify deadlines of 1 February for suggested nominations and 1 March (mandated by Bylaws) for members’ nominations.

Same information posted on ARARAONLINE and ARARA web site.

NLT November 1 (deadline for La Pintura issue no. 2, a.k.a. “winter issue”)

Repeat of Call for Nominations article in La Pintura. Again, describe the difference between suggested nominations to the Committee and nominations by members under the ‘5-member rule’. Repeat deadlines of 1 February for suggested nominations and 1 March for members’ nominations.

Same information posted on ARARAONLINE and the ARARA web site.

NLT February 1 (deadline for La Pintura issue no. 3, a.k.a. “March issue”)

Courtesy article for La Pintura reminding members of ballots arriving by separate mail, and due date. Same information posted on ARARAONLINE and web site.

March 1

Finalize nominations and send compiled ballot materials (both Committee nominees and “5-member rule” nominees) to the person designated to prepare the final ballot that year (see para. 10 above).

Include name and address of Committee member who is to receive the ballots.

Same information posted on ARARAONLINE and web site.

March 15

Ballots mailed out.

May 1

Recommended due date for ballots. Committee member receiving them tallies the results and sends a spreadsheet to the Committee chairperson.

1 week prior to Board Meeting (which is usually day preceding the Annual Meeting)

Committee chair or other agreed-upon member sends a report to the Board President, including spreadsheet with tally of results.

**5.11.2 NOMINATING COMMITTEE FORM**

**CALL FOR NOMINATIONS**  
**ARARA Board**

The ARARA Nominating Committee invites your suggestions for candidates for ARARA Board of Directors open for election in 200x. Four positions are open. Terms will begin July 1, 200x.

Members are welcome to nominate other ARARA members, or themselves for any of the open positions, but nomination **does not** guarantee a place on the slate. Under the terms of the ARARA Bylaws, it is the function and responsibility of the Nominating Committee to compile a slate that is both representative of the membership and is made up of willing and qualified candidates as described by the Bylaws.

Should you wish to nominate a fellow member for any of the open positions, please ask your prospective nominee if he/she is willing to serve before returning this form.

Nominee for Board: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail \_\_\_\_\_

Nominee for Board:  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail \_\_\_\_\_

Nominee for Board:  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail \_\_\_\_\_

Nominee for Board:  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail \_\_\_\_\_

Please return this form by **February 1** to:

ARARA Nominating Committee  
Chair  
Street  
City, State Zip  
[email](#)  
Thank you!

## **5.12 WEB SITE COMMITTEE**

The Web Site Committee shall coordinate the ARARA.org web site production and contents.

The Web Site Committee shall prepare a budget request for their committee expenses to be presented to the Budget Committee as the beginning of the fiscal year, July 1.

### **5.12a. Web Site Committee Chair: DUTIES**

1. Hold committee meetings at annual conference.
2. Report to the ARARA Board, Committee, and general membership at meetings and in *La Pintura*.