

BYLAWS
of
Society for Cultural Astronomy in the American Southwest, Inc.
Adopted May 4, 2013

ARTICLE I
OFFICES, CORPORATE SEAL, AND CORPORATE ARTICLES

Section 1. Principal Place of Business. The Corporation's known initial place of business shall be 13994 Road 30.2 Dolores, CO 81323 USA

Section 2. Other Offices. The Corporation may also maintain offices at such other place or places, either within or without the State of Colorado, as may be designated from time to time by the board of directors, and the business of the Corporation may be transacted at such other offices with the same effect as that conducted at the principal office.

Section 3. Corporate Seal. A corporate seal shall not be requisite to the validity of any instrument executed by or on behalf of the Corporation, but nevertheless if in any instance a corporate seal be used, the same shall be, at the pleasure of the officer affixing the same, either (a) a circle having on the circumference thereof the name of the Corporation and the year of incorporation and in the center "Corporate Seal," or (b) a circle containing the words "Corporate Seal" on the circumference thereof.

Section 4. References to Articles. Any reference herein made to the Corporation's Articles will be deemed to refer to its Articles of Incorporation and all amendments thereto as at any given time on file with the State of Colorado, together with any and all certificates theretofore filed by the Corporation with the State of Colorado.

Section 5. Seniority of Articles. The statutes of the State of Colorado will in all respects be considered superior to the Articles, with any inconsistency resolved in favor of said statutes. The statutes and Articles will in all respects be considered senior and superior to these Bylaws, with any inconsistency to be resolved in favor of the statutes and Articles, and with these Bylaws to be deemed automatically amended from time to time to eliminate any such inconsistency which may then exist.

ARTICLE II
MEMBERS

Section 1. Members' Meetings. All meetings of members shall be held at such place as may be fixed from time to time by the board of directors, or, in the absence of direction by the board of directors, by the president or secretary of the Corporation, either within or without the State of Colorado, as shall be stated in the notice of the meeting or in a duly executed waiver of notice thereof.

Section 2. Annual Meetings. Annual meetings of members shall be held in June at such date and time as shall be designated by the board of directors and stated in the Notice of the Meeting. At the annual meeting, members shall elect a board of directors and transact such other business as may properly be brought before the meeting.

Section 3. Notice of Annual Meeting. Written notice of the annual meeting stating the place, date, and hour of the meeting shall be given to each member of record entitled to vote at such meeting not less than ten nor more than sixty days before the date of the meeting. Members entitled to vote at the meeting shall be determined as of four o'clock in the afternoon on the day before notice of the meeting is sent.

Section 4. List of Members. The officer who has charge of the membership roster of the Corporation shall prepare and make, no more than two days after notice of a meeting of members is sent, a complete list of the members entitled to vote at the meeting, arranged in alphabetical order showing the address of each member. Such list shall be open to examination and copying by any member, for any purpose germane to the meeting, during ordinary business hours, for a period of at least ten days prior to the meeting, either at a place within the area where the meeting is to be held, which place shall be specified in the notice of the meeting, or, if not so specified, at the place where the meeting is to be held. The list shall also be produced and kept at the time and place of the meeting during the whole time thereof, and may be inspected by any member present.

Section 5. Special Meetings of Members. Special meetings of the members, for any purpose or purposes, unless otherwise prescribed by statute or by the articles of incorporation, may be called by the president and shall be called by the president or secretary at the request in writing of a majority of the board of directors, or at the request in writing of ten percent of the members. Such request shall state the purpose or purposes of the proposed meeting.

Section 6. Notice of Special Meeting. Written notice of a special meeting stating the place, date, and hour of the meeting and the purpose or purposes for which the meeting is called shall be given not less than ten nor more than fifty days before the date of the meeting to each member of record entitled to vote at such meeting. Business transacted at any special meeting of members shall be limited to the purposes stated in the notice. Members entitled to vote at the meeting shall be determined as of four o'clock in the afternoon on the day before notice of the meeting is sent.

Section 7. Quorum and Adjournment. The majority of members entitled to vote at the meeting, present in person or represented by proxy, shall constitute a quorum at all meetings of the members for the transaction of business except as otherwise provided by statute or by the articles of incorporation. If, however, such a quorum shall not be present or represented at any meeting of the members, a majority of the members entitled to vote at the meeting, who are then present in person or represented by proxy, shall have power to adjourn the meeting to another time or place without notice other than announcement at the meeting at which adjournment is taken, until a quorum shall be present or represented. At such adjourned meeting at which a quorum shall be present or represented, any business may be transacted at the meeting as originally notified. If the adjournment is for more than thirty days, or if after the adjournment a new record date is fixed for the adjourned meeting, a notice of the adjourned meeting shall be given to each member of record entitled to vote at the meeting.

Section 8. Majority Required. When a quorum is present at any meeting, the vote of a majority, whether in person or represented by proxy, shall decide any question brought before such meeting, unless the question is one upon which, by express provision of the statutes or of the Articles of Incorporation, a different vote is required, in which case such express provision shall govern and control the decision of such question. If the meeting commenced with a quorum, business may continue until adjournment of the meeting notwithstanding the withdrawal or temporary absence of sufficient shares to reduce the number present to less than a quorum; provided that the affirmative vote must be such as would constitute a majority if a quorum were present.

Section 9. Voting. Except as may otherwise be required by the Articles or by statute, each member represented at any meeting of the members in person or by a proxy given as provided in these Bylaws, will be entitled to one vote. Unless otherwise required by the Articles or by statute, any question submitted to the members will be resolved by a majority of the votes cast thereon. The voting will be by ballot on any question as to which a ballot vote is demanded, prior to the time the voting begins or immediately after the president's ruling on a voice vote, by any person entitled to vote on such question; otherwise a voice vote will suffice. No changed ballot will be accepted after the polls have been declared closed following the ending of the announced time for voting.

Section 10. Proxies. Any member entitled to vote thereat may vote by proxy at any meeting of the members (and at any adjournment thereof), provided that the member's proxy is executed in writing (or by the member's duly authorized attorney-in-fact).

Section 11. Organization and Conduct of Meetings. Each members meeting will be called to order by the president. The Corporation's secretary will act as secretary of each members' meeting; in the secretary's absence the president of the meeting may appoint any person (whether a member or not) to act as secretary thereat. After calling a meeting to order, the president thereof may require the filing of all proxies with the secretary of the meeting. The chairman of a meeting will, among other things, have absolute authority to fix the period of time allowed for the filing of proxies, to determine the order of business to be conducted at such meeting and to establish reasonable rules for expediting the business of the meeting (including any informal, or question and answer, portions thereof). All meetings shall be conducted in accordance with Roberts Rules of Order.

ARTICLE III MEMBERSHIP

Section 1. Membership and Dues. Individual annual membership in the Corporation shall available upon the completion of an application and receipt of dues. The amount of dues shall be fixed by the Board of Directors. Membership shall be for one year from the anniversary of the join date.

Section 2. Application and Approval of Membership. Application for membership shall include written subscription to the ideals, objectives, and accepted standards of the Corporation. Applications for Full membership will include a Curriculum Vita and are subject to approval by a majority of the Board of Directors.

Section 3. Denial of Membership. Membership in the Corporation shall be denied to any person who violates accepted standards of archaeological conduct by misusing archaeological

materials or sites for commercial purposes, or by failing to behave in a responsible manner with respect to the archaeological record.

Section 4. Revocation of Membership. The Board of Directors may, by three-quarters vote, remove from the membership rolls any member whose acts are contrary to the ideals, objects, and accepted standards of the corporation as set forth in the Articles of Incorporation, or who otherwise makes improper use of membership in the Corporation. The action of the Board may be appealed to the membership at the next Annual Meeting.

Section 5. Membership Rights and Benefits. Any person, club or organization may become a member of the Corporation by ascribing to the purposes and goals of the Corporation and paying the member's annual dues. No person shall claim any membership rights, including right of attendance at members meetings, or right of voting at members meetings unless that person is paid in full and current on their membership dues. The Board of Directors sets rights and benefits of each membership class.

Section 10. Publication Subscription. Any library, museum, university, school, or other institution or agency may subscribe to the publications of the Corporation without privilege of membership. The annual cost of subscriptions shall be fixed by the Board of Directors.

ARTICLE IV DIRECTORS

Section 1. Number and Classification. The number of persons to serve on the board of directors shall be not less than three and not more than five. At the initial meeting of members, the members shall elect two persons to serve as directors for one year and three persons to serve as directors for two years. Thereafter, persons shall be elected at each annual members meeting to serve for terms of two years, or until their successors are elected and qualified. Directors must be Full or Sustaining members.

Section 2. Vacancies. Vacancies and newly created directorships resulting from any increase in the authorized number of directors may be filled by the affirmative vote of a majority of the remaining directors then in office, though not less than a quorum and the directors so chosen shall hold office only until the next annual election, even if the term to which they have been elected extends beyond such meeting, and until their successors are duly elected and qualified, unless sooner displaced. If there are no directors in office, then an election of directors may be held in the manner provided by statute.

Section 3. Powers. The business and affairs of the Corporation shall be managed by its board of directors, which may exercise all such powers of the Corporation and do all such lawful acts as are not by statute, the Articles of Incorporation, or these Bylaws directed or required to be exercised or done by the members. The board of directors shall act only as a board, and no individual director shall have the power or ability to bind the corporation to any act.

Section 4. Place of Meetings. The board of directors of the Corporation may hold meetings, both regular and special, either within or without the State of Colorado, and may be held by means of conference telephone or similar communications equipment by means of which all persons

participating in the meeting can hear each other.

Section 5. Annual Meetings. The regular annual meeting of each newly elected board of directors shall be held immediately following the annual meeting of members and in the same place as the annual meeting of members, and no notice to the newly elected directors of such meeting shall be necessary in order legally to hold the meeting, providing all such directors were present at the annual members' meeting and a quorum shall be present. In the event such meeting is not held, the meeting may be held at such time and place as shall be specified in a notice given as hereinafter provided for special meetings of the board of directors, or as shall be specified in a written waiver by all of the directors.

Section 6. Regular Meetings. Regular meetings of the board of directors may be held without notice at such time and at such place as shall from time to time be determined by the board.

Section 7. Special Meetings. Special meetings of the board may be called by the president or any three directors on two day's notice to each director, either personally, by mail, by e-mail, or by telephone, and such meetings shall be held in person, by conference call or by other Internet based audio/visual communications systems such that each board member can hear all other board members.

Section 8. Quorum. A majority of the membership of the board of directors shall constitute a quorum and the concurrence of a majority of those present shall be sufficient to conduct the business of the board, except as may be otherwise specifically provided by statute or by the Articles of Incorporation. If a quorum shall not be present at any meeting of the board of directors, the directors then present may adjourn the meeting to another time or place, without notice other than announcement at the meeting, until a quorum be present.

Section 9. Action without Meeting. Unless otherwise restricted by the Articles of Incorporation or these Bylaws, any action required or permitted to be taken at any meeting of the board of directors or of any committee thereof may be taken without a meeting, if all members of the board or committee, as the case may be, consent thereto in writing, and the writing or writings are filed with the minutes of proceedings of the board or committee.

Section 10. Executive Committee. Upon adoption of a resolution creating the same by the board of directors, there may be an executive committee consisting of not less than three directors who shall be elected by the board. Members of the executive committee shall serve at the pleasure of the board of directors and each member of the executive committee may be removed with or without cause at any time by the board of directors acting at a meeting or by unanimous written consent. Any vacancy shall be filled by the board of directors. The executive committee shall have and may exercise the powers of the board of directors in the management of the business and affairs of the Corporation, but shall not possess any authority of the board of directors prohibited by law. The president shall be a member of, and shall be chairman of, the executive committee.

Section 11. Compensation. No director shall receive a salary or any form of compensation for serving on the board of directors, however, the directors shall be reimbursed from Corporation funds for any actual expenses incurred in performing their duties.

Section 12. Waiver of Notice. Attendance of a director at a meeting shall constitute waiver

of notice of such meeting, except when the person attends the meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Any director may waive notice of any annual, regular, or special meeting of directors by executing a written notice of waiver either before or after the time of the meeting.

Section 13. Standards of Performance and Removal. Any officer or board member may be removed from office by a majority vote of the board members at any meeting. Any board member or officer to be removed shall be entitled to five days written notice of the meeting at which such removal is to be considered. Said board member or officer is entitled to attend the meeting and be heard. Whenever a board member is not present for three consecutive meetings, or misses three meetings in a continuous six months, the board may declare the position vacant, and the board shall have the power, by majority vote, to select a new member to serve the remaining term of the vacated board position.

ARTICLE V OFFICERS

Section 1. Designation of Titles. The officers of the Corporation shall be chosen by the board of directors and shall include a president, a vice president, a secretary and a treasurer. Any number of offices may be held by the same person, unless the Articles of Incorporation otherwise provide.

Section 2. Appointment of Officers. The board of directors at its first meeting after each annual meeting of members shall choose the officers of the Corporation, each of whom shall serve at the pleasure of the board of directors. The board of directors at any time may appoint such other officers, agents or committees as it shall deem necessary to hold offices at the pleasure of the board of directors and to exercise such powers and perform such duties as shall be determined from time to time by the board.

Section 3. Salaries. No officer shall receive a salary or any form of compensation for serving as an officer, however, the officers shall be reimbursed from Corporation funds for any actual expenses incurred in performing their duties.

Section 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise may be filled by the board of directors at any time.

Section 5. President. The President shall preside at all meetings of members and all meetings of the board of directors. The President shall serve as chief executive officer of the Corporation. He or she shall sign all conveyances, all contracts and agreements, and all other instruments requiring execution on behalf of the Corporation, and shall act as operating and directing head of the Corporation, subject to policies established by the board of directors.

Section 6. Vice President. The vice president shall perform such duties as from time to time may be assigned to him or her and shall have all the powers and perform all the duties of the president in case of the temporary absence of the President or in case of his or her temporary inability to act. In case of the permanent absence or inability of the President to act, the office shall be declared vacant by the board of directors and a successor chosen by the board.

Section 7. Secretary. The secretary shall see that the minutes of all meetings of members, of the board of directors, and of any standing committees are kept. The secretary shall have charge of all of the records of the Corporation and shall perform all the duties incident to the office of secretary of a Corporation and such other duties as may be assigned.

Section 8. Treasurer. The treasurer shall have charge of the books of the Corporation, shall render financial statements to the president, directors, and members at proper times, shall have general custody of all the funds and securities of the Corporation except such as may be required by law to be deposited with any state or federal official, shall have charge of the preparation and filing of such reports, financial statements, and returns as may be required by law and in general shall perform all the duties incident to the office of treasurer of a Corporation and such other duties as may be assigned.

Section 9. Annual Report. The President, at the Annual Meeting, shall submit a report as to the condition of the Corporation and its property, and shall submit also an account of the financial transaction of the past year. In addition, the President shall also submit to the members of the Corporation a preliminary estimate of the revenues and the expenses for the upcoming year.

Section 10. Authority. Notwithstanding any other provision herein, no officer shall be authorized to incur any expense, liability or indebtedness on behalf of the Corporation in excess of Two Hundred Dollars (\$200.00) except on approval of the board of directors.

ARTICLE VI EXECUTIVE DIRECTOR

Section 1. Executive Director. If it should be deemed necessary and feasible, the Board of Directors may hire or contract an Executive Director. The Executive Director shall manage the day to day affairs of the Corporation, shall act as an advisor to the Board, shall be entitled to attend all meetings of the Board (except those meetings on matters concerning the Executive Director) and shall have such other powers and responsibilities as the Board shall provide, but shall not be entitled to vote at any meetings of the Board. The Board sets the compensation for the Executive Director including performance bonuses as well as employee benefits and personal expense reimbursement policies. The Executive Director reports to the Board of Directors. The Executive Director serves at the pleasure of the Board of Directors, subject to any contractual arrangements.

ARTICLE VII NON PROFIT OPERATION

Section 1. Interest or Dividends on Capital Prohibited. The Corporation shall at all times be operated on a non-profit basis for the mutual benefit of its members. No part of the net earning of the corporation shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 3 of the Articles of Incorporation. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or

distribution of statements,) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Bylaws, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 as amended (or the Corresponding provision of any future United States Internal Revenue Law).

Section 2. Surplus. In the event that dues or other income to the Corporation create a surplus, that surplus must be used for the benefit of the Corporation, or donated to any appropriate non-profit corporation, and may not be distributed to any of the members, officers or directors for any reason other than to reimburse them for actual expenses incurred in performing duties for the Corporation.

ARTICLE VIII MISCELLANEOUS PROVISIONS

Section 1. Repeal, Alteration and Amendment. These Bylaws may be repealed, altered or amended or substitute Bylaws may be adopted at any time by a majority of the board of directors.

Appendix A

Conflict of Interest Policy

Article I -- Purpose

Section 1. The purpose of this Board conflict of interest policy is to protect SCAAS's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or director of SCAAS or might result in a possible excess benefit transaction.

Section 2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

Section 3. This policy is also intended to identify "independent" directors.

Article II -- Definitions

Section 1. Interested person -- Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Section 2. Financial interest -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which SCAAS has a transaction or arrangement,
- b. A compensation arrangement with SCAAS or with any entity or individual with which SCAAS has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which SCAAS is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board or Executive Committee decides that a conflict of interest exists, in accordance with this policy.

Section 3. Independent Director -- A director shall be considered "independent" for the purposes of this policy if he or she is "independent" as defined in the instructions for the IRS 990 form or, until such definition is available, the director --

- a. is not, and has not been for a period of at least three years, an employee of SCAAS or any entity in which SCAAS has a financial interest;
- b. does not directly or indirectly have a significant business relationship with SCAAS, which might affect independence in decision-making;
- c. is not employed as an executive of another corporation where any of SCAAS's executive officers or employees serve on that corporation's compensation committee; and

- d. does not have an immediate family member who is an executive officer or employee of SCAAS or who holds a position that has a significant financial relationship with SCAAS.

Article III -- Procedures

Section 1. Duty to Disclose -- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board or Executive Committee.

Section 2. Recusal of Self – Any director may recuse him or herself at any time from involvement in any decision or discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.

Section 3. Determining Whether a Conflict of Interest Exists -- After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or Executive Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Executive Committee members shall decide if a conflict of interest exists.

Section 4. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the Board or Executive Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The Chairperson of the Board or Executive Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board or Executive Committee shall determine whether SCAAS can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or Executive Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in SCAAS 's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

5. Violations of the Conflicts of Interest Policy

- a. If the Board or Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV – Records of Proceedings

The minutes of the Board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or Executive Committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V – Compensation

Section 1. A voting member of the Board who receives compensation, directly or indirectly, from SCAAS for services is precluded from voting on matters pertaining to that member's compensation.

Section 2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from SCAAS for services is precluded from voting on matters pertaining to that member's compensation.

Section 3. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from SCAAS, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI – Annual Statements

Section 1. Each director, principal officer and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflict of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands SCAAS is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 2. Each voting member of the Board shall annually sign a statement which declares whether such person is an independent director.

Section 3. If at any time during the year, the information in the annual statement changes materially, the director shall disclose such changes and revise the annual disclosure form.

Section 4. The Executive Committee shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

Article VII – Periodic Reviews

To ensure SCAAS operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available), and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to SCAAS 's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction.

Article VIII – Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, SCAAS may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

Appendix B

Intellectual Property Policy

Purpose

As a non-profit institution, SCAAS recognizes that its resources must be used for the express purpose of the organization's mission, must be allocated wisely, and that the cost for use of its resources must be recovered. This policy supports the organization's mission while it encourages and supports the intellectual property rights of its directors, officers, employees and members, including its facilities, equipment, and all other resources.

Definitions

Intellectual property includes, but is not limited to, the definition and description of works of authorship as established by the Copyright Act (Title 17 of the United States Code) to include “in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device.

Creator

Any person who creates an intellectual property.

Ownership

Refers to a legally binding agreement specifying the creator of the intellectual property and who shall retain the reward of the intellectual property in its distribution.

SCAAS Resources

Include, but are not limited to, labor, materials, equipment, facilities, offices, supplies, and personnel.

Ownership Agreement

An agreement between SCAAS and the creator on the ownership, distribution and use of intellectual property based upon the time, expenses, expertise and creative talents of the creator, the use of the college resources and expenditures in the production of the intellectual property, and material contributions of the organization and the creator to the creation of the intellectual property.

SCAAS Branding

Refers to the organization's name, trademark, logos, mascots, and characters, which are owned or controlled by the Society for Cultural Astronomy in the American Southwest, Inc.

Policy Statement

- A. Intellectual property created in whole or in part with SCAAS resources is subject to ownership by SCAAS and SCAAS retains the right to financial reward and claim for distribution governed by terms and conditions of an Ownership Agreement between the creator(s) and the organization.
- B. Intellectual property created with no SCAAS resources is the exclusive property of the creator(s) and the organization has no interest in any such property and no claim to any financial reward or claim for distribution.

- C. Intellectual property created without the use of SCAAS resources but for the purpose of fulfilling organization functions or its mission is subject to joint ownership by SCAAS and the creator. The creator(s) retains the rights to use the intellectual property, to financial reward and claim for distribution in accord with an Ownership Agreement between the creator(s) and the organization.
- D. The use of SCAAS resources for personal gain or political promotion is inappropriate use of organization resources and subject to reprimand.

Rights and Responsibilities

- A. The use of the SCAAS name or branding within intellectual property for publication or promotional purposes shall be subject to prior approval and negotiation by the organization president.
- B. It is the creator's responsibility to ensure that intellectual property does not include intellectual property owned by others. The creator(s) is responsible for obtaining the appropriate releases and permissions for the use of intellectual property owned by others.
- C. The creator must obtain and hold signed release forms from all individuals appearing in intellectual property.
- D. The creator(s) of any intellectual property is required to make prompt disclosure to the organization president when the use of SCAAS resources will be required to complete the work.
- E. If the intellectual property contains a marketable financial value, the creator and SCAAS will follow appropriate procedures to negotiate an Ownership Agreement. Use and distribution of intellectual property shall be governed by terms and conditions of the Ownership Agreement.
- F. SCAAS shall have license to use of intellectual property according to the Ownership agreement. Financial reward and distribution of the intellectual property shall be governed by the terms of the Ownership Agreement.
- G. Credit and ownership of the intellectual property shall be subject to the Ownership agreement.

Procedural Authority and Management

The President's Office has responsibility for procedural implementation of the Society for Cultural Astronomy in the American Southwest, Inc. intellectual property policy.