

## **Constitution and rules for Early Careers Special Interest group**

Adopted at the first Annual General Meeting of the Early Careers Group held on 20<sup>th</sup> January 2021

### **1 Name**

The name of the Group shall be the Early Careers Special Interest Group of the Chartered Institute for Archaeologists.

### **2 Area of Interest**

The Group shall cover the following period or subject interest(s) or area(s) of technical expertise: Early Careers

### **3 Definitions**

In this Constitution and rules:

‘The Institute’ means ‘The Chartered Institute for Archaeologists’ and references are to the Charter, by-laws and regulations thereof.

‘The Group’ means ‘The Early Careers Special Interest Group of the Institute’.

‘Member’ means ‘voting or non-voting member of the Chartered Institute for Archaeologists’.

### **4 Objects**

The objects of the Group shall be to further all or any of the objects of the Institute (Charter (4(xv) & 4(xvi)) and by-law 15) by, *inter alia*:

- a) holding meetings on matters of professional interest to members
- b) supporting CPD of members of Groups
- c) keeping members informed of the activities of the Institute and promoting cooperation between archaeologists
- d) managing the appointment of Group representatives to the Advisory Council by selecting a representative from the Group to attend meetings of the Advisory Council in accordance with the Group and Advisory Council regulations.
- e) obtaining opinions on matters of Institute policy, making proposals designed to promote the interests of the Institute, and offering advice on matters of local and professional interest, bringing these to the attention of the Advisory Council through the Group representatives appointed to the Advisory Council
- f) carrying out such other lawful actions as are incidental or conducive to the attainment of the above objectives

### **5 Membership**

- a) The members of this Area/Special Interest Group shall be those members of the Institute as defined in provisions 4-8 of the Groups regulations.

- b) Membership of the Group is open to those designated in the previous clause without payment additional to that due to the Institute.
- c) Non-members of the Institute may become members of an Area or Special Interest Group [*unless there are any restrictions on membership in the constitution of that Group*] and shall pay a subscription to be determined by the Hon Treasurer of the Institute.
- d) Members of the Board of Directors, the Advisory Council and all members of the Group shall be entitled to admission to meetings of the Group. Other members may be admitted to meetings upon the resolution of the Group's Committee or as a guest of a member of the Group.

## **6 Officers and committee**

- a) The affairs of the Group shall be managed by a committee in accordance with Groups regulation 12, elected by recognised members of the Group at the Annual General Meeting. The committee shall comprise three officers, namely an Honorary Chair, an Honorary Secretary and an Honorary Treasurer, all of whom shall be voting members of the Institute, together with between two and six other elected members of the Group.
- b) Non-voting members of the Institute may be co-opted to the committee but may not stand for election as an officer or act as the Group representative on the Advisory Council without prior permission from the Board of Directors.
- c) Non-members of the Institute may not stand for election or be co-opted to the Committee, nor shall they act as the Group representative on the Advisory Council.
- d) The officers and ordinary committee members shall be elected, subject to Groups regulation 12 and Constitution clause 6 b) and c) above, as follows
  - a. The Honorary Chair, Honorary Secretary and Honorary Treasurer shall be elected for three years and shall be eligible for immediate re-election, up to a maximum of two three-year terms. The ordinary committee members shall be elected for three years and shall be eligible for re-election, up to a maximum of two three-year terms. In the event of leave requirements (e.g. maternity/paternity leave or long term sick leave (i.e. 3 months or more)) other group members will be co-opted to cover the role during the required period.
  - b. Nominations for election to the committee shall be seconded by two members of the Group. Notice of nominations shall be circulated to members twenty-one days before the Annual General Meeting. Election of committee members shall be by postal vote prior to, or by vote at, the Annual General Meeting of the Group.
- e) The committee shall have power to co-opt other members or officers of the Group to serve in any capacity on the committee until the next Annual General Meeting, subject to the Groups regulation 12 and Constitution clauses 6 b) and c) above.
- f) At a meeting of the committee, three shall constitute a quorum.

## **7 Meetings**

- a) An Annual General Meeting shall be held in every calendar year, to elect officers and members of the Group Committee, to appoint the Group representative on the Advisory Council, to receive reports from officers on

the Group's activities over the past year (which will subsequently form the basis for the annual report submitted to the Board of Directors), to receive a statement of income and expenditure of the Group from the Honorary Treasurer, and to transact any other business. Minutes of the AGM shall be taken and submitted to the Institute's Office within one month of the date of the AGM.

- b) An Extraordinary General Meeting may be convened at any time by the Honorary Secretary on the instructions of the Group committee or on receipt of a written request signed by at least eight members of the Group stating the business to be transacted. At an Extraordinary General Meeting the only business shall be that for which the meeting was called. Minutes of any EGM shall be taken and submitted to the Institute's Office within one month of the date of the EGM.
- c) 21 days notice of all General meetings shall be given in writing to all members in advance of the meetings.
- d) At General Meetings five Group members shall constitute a quorum.

## **8 Rules**

- a) This constitution has been approved by the Board of Directors and no amendment adopted by the Group shall take effect until it has received the approval of the Board of Directors. Amendments shall only be adopted by resolution of an Annual or an Extraordinary General Meeting of the Group and a simple majority of the members present must signify their approval. Any proposed amendments shall be given to the Honorary Secretary of the Group and set out in full in the notice calling the meeting.
- b) The Group shall be subject in all matters to the Charter, by-laws and regulations of the Institute, rulings of the Board of Directors and the Group's constitution (and in any matter not governed by the foregoing the decision of the Group's committee shall be final).

## **9 Dissolution, reorganisation, reconstruction, suspension**

- a) The Group may be dissolved, reorganised, reconstructed or suspended at any time by resolution of the Board of Directors in accordance with the regulations or on the recommendation of the Group made in General Meeting.
- b) Upon dissolution or suspension the Hon Treasurer of the Group shall have responsibility for winding up the financial affairs of the Group, closing any bank accounts and ensuring that all records and any remaining funds or assets are properly returned to the Institute's office.