

# Regulations governing Area and Special Interest Groups

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The Chartered Institute for Archaeologists is incorporated by Royal Charter.

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# Regulations governing Area and Special Interest Groups

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# Regulations governing Area (national, regional, local) and Special Interest (other) Groups of the Institute

## Introduction

This regulation is concerned with the formation and operation of Groups of the Institute, as empowered in the Charter (clauses 4(xv) & 4(xvi)) and by-law 15, to promote the Objects of the Institute.

- 1** The Board of Directors may, upon receipt of a request to that effect from a sufficient number of members of the Institute in accordance with the provisions below, create an Area or Special Interest Group.
- 2** The Board of Directors may dissolve, reorganise, reconstruct, suspend or withdraw representation at Advisory Council of a Group including if the Group contravenes any regulation of the Institute or fails to meet criteria for Group performance set by the Board from time to time.
- 3** The following types of Group may be established
  - 3.1** an Area Group, defined in terms of national, county or other suitable boundaries. The geographical area covered by any Area Group may be altered by a resolution of the Board of Directors to that effect (but see clause 4.4 below).
  - 3.2** a Special Interest Group, defined in terms of period or subject interest(s) or area(s) of technical expertise. The area(s) of interest covered by any Special Interest Group may be altered by a resolution of the Board of Directors to that effect (but see clause 4.4 below).

## Formation of a Group

- 4** Members wishing to form an Area Group or Special Interest Group shall apply in writing to the Board of Directors, stating
  - 4.1** either the proposed boundary of the Area Group or, for a Special Interest Group, the area(s) of interest to be included defined in terms of period or subject interest(s) or area(s) of technical expertise.
  - 4.2** the names of at least **30** members (voting and non-voting) of the Institute, at any class, who have expressed their wish to join a Group
  - 4.3** the names of five members wishing to act as a provisional organising committee including an acting Honorary Chair, acting Honorary Secretary and acting Honorary Vice-chair, all of whom shall be voting members of the Institute. ClfA-Deutschland will still hold an Honorary Treasurer position.

- 4.4** Members wishing to form an Area Group in a geographical area already included within the boundaries of an existing Area Group, or to form a Special Interest Group to cover an area or areas of interest already included within an existing Special Interest Group shall apply to the Board of Directors in the same manner prescribed above, but the Board of Directors shall not approve the application without consulting the committee of the existing Area or Special Interest Group.
- 5** An application made in accordance with the provisions above shall be laid before the Board of Directors and the Board of Directors shall indicate its approval or otherwise to the nominated acting Honorary Chair of the proposed Group. The Board will inform the Chair and Vice Chair of Advisory Council of any newly approved Group to allow for them to be called upon if any agenda points arise relating to their area or specialism.
- 6** Within twelve months of the granting of approval for the formation of a new Group the provisional organising committee shall present a draft constitution for the Group to the Board of Directors for approval. This shall be generally within the format of the model constitution forming the Annex to these regulations.
- 7** Within six months of the constitution being approved by the Board of Directors, the Group shall hold its first Annual General Meeting at which the proposed constitution shall be voted on without alteration, and elections for the officers and ordinary Group committee members conducted. All officers shall be voting members of the Institute and all ordinary committee members shall be either voting or non-voting members. Only members who have opted to join the Group are entitled to vote.
- 8** The minutes of the first Annual General Meeting (AGM) indicating a vote in favour of adopting the constitution shall be submitted to the Director of Membership within one month, after which the Group will be fully recognised as an Area or Special Interest Group of the Institute.
- 9** Once full recognition has been given, the Group may hold meetings for the furtherance of the objects of the Institute as authorised under the Group's constitution.
- 10** A Group constitution once approved by the Board of Directors and adopted by the Group shall only be modified by the Board of Directors acting either at its own discretion or in response to an application from the Group made in accordance with the existing constitution of the Group.

## **Group requirements**

- 11** A Group or individual Group committee member shall not make any statement concerning any matter of professional conduct or status on behalf of the Group, or on behalf of the Institute as a whole, without the express prior authority in writing of the Board of Directors. The Board may act on clause 2 of these regulations if authority is not sought.
- 12** The Honorary Secretary of each Group shall submit a brief annual report on the activities of the Group for inclusion in or alongside the *Annual report* of the Institute.

- 13** At the Group AGM the Group Committee shall announce the name of its representative, who shall be a member of the Group committee, to the Advisory Council for a one-year term. The Group shall submit minutes of its AGM to the Institute within one month of the date of the meeting. The Board may withdraw any Group's representation on Advisory Council in accordance with clause 2.
- 14** A member of the Institute may join any Group unless there are restrictions on membership in the constitution of that Group. Members of the Institute may belong to more than one Group.
- 15** Non-members of the Institute may join 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. Such individuals shall not be eligible to serve on a Group committee, to represent the Group on the Advisory Council, or to vote at a Group general meeting.

## Finances

- 16** The Board of Directors may authorise the provision of funds from the central funds of the Institute in order to assist the setting up and operation of Groups and for these purposes allocations shall be made in accordance with the following provisions
  - 16.1** Funds allocated to and raised by Groups are the Institute's funds. Groups shall not hold bank accounts separate from the Institute's main accounts
  - 16.2** Following approval by the Board of Directors in accordance with the provision above of an application for the formation of a Group, a sum as the Board of Directors may determine shall be made available to assist in the formation of the Group.
  - 16.3** Each year the Board of Directors will allocate a sum of money to fund committee business for Groups for the ensuing financial year commencing 1 April. The Director of Membership or nominated deputy will be responsible for allocating the money to the Groups annually and inform the committee. ClfA-Deutschland's Honorary Treasurer will submit a request for finding in advance of this.
  - 16.4** Group committees may apply for funding for an event or workshop. Any funding must be approved by the Director of Membership or nominated deputy.
  - 16.5** Group committees may raise additional revenue for the running of the Group by means of voluntary additional subscriptions or otherwise, but may not make any general levy, nor shall any Group incur any financial obligation on behalf of the Institute except with the prior agreement of the Board of Directors or their nominated deputy.

## **ANNEX to regulation governing Area (national, regional, local) and Special Interest (other) Groups of the Institute**

### **Model constitution and rules**

(Note: This constitution is put forward as a model. Some Groups may wish to amend or even omit some of the clauses but in such cases the Board of Director's approval will be necessary.)

Adopted at the first Annual General Meeting of the ..... Group held on .....

#### **1 Name**

The name of the Group shall be the ..... Group of the Chartered Institute for Archaeologists.

#### **2 either Geographical Area**

The ..... Group shall consist of the following geographical area: .....

or **Area of Interest**

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

#### **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 ..... Group of the Institute'.

'Member' means 'voting (Member (MCIfA), Associate (ACIfA) or Practitioner (PCIfA)) or non-voting member (Student or Affiliate) 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 the Group membership
- b)** supporting training and professional development by creating content for training events or workshops
- c)** keeping the Group membership informed of the activities of the Institute and promoting cooperation between archaeologists by sending bulletins or newsletters

- d) managing the appointment of Group representatives to the Advisory Council by electing a representative from the Group and ensure attendance at 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 area and specialist interest, bringing these to the attention of the Advisory Council through the Group representative appointed to the Advisory Council

## 5 Membership

- a) Membership of this Area/Special Interest Group shall be open to those members of the Institute as defined in provisions 14 of the Groups regulations, without payment additional to that due to the Institute.
- b) Non-members of the Institute may join an Area or Special Interest Group in accordance with the Regulations governing area and special interest groups clause 15 [*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.
- c) Members of the Board of Directors, the Advisory Council and all individuals who have opted to join the Group shall be entitled to admission to meetings of the Group subject to any admission fees payable. Other individuals may be admitted to meetings upon the resolution of the Group's Committee or as a guest of the Group.

## 6 Officers and committee

- a) The affairs of the Group shall be managed by a committee in accordance with the Regulations governing area and special interest groups clause 7. The committee shall comprise three officers, namely an Honorary Chair, an Honorary Secretary and an Honorary Vice-chair, 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 elected or co-opted to the committee but may not serve as an officer on the Group committee nor 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 the Regulations governing area and special interest groups clause 7 and Constitution clause 6 b) and c) above, as follows
  - a) The Honorary Chair, Honorary Secretary and Honorary Vice-chair 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 (eg maternity/paternity leave or long-term sick leave (ie three

months or more)) other group members may be co-opted to cover the role during the required period. The maximum consecutive term of office for any elected member shall be two consecutive three-year terms. Members retiring at an Annual General Meeting after a second three-year term shall not be eligible for reelection to the same Group committee until the following Annual General Meeting

- b)** Nominations for election to the committee shall be seconded by one other member of the Group. Notice of nominations shall be circulated to the Group membership no later than twenty-one days before the Annual General Meeting. Election of committee members shall be by postal, email or online 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 Regulations governing area and special interest groups clause 7 and Constitution clauses 6 b) and c) above providing that no more than six consecutive years are served in total. Retiring coopted members may also stand for election, but their period of coopted office shall be taken into account in determining when they shall retire. For the purposes of determining this, any part year cooption between AGMs will be counted as one full year.
- f)** Groups may appoint advisors to assist the committee. Advisors do not form part of the elected committee (6a) and are appointed on an annual basis. Advisors may not act as a Group representative on Advisory Council.

## **7 Meetings**

- a)** An Annual General Meeting shall be held in every calendar year, to elect officers and members of the Group Committee, to announce the name of 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 Director of Membership), to receive a statement of income and expenditure of the Group informed by the Member Engagement Coordinator. 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.
- e)** At a meeting of the committee, three shall constitute a quorum.



- f) An AGM, EGM and any other meeting required for the successful running of the Group may be held in person or via an electronic conference provider or online program.

## **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 Board of Directors may dissolve, reorganise, reconstruct or suspend the Group or revoke its Advisory Council seat in accordance with the regulations (clause 2) or on the recommendation of the Group made in General Meeting.
- b) Upon dissolution or suspension the former Group committee shall pass any relevant or outstanding issues onto the Institute's office before stepping down.
- c) If a Group committee member is deemed to have contravened clause 11 of the Regulations governing area and special interest groups, the Board reserve the right to suspend them from their committee roles.