

Regulations governing Groups

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REGULATIONS GOVERNING GROUPS OF THE INSTITUTE

A. 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 following four types of Groups may be established
 - 1.1. an Area Group, defined in terms of country, national, county or other suitable boundaries
 - 1.2. a Special Interest Group, defined in terms of subject interest(s) or area(s) of technical expertise
 - 1.3. a Network, defined in terms of subject interest(s), area(s) of technical expertise, discussion topic(s), job role(s) or career stage(s)
 - 1.4. a Working Group, defined in terms of a specific task(s) or output
2. Upon receipt of a request, the Board of Directors can agree to create a Group in accordance with the provisions below.

Membership

3. A member of the Institute can join any Area or Special Interest Group, Network or Working Group, and belong to more than one.
4. Non-members may join an Area or Special Interest Group as a Group supporter and shall pay an annual subscription determined by the Board of Directors. Group supporters may not serve on a committee and are not permitted to join or form a Network or Working Group.
5. An individual member of a Group will not make any statements on behalf of the Group or Institute, including matters relating to professional conduct, without approval from the Board of Directors. If a Group member is deemed to have contravened this rule, the Board reserves the right to suspend them from the Group.

Finances

6. The Board of Directors may authorise the provision of funds of the Institute to assist the formation and operation of Area and Special Interest Groups. Allocations will be made in accordance with the following provisions
 - 6.1. Each year the Board of Directors will allocate funds to assist committee activities/objects for Area and Special Interest Groups for the next financial year. The relevant ClfA staff member will be responsible for allocating the funds annually and inform the committee.
 - 6.2. Funds allocated to and raised by Area and Special Interest Groups are the Institute's funds. They shall not hold bank accounts separate from the Institute's main accounts.
 - 6.3. Area and Special Interest Group committees may apply for funding to run an event or workshop in addition to funds to run the Group business. Any funding must be approved by the relevant ClfA staff member.
7. Networks and Working groups should not need any funds to form or for members to attend digital

meetings. Funds associated with outputs or products will be factored into the formation outline.

8. An Area or Special Interest Group, Network or Working group may not make any general levy or financial obligation on behalf of the Institute.

Reorganisation or closure

9. The Board of Directors may suspend, reorganise or close any Group if they no longer meet any regulation of the Institute or fail to meet activities or criteria for Group performance required in Section 11, 18 and 21, where appropriate.
 - 9.1. The Area or Special Interest Group committee (at AGM), Network facilitators or Working Group Chairs can recommend this closure or to change the type of Group, where appropriate, to the relevant ClfA staff member, to take to the Board for approval.
 - 9.2. The Board can withdraw representation on Advisory Council for Area and Special interest Groups.
 - 9.3. Upon suspension or closure the Area and Special Interest Group committee, Network facilitators or Working Group Chairs shall pass any relevant or outstanding issues onto the relevant ClfA staff member. The Institute will inform the membership on their behalf.

B. Formation of an Area or Special Interest Group

10. Members wishing to form an **Area or Special Interest Group** should apply to the Board of Directors using the Group proposal form, stating
 - either the proposed geographical area of the Area Group or the subject interest(s) or area(s) of technical expertise for a Special Interest Group.
 - the draft constitution (see page7)
 - the names of at least 30 members of the Institute, at any grade of membership, who have expressed their wish to join the Area or Special Interest Group.
 - 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 accredited members of the Institute.
 - additional information about consultation with any existing Area or Special Interest Groups in a similar geographical area or area(s) of interest.
- 10.1 An application will be sent to the Board of Directors for consideration and the proposers of the Area and Special Interest Group will be informed of their decision as soon as possible. If an application is approved, the Chair and Vice Chair of Advisory Council will be informed.
- 10.2 Within six months of approval to form an Area or Special Interest Group the provisional organising committee will hold a forming Annual General Meeting (AGM). The minutes of the AGM should be submitted to the Board of Directors for approval within one month.
- 10.3 Once agreed, the Area or Special Interest Group committee may hold meetings to undertake activities/objects in line with the constitution. The committee must request permission from the relevant ClfA staff member if they wish to carry out any activities outside of this.

Requirements of an Area or Special Interest Group

Activities/Objects

11. The activities/objects of the Area or Special Interest Group are to further all or any of the objects of the Institute (Charter (4(xv) & 4(xvi)) and by-law 15) by
- a) holding meetings on matters of professional interest to the Group membership
 - b) creating content for training events or workshops to support training and professional development
 - c) sending bulletins or newsletters to keep the Group membership informed of the activities of the Institute and promoting cooperation between archaeologists
 - d) electing a Group representative to the Advisory Council annually to ensure attendance at meetings of the Advisory Council in accordance with the Group and Advisory Council regulations.
 - e) obtaining opinions on Institute policy, making proposals to promote the Institute's interests, and advising on the relevant area or special interest. The Group representative will bring these to the attention of the Advisory Council.

11.1 Area and Special Interest Groups are also required to

- hold an AGM within the timeframes set and have a minimum of five elected committee members (Section 14)
- submit a brief annual report about the Group's activities during the past year
- have regular attendance at Advisory Council meetings – the nominated Group representative can nominate another person to attend in their place
- put in place and maintain a three-year plan which outlines the Groups planned activities and how these relate to the Institute's work

11.2 The criteria in Section 11 above reflect the basic level of involvement. If an Area or Special Interest Group is not meeting the criteria or is struggling in another way, the relevant ClfA staff member will initially offer support to help sustain it.

Committee

12. The committee will comprise three elected officers (Honorary Chair, Honorary Secretary and Honorary Vice-chair) and between two and six elected committee members. The officers will be accredited members of the Institute. Other committee members will be of any membership grade.

12.1. All committee members are elected for three years and can be immediately re-elected for another three years; a maximum of two three-year terms. Members stepping down after a second three-year term will be eligible for re-election to the same Area or Special Interest Group committee after 12 months.

12.2. Nominations for election to the committee will be seconded by one other Area or Special Interest Group member. If the number of nominations exceeds the positions, a vote to elect committee members will be held online prior to the AGM.

12.3. The committee can agree to co-opt other members to vacant committee positions until the next AGM. Co-opted members may stand down at the next General meeting or stand for election; the period of co-opted office will be included as part of their committee term.

12.4. The committee will nominate a representative to serve on Advisory Council for a one-year term. This representative must be an accredited member of the Institute.

12.5. In the event of leave requirements (eg parental leave, long-term sick leave, caring responsibilities (ie three months or more)) other Group members may be co-opted to cover

the role during the required period.

- 12.6. The committee can appoint advisors to assist the committee. Advisors do not form part of the elected committee (Clause 12.1) and are appointed on an annual basis when the AGM takes place. Advisors may not serve on the Area or Special Interest Group committee or act as the Group representative on the Advisory Council.
13. An Area or Special Interest Group committee member will not make any statements on behalf of the Group or Institute, including matters relating to professional conduct, without approval from the Board of Directors. If a Group committee member is deemed to have contravened this rule, the Board reserves the right to suspend them from the committee and the Group.

Meetings

14. An AGM, Extraordinary General Meeting (EGM) and any other meeting required for the successful running of the Area or Special Interest Group may be held in person or online.
- 14.1. An AGM shall be held every calendar year to
- elect officers and members of the Group Committee
 - announce the name of the Group representative on the Advisory Council
 - receive reports from officers on the Group's activities over the past year
 - receive a statement of income and expenditure of the Group informed by the relevant ClfA staff member
- 14.2. The Secretary will take brief minutes of the AGM and submit to the relevant ClfA staff member within one month of the date of the AGM.
- 14.3. At least three weeks (twenty-one days) before the AGM date, notice shall be given in writing to all Area and Special Interest Group members and include nominations. At least two months (eight weeks) before the date of the AGM the committee will notify the relevant ClfA staff member of the proposed date of the AGM and any upcoming vacancies on committee.
- 14.4. At General Meetings there should be at least five Group members in attendance
- 14.5. Committee meetings shall be held at least three times a year and arranged by the Secretary.
- 14.6. The Secretary will take minutes of the meetings and submit to the relevant ClfA staff member within one month of the date of the meeting.
- 14.7. At a meeting of the committee there should be at least three committee members in attendance
15. An EGM may be convened at any time by the Secretary on the instructions of the committee or on receipt of a written request signed by at least eight members of the Group stating the business to be transacted.
- 15.1. At an EGM the only business shall be that for which the meeting was called.
- 15.2. The Secretary will take brief minutes of the EGM and submit to the relevant ClfA staff member within one month of the date of the EGM.
- 15.3. The notice period will be the same as an AGM in Clause 14.3
16. Members of the Board of Directors, the Advisory Council and Area and Special Interest Group members and supporters are entitled to attend meetings of the committee. Other individuals may be admitted to meetings as a guest of the committee, including Advisors to the Group.

Model constitution

For Area (national, regional, local) and Special Interest (other) Groups of the Institute

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

1 Name

The name of the Group shall be the 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. The Group agrees to abide by the Regulations and to carry out the activities/objects of the Group/Institute (Charter (4(xv) & 4(xvi)) and by-law 15). The detailed aims of the Group in relation to these activities/objects shall be detailed in a separate document as part of the proposal.

4. This constitution has been approved by the Board of Directors and any amendments adopted by the Group will be agreed by vote at an Annual or an Extraordinary General Meeting of the Group. The amendments must then be approved by the Board of Directors.

C. Formation of a Network

17. Members wishing to form a **Network** should apply to ClfA using the Group proposal form stating

- The proposed subject interest(s), area(s) of technical expertise, discussion topic(s), job role(s) or career stage(s).
- The names of 10 or more interested members of the Institute at any grade of membership, who have expressed interest in the area or topic and two facilitators to assist with the running of the network.

17.1. An application will be sent to the relevant ClfA staff member for consideration and the proposers of the Network will be informed of their decision as soon as possible. The Board of Directors will be informed of the decision.

17.2. Once agreed, the Network can be formed to undertake the work as authorised in the outputs list provided by the Institute. The facilitators must request permission from the relevant ClfA staff member if they wish to carry out any activities outside of the agreed outputs.

Requirements of a Network

18. A Network's primary output should be outreach and engagement about the subject interest(s), area(s) of technical expertise, discussion topic(s), job role(s) or career stage(s).

18.1. Two facilitators should be named to assist with setting up meetings and online discussion areas and monitoring behaviour in accordance with the 'Statement about dignity and respect

for staff and others engaged in ClfA activities. The facilitators can be changed each year if needed.

18.2. A minimum of three meetings or tea breaks to be held each year, digitally or in-person (if required). These can be recorded, if the subject is not sensitive, and sent to members of the Network.

19. A facilitator will not make any statements on behalf of the Group or Institute, including matters relating to professional conduct, without approval from the Board of Directors. If a facilitator is deemed to have contravened this rule, the Board reserves the right to suspend them from the Network.

D. Formation of a Working Group

20. Members wishing to form a **Working Group** should apply to the Board of Directors using the Group proposal form, stating

- The proposed specific task(s) or output and draft schedule for completion
- The names of at least 5 interested members at any grade of membership, who have expressed interest in participating, and at least one Chair or two Co-chairs to ensure the Working Group keeps to its schedule.

20.1. Chairs can be changed if the Working Group continues past its intended deadline.

20.2. An application will be sent to the Board of Directors for consideration and the proposers of the Working Group will be informed of their decision as soon as possible.

20.3. Once agreed, the Working Group can undertake the work as authorised in the outputs list provided by the Institute. The Chair or Co-Chair must ensure they do not carry out any activities outside of the agreed outputs.

Requirements of a Working Group

21. A Working Group should be set up when there is a current need, specific case, activity or problem to resolve.

21.1. A Chair or two Co-Chairs should be named to ensure the Working Group keeps to its schedule and to monitor behaviour in accordance with the 'Statement about dignity and respect for staff and others engaged in ClfA activities'.

21.2. The Working Group should hold an initial meeting to complete the action/project plan form outlining the need or problem they want to resolve with the stages to research, discuss and action.

22. A Chair or Co-Chair will not make any statements on behalf of the Group or Institute, including matters relating to professional conduct, without approval from the Board of Directors. If a Chair or Co-Chair is deemed to have contravened this rule, the Board reserves the right to suspend them from the Working Group.

23. The Working Group will close when it has achieved the required activities.