Membership regulations

Published December 2014
Last revised July 2015

The Chartered Institute for Archaeologists is incorporated by Royal Charter.

Miller Building, University of Reading, Reading RG6 6AB

Membership regulations

MEMBERSHIP REGULATIONS

1. **Introduction**
   These regulations underpin those parts of the Charter (clause 9) and the by-laws (5.1-8.7) relating to members.

2. **Definitions**
   2.1. A member of the Institute shall be a person whose name appears on the Register of the Institute and shall include a person whose name appeared on the register of the former Institute immediately prior to the grant of Charter provided that such name has not since been removed from the Register.

   2.2. The by-laws provide for voting (Practitioner, Associate and Member) and non-voting members (Affiliate and Student) (clauses 5.3 and 5.5 respectively. The Institute may for most purposes refer to them as accredited members and non-accredited members respectively to reflect the differing entry requirements set out below.

3. **Qualification for membership: technical and ethical competence**
   3.1. Members (MCIfA) shall have satisfactorily exercised personal responsibility for a substantial portfolio of archaeological/historic environment practice, and shall substantiate an appropriate track record of technical and ethical competence demonstrated by sustained performance and achievement over the required period as prescribed in these regulations and the competence matrix below.

   3.2. Associate members (ACIfA) shall have satisfactorily exercised personal or delegated responsibility for archaeological/historic environment practice and shall substantiate an appropriate track record of technical and ethical competence demonstrated by sustained performance and achievement over the required period as prescribed in these regulations and the competence matrix below.

   3.3. Practitioner members (PCIfA) shall have satisfactorily discharged the appropriate archaeological/historic environment responsibilities as in these regulations and the competence matrix below.

   3.4. A Student member shall be undertaking a course of study in subjects relevant to archaeology and the historic environment in accordance with clause 8 below

   3.5. An Affiliate member shall have an interest in archaeology and the historic environment.

   3.6. Members, Associates and Practitioners shall provide evidence of their ethical competence.

   3.7. Student members shall support the aims of the Code of conduct and shall aspire to gain ethical competence

   3.8. Affiliate members shall support the aims of the Code of conduct and shall aspire to gain ethical competence.

4. **Applications for membership**
   Candidates wishing to be considered for membership of the Institute shall submit   the following

4.1. a completed, signed application for membership in the form for the time being prescribed by the Board of Directors and all necessary supporting information as prescribed by the Board of Directors, including a Statement of competence and references as required.

4.2. payment of such non-returnable fees as may be prescribed by the Board of Directors

4.3. a signed undertaking
4.3.1. (in the case of voting members) to observe the provisions of the Institute's Charter, by-laws, and regulations
4.3.2. (in the case of non-voting members) to support the aims of the Institute's Code of conduct
4.3.3. to pay the Institute such subscription as may apply for that class of membership

5. Validation Committee
5.1. The Validation Committee shall be delegated authority from the Board of Directors to determine applications for registration/membership in accordance with these regulations.

5.2. The Validation Committee may also consider general matters relating to membership and make proposals for revisions to the application process and regulations to the Board of Directors.

5.3. The Validation Committee will consist of voting members appointed to the committee by the Board of Directors. The Board of Directors may also invite any other person to advise the Validation Committee on the determination of applications

5.4. The Validation committee shall elect a Chair and Vice-chair.

5.5. The quorum for meetings of the Validation Committee is five: the Validation Committee may for a single meeting appoint any member of staff who is a voting member to step in to ensure a quorum.

5.6. All documents reviewed and information discussed at committee meetings shall be treated as strictly confidential.

5.7. The Validation committee shall meet as required and at a frequency sufficient to ensure that applications are processed on a reasonable timescale; the timetable shall be decided and agreed by the committee each year.

6. Validation of applicants
6.1. The Validation committee will determine the following types of application for voting membership

6.1.1. Practitioner (PCIfA), new application, transfer from Affiliate or Student (except as provided below)
6.1.2. Associate (ACIfA), new application, transfer from Affiliate, Student or Practitioner
6.1.3. Member (MCIfA), new application, transfer from Affiliate, Student, Practitioner or Associate

6.1.4. The Validation Committee may also determine other applications passed to them by staff of the Institute.

6.2. The Institute's Standards Compliance Manager or nominated deputy shall determine the following types of application (except as provided for by provision 6.3 below)

6.2.1. Affiliate - new application or transfer from any other grade to Affiliate
6.2.2. Student - new application or transfer from any other grade to student
6.2.3. Rejoiner - reinstated application (but not self-validated members, or those who have been expelled from the Institute)
6.2.4. Practitioner - new application, transfer from Affiliate or Student
6.2.5. NVQ fast track - new application, transfer from any grade

6.3. Any applications that the Institute's staff consider not to be straightforward shall be referred to the Validation Committee for determination. The staff and Validation Committee should meet at least annually to review their understanding of what should be considered straightforward, with any disagreement referred to the Board of Directors.

6.4. For each and every application the Institute shall maintain a record of all information supplied and requested, which shall also document the discussions, actions and decisions of the staff, any specialist assessor(s) and the Validation Committee throughout the lifespan of the application. This record shall form part of the documentation supplied to the Advisory Council appeals panel, should an appeal result from the decision.

6.5. Applications for MCIfA and ACIfA may, where appropriate, be viewed in advance of a committee meeting by a panel of no fewer than two assessors, one of which should be identified as a specialist within the applicant's field of expertise.

6.6. Delegation of authority: where a determination cannot be made in a meeting due to missing evidence, the committee can delegate to the Chair/Vice-chair or Standards Compliance Manager or nominated deputy as appropriate, to approve the application upon receipt of the missing documentation. If the additional documentation raises new queries about the application, it shall be referred back to a formal committee meeting.

6.7. The Validation Committee must be, and must be seen to be, impartial in its decisions. Applicants shall be considered on their merits and on the evidence provided.

6.8. Given the size and nature of the profession, it is to be expected that a member of the Validation Committee may know an applicant personally. Committee members must be able to discuss all applications openly and be free to make positive or negative recommendations. Any close personal or professional relationship must therefore be declared before discussion of an application. In some cases it may be appropriate for the committee member concerned to leave the room during the discussion.

6.9. Where information is known that throws into doubt an applicant's suitability, comments made by committee members or referees concerning an applicant's lack of technical or ethical competence should be noted down and treated as formal references. These may be followed up by requesting additional references, documentation or by contacting the original referee again for information

6.10. Allegations of professional misconduct raised by committee members or referees regarding an existing member should be dealt with according to the Institute's professional conduct regulations and procedures

6.11. If an applicant is or is about to be subject to professional conduct or criminal proceedings, the application may be deferred until the outcome of the proceedings has been determined

7. **Application requirements**

7.1. Technical competence shall be assessed against the competence matrix (clause 11), with decisions on the level of competence based on the documentation submitted. Ethical competence shall be judged on the evidence from references.

7.2. The Institute shall publish guidance to applicants.

7.3. An NVQ in archaeological practice shall be accepted as evidence for technical competence, and the different levels of NVQ provide evidence for technical competence at the different voting member grades as follows
7.3.1. NVQ level 3 - Practitioner
7.3.2. NVQ level 4 - Associate
7.3.3. NVQ level 5 - Member

7.4. Applicants who hold a level 3 or 4 NVQ, but who wish to apply for a higher grade of membership than that level of NVQ equates to, must submit a full portfolio of work to the Validation Committee in order to provide sufficient evidence of their technical competence at the higher level.

7.5. Applicants who hold an NVQ shall supply an application form with the details of two referees in order for their ethical competence to be checked.

7.6. Copies of degree or equivalent qualification certificates must be supplied by all new applicants. Upgrading applicants need only provide certificates for qualifications earned since their last application.

8. **Student members: appropriate courses**

8.1. To be eligible as a Student member, an applicant should be following a full or part-time course (normally half or greater than a working week) in which heritage and the historic environment is studied in greater or equal weight that another subject, at undergraduate or postgraduate level. Those studying by distance learning, for HNDs or accredited Certificates may also apply if they fulfil these criteria. Other courses will be considered on their merits, but the onus will be on the applicant to present sufficient information about the course for the committee to determine its relevance to the application.

8.2. Students undertaking A-level or other part-time courses not equivalent to half-time, are not eligible to apply for Student membership but are eligible to apply for Affiliate membership.

9. **References**

9.1. All voting grade (Practitioner, Associate, Member) applications must have two references from persons able to vouch for the ethical competence of the candidate.

9.2. References are confidential to the Validation Committee, assessors and CIfA staff. They are requested by the Institute directly from referees, and shall not be forwarded to the committee by the applicant.

10. Decisions
The decisions which the Validation Committee can make are as follows:

10.1. to accept the grade of membership applied for

10.2. to refuse a new application to join or an upgrade

10.3. to recommend a different grade of membership

10.4. to defer for an outstanding reference or information for subsequent validation by the Chair

10.5. to defer for more information or references to next committee meeting (the committee should consider only the new information when provided, not revisit the entire application)

11. Competence matrix
The competence matrix used to assess the level of technical competence of an applicant is as follows. This competence matrix may from time to time be updated by the Board of Directors.

	Knowledge	Autonomy	Coping with complexity	Perception of context
Practitioner	Good working knowledge of key aspects relevant to area of historic environment practice, and competence in its application	Some responsibility for achieving tasks using own judgement and autonomy, whilst working under general supervision. Collaboration with others is expected	Appreciates complex situations within the role held and able to achieve partial resolution alone. Some activities are complex and non-routine	Sees actions as a series of steps and recognises the importance of each role in the team
Associate	High level of working and background knowledge relevant to area of historic environment practice and a broad range of activities within that area	Considerable responsibility for own work using own judgement and autonomy, in a wide variety of contexts, but within an established framework. Control or guidance of others may often be required	Copes with complex situations through deliberate analysis and planning. Most activities are complex and non-routine	Sees actions at least partly in terms of longer term or wider goals

Member	Authoritative knowledge and depth of understanding of sector and a broad range of historic environment practices	Substantial autonomy, takes full responsibility for own work. Where applicable will also have significant personal accountability for others and/or the allocation of resources in a wide variety of contexts	Deals with complex situations holistically, demonstrates confident decision making in a broad range of complex, technical or professional activities	High level of understanding of overall picture, sees alternative approaches and how they might be tackled

12. Membership Appeals

12.1. Appeals against rejection for any grade of membership shall be heard according to the provisions below by an appeals panel convened by the Advisory Council. The panel shall consist of six members of the Advisory Council, who are not also members of the Validation Committee, of which three shall constitute a quorum.

12.2. No member of the appeals panel who has a relationship with the applicant, Validation Committee member, assessor or staff member that might reasonably be considered prejudicial to the case shall serve on the panel.

12.3. An unsuccessful applicant for any grade of membership has the right to lodge an appeal in writing within 30 days of being notified of the Institute's decision.

12.4. The Institute office shall acknowledge the receipt of the request for an appeal in writing, and should keep the applicant informed about the progress of the appeal.

12.5. The documentation supplied to the panel shall consist of
    12.5.1. the original application as supplied, including references
    12.5.2. records and correspondence generated by the Validation Committee
    12.5.3. any subsequent supporting information sent with the letter of appeal
    12.5.4. any additional information sought by the panel

12.6. The role of the appeals panel is to determine whether the Institute has followed its procedure, and in doing so has not reached a decision that might reasonably be considered perverse. If substantial new evidence is brought before the appeals panel which has not been seen before by the Validation Committee, the appeals panel may determine forthwith to return the application to the Validation Committee as in 12.9.2 below.

12.7. The panel members shall return all paper copies of documentation to the Institute office after the decision is made, and delete any electronic copies.

12.8. The decision will be arrived at by a majority vote of those attending the meeting if a consensus cannot be achieved.

12.9. The decisions that the appeals panel may make are as follows:

12.9.1. to reject the appeal

12.9.2. to refer the application back to the Validation Committee, with any observations as to how the application has been considered and the decision reached, and direct the Validation Committee to reconsider the application

12.9.3. to make any other recommendations to the Validation Committee or Board of Directors relevant to the way in which the Institute determines applications for membership