

# 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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| <b>Introduction</b>  | <b>3</b> |
| <b>Regulations (special interest groups)</b>                     | <b>3</b> |
| <b>Annexe to model constitution and rules (governing Area)</b>   | <b>6</b> |
| <b>1 Name</b>  | <b>6</b> |
| <b>2 Geographical area/area of interest</b>                      | <b>6</b> |
| <b>3 Definitions</b>   | <b>6</b> |
| <b>4 Objects</b>   | <b>6</b> |
| <b>5 Membership</b>  | <b>7</b> |
| <b>6 Officers and committee</b>                                  | <b>7</b> |
| <b>7 Meetings</b>  | <b>8</b> |
| <b>8 Rules</b>   | <b>8</b> |
| <b>9 Dissolution, reorganisation, reconstruction, suspension</b> | <b>8</b> |

## **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, at its discretion, 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 shall have power to dissolve, reorganise, reconstruct or suspend a Group at any time after it has been formed providing the Group has contravened a law, rule or regulation of the Institute, subject to confirmation by a General Meeting.
3. The geographical area to be included within the boundaries of an Area Group shall be 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 6 below).
4. Each member of the Institute shall be deemed to belong to an Area Group, if such exists for the geographical area in which lies the member's preferred address for correspondence (as notified to the Institute's Office). A member of the Institute may become a member of other Area Groups if he/she expresses a wish to become a member of the Group by submitting a written request to the Institute's Office.
5. Members wishing to form an Area Group in a geographical area where no such Area Group already exists shall apply in writing to the Board of Directors, stating
  - 5.1. the proposed boundary of the Area Group
  - 5.2. the names of at least 15 members of the Institute, of whatever grade, who have expressed their wish to become members of an Area Group in that geographical area
  - 5.3. the names and addresses of five members wishing to act as a provisional organising committee and naming three of themselves as acting Honorary Chair, acting Honorary Secretary and acting Honorary Treasurer, all of whom shall be voting members of the Institute
6. Members wishing to form an Area Group in a geographical area already included within the boundaries of an existing Area 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 Group.
7. The area(s) of interest to be included within the ambit of a Special Interest Group shall be 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 9 below).
8. A member of the Institute may become a member of a Special Interest Group if he/she expresses a wish to become a member of the Group by submitting a written request to the

Institute's Office, unless there are any restrictions on membership in the constitution of that Group. Members of the Institute may belong to more than one Special Interest Group.

9. Members wishing to form a Special Interest Group to cover an area or areas of interest not already included within the ambit of an existing Special Interest Group shall apply in writing to the Board of Directors, stating
  - 9.1. the proposed area(s) of interest to be covered by the Special Interest Group
  - 9.2. the names of at least 15 members of the Institute, of whatever membership grade, who have expressed their wish to become members of such a Special Interest Group
  - 9.3. the names and addresses of five members wishing to act as a provisional organising committee and naming three of themselves as acting Honorary Chair, acting Honorary Secretary and acting Honorary Treasurer, all of whom shall be voting members of the Institute.
  - 9.4. Members wishing to form a Special Interest Group to cover an area or areas of interest already included within the ambit of 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 Special Interest Group.
10. An application made in accordance with the provisions above shall be laid before the Board of Directors at the first available opportunity and the Board of Directors shall indicate its approval or otherwise to the nominated acting Honorary Chair of the proposed Group without undue delay.
11. Within twelve months of the granting of approval for the formation of a new Group the provisional organising committee shall forward to the Board of Directors for approval a draft constitution for the Group which shall be generally within the format of the model constitution forming the Annex to these regulations. Failing receipt of such a draft constitution by the Board of Directors within the stipulated period, the application shall lapse but may be renewed.
12. Within six months of the approval by the Board of Directors of the draft constitution, the first Annual General Meeting of the Group shall be held at which the draft constitution shall be adopted 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 of the Group shall be entitled to vote.
13. The minutes of the first Annual General Meeting shall be laid before the Board of Directors within three months for formal approval which shall signify full recognition of the Group as an Area or Special Interest Group of the Institute.
14. Once full recognition has been notified by the Board of Directors, the Group may hold meetings for the furtherance of the objects of the Institute as authorised under the Group's constitution.
15. 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.

16. A Group shall not promulgate any statement concerning any matter of professional conduct or status on behalf of its members, or on behalf of the Institute as a whole, without the express prior authority in writing of the Board of Directors.
17. The Honorary Secretary of each Group shall submit to the Board of Directors a brief annual report on the activities of the Group for inclusion in the *Annual report* of the Institute.
18. At the Group AGM the Group Committee shall appoint their representative, who shall be a voting member of the Institute, to the Advisory Council for a one-year term. The period of this one-year term shall be between Annual General Meetings of the Institute, so the Group AGM shall be timed to allow their representative to be in place by the date of the Institute's AGM. The Group shall take minutes of its AGM and submit these to the Institute's Office within three months of the date of the Group AGM.
19. 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. Such members of any Area or Special Interest Group shall not be eligible to become officers of the Group or to represent the Group on the Advisory Council.
20. Finances  
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
  - 20.1. Funds allocated to and raised by Groups are the Institute's funds. Groups shall not normally hold bank accounts separate from the Institute's main accounts
  - 20.2. 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 from time to time determine shall be made available to assist in the formation of the Group.
  - 20.3. Each year a Group fund for the ensuing financial year commencing 1 April shall be formed by allotting a sum as the Board of Directors shall decide. This fund shall be allocated between the recognised Groups in proportions to be recommended to the Board of Directors by the Honorary Treasurer of the Institute.
  - 20.4. Group committees may raise additional revenue for the running of the Group by means of levies at meetings, voluntary additional subscriptions or otherwise, but may not make any general levy on members of the Group, 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 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 coopted 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 coopted 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 reelection, up to a maximum of two three-year terms. The ordinary committee members shall be elected for three years and shall be eligible for reelection, 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 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 coopt 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.