

# **International Society for Archaeological Prospection**

Constitution (V2 - 16 Sept 2005)

## **1 Name**

- 1.1 The name of the Association shall be 'International Society for Archaeological Prospection' (ISAP).

## **2 Object**

- 2.1 The object of the Society shall be to advance the education of the public in archaeology (including the man-made landscape and the built-environment) through the promotion of high standards of research, application and communication in the field of archaeological prospection and related studies. The Society's scope shall be international, both in activities and membership.
- 2.2 In furtherance of this object, but not further or otherwise, the Society may:
  - a. encourage interchange between its members, and between its members and other individuals or sections of society, on the subject of archaeological prospection and related studies;
  - b. arrange, on its own or with others, conferences on the subject of archaeological prospection and related studies, open both to members and to non-members, to take place normally every other year;
  - c. arrange, on its own or with others, such additional meetings, exhibitions, courses, training schemes or other functions as it may deem appropriate;
  - d. publish or assist in the publication of periodicals, pamphlets, leaflets, newsletters and similar material concerned with archaeological prospection and related studies;
  - e. encourage the dissemination of information about archaeological prospection and related studies in newspapers, journals and other publications, and through radio, television, Internet and other media;
  - f. provide, where appropriate, advice and recommendations on matters involving archaeological prospection and related studies;
  - g. establish and maintain liaison with appropriate individuals and institutions at local, national and international level;
  - h. raise funds and invite or receive contributions from any person, persons or institution by way of subscription, donation, loan or otherwise, provided that the Society shall not undertake any permanent trading activity in the raising of funds for the said object;
  - i. do all such other things as shall further the object of the Society.

## **3 Membership**

- 3.1 Membership of the Society shall be open to individuals or institutions interested in furthering the object of the Society, participating in its activities or receiving the benefit of its services. Applications for membership shall be made to the Honorary Secretary on a form provided by the Society. No person or institution shall be deemed a member until such application has been approved by the Management Committee, which shall have absolute discretion to refuse membership to any person or institution without giving reason therefore; membership shall not be refused, however, without just cause.
- 3.2 Membership shall be in three classes, as follows:
  - a. Ordinary Membership, open to individuals; Ordinary Members shall be entitled to receive single copies of all communications relating to the meetings and activities of the Society, along with single copies of any general-issue publications (including the Society's journal, if any) and the right to exercise a single vote at General Meetings;

- b. Ordinary Institutional Membership, open to groups or institutions; Institutional Members shall be entitled to receive two copies of all communications relating to the meetings and activities of the Society, along with single copies of any general-issue publications (but excluding the Society's journal, if any) and the right to exercise through a nominated representative a single vote at General Meetings;
- c. Honorary Membership, which may be conferred by vote of the membership in General Meeting on individuals or institutions in recognition of distinguished service in the fields of archaeological prospection or related studies, as a means of fostering wider communication or interchange (especially at international level), or for such other reason as the membership may from time to time deem appropriate; Honorary Members, whether individuals or institutions, shall enjoy the same rights as Ordinary or Ordinary Institutional Members, respectively.

#### **4 Officers and Management Committee**

- 4.1 Subject to resolution by the membership in General Meeting, the affairs of the Society shall be conducted by the Management Committee consisting of the following officers: a Chairman, Vice-Chairman, Honorary Secretary, Conference Secretary and Conference Vice-Secretary, Editor, along with such additional or coopted officers as may be determined from time to time by the membership in General Meeting.
- 4.2 The Chairman shall preside at all meetings of the Society or Management Committee at which he/she is present. In the absence of the Chairman, this responsibility shall fall to the Vice-Chairman or, in his/her absence, to such other member as those present shall decide for that meeting and that meeting alone with single majority. The Chairman shall, in consultation with the Honorary Secretary and other officers, draw up the annual report of the Management Committee for presentation to the Ordinary General Meeting.
- 4.3 The Vice-Chairman shall for the purposes of continuity normally be the immediate past-Chairman. In the event of the immediate past-Chairman being unwilling or unable to serve, or being unacceptable to the membership by vote at the Electing General Meeting, the Vice-Chairman shall be another individual member of the Society elected at the Electing General Meeting or, in the absence of such election, appointed by the Management Committee in the manner described in 5.3 below.
- 4.4 The Honorary Secretary shall make arrangements for General Meetings of the Society and for meetings of the Management Committee and any sub-committees, for the circulation of information to members, and for the Society's communications with outside individuals and institutions. The Honorary Secretary shall take minutes of the proceedings of all meetings at which he/she is present, and shall enter them promptly in a minute book, which shall be available for inspection by any member on written application to the Honorary Secretary or Chairman. In the absence of the Honorary Secretary minutes shall be taken by a substitute appointed from the members present, by the chairman of the meeting, and shall be communicated promptly to the Honorary Secretary for inclusion in the minute book. The Honorary Secretary shall maintain an up-to-date register of the members of the Society and of their classes of membership.
- 4.5 The Conference Secretary shall be responsible to the Management Committee for the arrangement of facilities, information and bookings for conferences and for other meetings of the Society not dealt with by the Honorary Secretary. The Conference Vice-Secretary shall for the purposes of continuity normally be the immediate past-Conference Secretary. In the event of the immediate past-Conference Secretary being unwilling or unable to serve, or being unacceptable to the membership by vote at the Electing General Meeting, the same procedure of election shall apply as for the Vice-Chairman, specified in 4.3 above.
- 4.6 The Editor shall have charge of the preparation, production and distribution of the Society's official publications, whether in print or otherwise, including its journal, if any. The Editor

may be assisted by one or more assistants and/or by an Editorial Board selected by the Management Committee from the membership of the Society.

- 4.7 The Management Committee, through a nominated officer, shall receive on account and for the use of the Society all sums of money due to, donated to or on loan to the Society. The nominated officer shall keep a regular account of all receipts and payments and of the funds, assets and liabilities of the Society and shall prepare annual accounts as specified in 8.3 below.
- 4.8 The Management Committee shall meet at least once and preferably twice every year. A quorum shall consist of two officers, at least one of which shall be the Chairman, Vice-Chairman or Honorary Secretary. Decisions in Management Committee shall be by simple majority of those present and voting, the chairman of the meeting holding a second and deciding vote. Officers participating through telephone or video links shall be deemed present.
- 4.9 The Management Committee may appoint individual members, sub-committees or working parties to take charge of particular events or to deal with specific aspects of the Society's affairs. Such individuals, subcommittees or working parties shall be responsible to the Management Committee or to an individual officer acting on its behalf, and appointments shall be deemed to lapse once the activity or aspect of the Society's affairs has been dealt with to the satisfaction of the Management Committee.

## **5 Election and replacement of officers**

- 5.1 The officers of the Society who are not nominated shall be elected by ballot at an Electing General Meeting (see 6.3). Nomination forms shall be sent to all members not less than six weeks before the meeting. Completed forms bearing the names of the candidates and the names and signatures of single proposers and seconders (who shall be individual or institutional members of the Society) shall be returned to the Honorary Secretary not less than four weeks before the meeting, along with the written agreement of the candidate to stand for office.
- 5.2 The term of office shall be until the next Electing General Meeting. The Chairman, Vice-Chairman, Honorary Secretary, Conference Secretary, Conference Vice-Secretary, Editor and any other officer currently in post shall be eligible for re-election so as to serve up to a maximum of two successive terms of office but thereafter shall not be eligible for election to the same post until the Electing General Meeting next following that at which they retire from office.
- 5.3 Should any office become vacant by death, resignation or other reason the Management Committee shall have power to fill the office by *ad hoc* appointment from the individual membership of the Society until the next General Meeting.

## **6 General Meetings**

- 6.1 Ordinary General Meetings shall normally be held annually, at the discretion of the Management Committee, within the months of August to December each year, and preferentially at intervals of not less than 9 months nor greater than 15 months. The Meeting may be held in association with other activities promoted or supported by the Society, so long as this is considered appropriate by the Management Committee. The business of the meeting shall be to approve the minutes of the previous General Meeting, to receive the annual report of the Management Committee, to examine the audited accounts for the previous 12 months, to set subscription levels and to consider any Special Resolution or Resolutions duly proposed and notified to the membership. Not less than three weeks written notice shall be given to all members of the place and agenda for the meeting, including the nominations for officers of the Society in case of an Electing General Meeting (see 6.3). A quorum, including proxy

votes (see 6.4), shall consist of one tenth of the current membership, including at least two officers. In the event of a quorum not being present the membership shall be informed and given at least two weeks written notice of the time, place and agenda for a re-convened meeting, at which two officers and the members present shall constitute a quorum.

- 6.2 Special General Meetings may be requisitioned at any time by the Chairman, the Management Committee, the membership in General Meeting, or by any five individual members or representatives on written application to the Honorary Secretary. The meeting shall be convened within eight weeks of such requisition, all members being given at least three weeks written notice of the time, place and agenda for the meeting. No business shall be considered at such a meeting other than that for which it was convened. A quorum, including proxy votes (see 6.4), shall consist of one sixth of the current membership, including at least two officers.
- 6.3 General Meetings, whether Ordinary or Special, may be either Electing or Non-Electing. The business of an Electing General Meeting shall include to elect officers for the following term, and to appoint one or more auditors until the next Electing General Meeting. Electing General Meetings shall be scheduled with a view to attract as many members as possible, normally every other year.
- 6.4 Members who are unable to attend a General Meeting may appoint a proxy to vote for them in that meeting by signing a corresponding statement. This must be made available to the chairman of the General Meeting to which it applies before the start, and must be renewed for any further meeting.
- 6.5 With the exception of changes to the constitution or dissolution of the Society, as provided in 6.6 and 10.1 below, decisions and elections at General Meetings shall be by simple majority, the chairman of the meeting holding a second and deciding vote. Institutions may be represented by persons who are not individual members of the Society, but no person shall exercise a vote both as an individual member and as an institutional representative on the same resolution.
- 6.6 Amendments or additions to the constitution may only be made by Special Resolution at an Ordinary General Meeting as specified in 6.1 above, or at a Special General Meeting convened as specified in 6.2 above; such amendments or additions shall require a majority of two thirds of the members or representatives present and voting, including proxy votes (see 6.4). No motion passed at such a meeting shall be valid if it would have the effect of causing the Society to cease to qualify for charitable status at law.
- 6.7 Written notices of General Meetings and nominations of officers may be sent to members in paper or electronic format.

## **7 Income and property**

- 7.1 The income and property of the Society shall be applied solely to its stated object and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or otherwise by way of profit to any member of the Society. Officers or members engaged on official duties on behalf of the Society may, however, be paid reasonable out-of-pocket expenses, provided that such payments are reported to the next Ordinary General Meeting as part of the audited accounts of the Society.
- 7.2 The Society may acquire assets or equipment relevant to its stated object and administrative needs; acquisitions and disposals, including the initial cost and the written-down value, shall be reported to the next Ordinary General Meeting as part of the audited accounts of the Society.

## **8 Preparation, auditing and presentation of accounts**

- 8.1 The financial year of the Society shall begin on the first day of April each year. True accounts shall be kept by an officer nominated by the Management Committee of all sums of money received or expended by or on behalf of the Society, with details of their purpose, and of the property, credits and liabilities of the Society. The accounts shall be open to inspection by any member on written application to the Honorary Secretary or Chairman.
- 8.2 At the end of each financial year, and at any other time decided by the Management Committee, the accounts of the Society shall be examined and the correctness of the balance sheet ascertained by one or more auditors appointed at the preceding Ordinary General Meeting. The auditor or auditors shall have access at all reasonable times to the accounts of the Society. The remuneration, if any, of the auditor or auditors shall be decided by the Management Committee.
- 8.3 At the end of each financial year the officer nominated by the Management Committee shall prepare a statement of income and expenditure for the year and a balance sheet including the current assets and liabilities of the Society for presentation along with a statement from the auditor or auditors to the Ordinary General Meeting.

## **9 Annual subscriptions**

- 9.1 Every member shall pay on acceptance into membership and on the first day of January in each subsequent year such sum of money as may be determined from time to time by the membership in General Meeting for each class of membership of the Society.
- 9.2 Members whose subscriptions are in arrears 6 months after the due date shall be sent a reminder and may at the discretion of the Management Committee be removed from the circulation list for official communications and services until payment has been received. Members whose subscriptions are more than 12 months in arrears may, at the discretion of the Management Committee, be removed from membership, and be so notified, provided that a final reminder has been sent at the end of the financial year for which payment was not received.

## **10 Dissolution of the Society**

- 10.1 The Society shall not be dissolved except at a Special General Meeting convened for this purpose. Any motion of dissolution must be passed by a two-thirds majority of the members or representatives present of voting.
- 10.2 In the event of dissolution the funds and property of the Society remaining after the payment of all debts and liabilities shall not be distributed directly or indirectly amongst the members of the Society but shall be transferred to such institution or institutions having similar objects to that of the Society as the Special General Meeting shall approve by simple majority, provided that such institution or institutions themselves prohibit the distribution of income and property to an extent at least as great as that in 7.1 of this constitution.