STATUTES OF THE INTERNATIONAL ASSOCIATION FOR CARIBBEAN ARCHAEOLOGY/ ASSOCIATION INTERNATIONALE D'ARCHEOLOGIE DE LA CARAIBE/ ASOCIACION INTERNACIONAL DE ARQUEOLOGIA DEL CARIBE

English version

PREAMBLE

Archaeological heritage, as established by UNESCO, refers to the record of past human activities encompassing all aspects of human existence. Archaeology provides the theoretical and practical tools that make it possible to study and interpret that record for the benefit of modern human societies.

These statutes are strengthened by the experiences and knowledge gathered during the Association's many international congresses held between 1961 and 2024 in many Caribbean countries, and build on and pay tribute to the work of R. P. Robert Pinchon, a pioneer of archaeology in the Lesser Antilles and initiator of the First Caribbean Archaeology Congress held in Fort de France in 1961.

Since its foundation, this Association has sought to facilitate and expand contacts among Caribbean archaeologists, without distinction of nationality, ancestry, religion, or professional training, to create among its members relationships of understanding and mutual esteem so as to compare their ideas and research, benefit from their experiences, expand their knowledge and be enriched from their mutual differences, with a view to gaining a better knowledge, of the archaeology, history, and culture of past and present Caribbean in all its natural, historical, and cultural forms.

ARTICLE 1 General

1.1 An Association governed by the law of 1st July 1901 and the present statutes is formed among the members adhering to the present statutes and any person whose admission is later pronounced.

1.2 The official languages of the Association are English, French, and Spanish.

ARTICLE 2 Name and Location

2.1 The name of this Association shall be: INTERNATIONAL ASSOCIATION FOR CARIBBEAN ARCHAEOLOGY – IACA; ASSOCIATION INTERNATIONALE D'ARCHEOLOGIE DE LA CARAIBE"- AICA ; ASOCIACION INTERNACIONAL DE ARQUEOLOGIA DEL CARIBE – AIAC.

2.2 The Association shall have its registered office at: 60 avenue Edgard Nestoret, 97206 Morne Rouge, Martinique.

2.3 This registered office may be transferred to a different location by a decision made by the Board.

ARTICLE 3 - Objectives

3.1 The objectives of the INTERNATIONAL ASSOCIATION FOR CARIBBEAN ARCHAEOLOGY are:

a) To ensure that the archaeological, historical, cultural, and natural heritage of the Caribbean is safeguarded, preserved and valued, and to stimulate and promote an interest in the study of the archaeology of Caribbean societies, peoples, population histories, and cultures;

b) To bring together Caribbean archaeologists from around the world interested in the study of the history, societies and cultures of the Caribbean, and to strengthen existing intellectual, artistic, scientific and professional ties between them, so as to promote research and studies on Caribbean archaeology;

c) To foster public appreciation of the Caribbean archaeological record, its rich history and values ;

d) To serve as a link between professional and avocational/amateur archaeologists investigating Caribbean archaeology to promote a regional archaeological practice guided by the highest scientific and ethical standards;

e) To maintain and promote open contacts among archaeologists beyond national borders, and to encourage the international exchange of archaeologists and students;

f) To develop and encourage close collaboration between the archaeological disciplines with other professions, cultural disciplines and local communities.

ARTICLE 4 Membership

4.1 The ASSOCIATION shall be made up of full Members.

4.2 Full members apply for membership as set out by the ASSOCIATION. Membership is granted once an applicant has been approved by the Board, which decides on membership applications at regular Board meetings.

4.3 Full members must at all times adhere to and meet the aims, objectives, and Code of Ethics of the ASSOCIATION as their obligation of membership.

4.4 Membership fees will be set by the Board and revised as required.

4.5 The Board reserves the right to review or rescind the membership status of any full member at any time. The Board's decision is final.

4.6 Membership ends for a member through death, withdrawal, or failure to ensure their membership fees are paid up. Membership is not transferable.

ARTICLE 5 Governance

5.1 The ASSOCIATION is administered by a Board of Directors. The Board pursues the ASSOCIATION's goals on behalf of the membership. The Board has the authority to set policies and priorities for the proper functioning of the ASSOCIATION to achieve its aims; and to conduct the business, manage the property, and administer the funds of the ASSOCIATION on behalf of the membership and within the constraints set out in these Articles.

5.2 The Board of Directors will be made up of 10 full members of the ASSOCIATION, and will consist of:

a) A President, Treasurer, Secretary, 2 Vice Presidents, 2 Directors;

b) A Student Representative who is enrolled as a student at the time of their election;

c) An *Ex-Officio* appointment of the most recent past President. The term of the appointment shall be one 4 year term;

d) An *Ex-Officio* appointment of the Organizing Chair of the most recent past Congress. The term of the appointment shall be 2 years.

5.3 The term of an elected member of the Board shall be 4 years. No Board member may serve more than two consecutive 4 year terms in the same position. The student representative, if no longer a student, may only serve for one term.

5.4. Elected members of the Board whose two consecutive 4 year terms in the same position have expired may seek election to the Board for this same position after no less than a 2 year hiatus.

ARTICLE 6 Electing the Association's Board of Directors

6.1 ASSOCIATION Members shall vote to fill all expired or vacant positions on the Board of Directors at the ASSOCIATION's General Meeting. Where possible, no more than half of the Board should stand for election in any given year to ensure some continuity in the make-up of the Board through staggered voting cycles (President, 1 Vice President, 1 Director and student representative in one cycle; Treasurer, Secretary, 1 Vice President, 1 Director in the other).

6.2 Members will vote on a slate of nominees presented by the Board at a Regular General Meeting for all vacant or expired Board positions.

6.3 Any member in good standing wishing to compete for an available position on the Board can nominate themselves from the floor of the Regular General Meeting before the call to vote. Self-nominations must be for a specific Board position.

6.4 All currently paid-up ASSOCIATION members may vote on the full slate of nominees at the call to vote.

6.5 Members will vote by secret ballot. They may submit additional votes, identifying themselves on the ballot as a proxy for another member in good standing, when those proxies have been declared before the start of voting. No member can carry more than 2 proxies for other members.

6.6 Any unopposed positions with only a single nominee will be acclaimed. All other positions will be elected by the candidate with the most votes cast, or, for Vice Presidents and Directors, the top two candidates with the most votes cast.

6.7 In the event that the President can no longer perform their duties, the Board of Directors will appoint one of the existing Vice-Presidents to serve as Acting President until the next Regular General Meeting, at which time the membership will vote on a new President.

6.8 In the event that the Treasurer can no longer perform their duties, the Board of Directors will appoint one of their existing members to serve as Acting Treasurer until the next Regular General Meeting, at which time the membership will vote on a new Treasurer.

6.9 In the event that other Board of Directors members can no longer perform their duties, the Board of Directors will reassign their duties across the remaining Directors. Replacement Directors will be elected at the next Regular General Meeting.

6.10 In the event that several members of the Board of Directors resign at the same time, undermining quorum, an Extraordinary General Meeting of the membership will be called. The membership may vote to either elect all vacant positions or to elect a new Board entirely, as determined during deliberations at that meeting.

ARTICLE 7 Board Duties and Operations

7.1 The President shall preside at all meetings of the directors and members. The President, as chair, will hold a second, casting vote in the event of a tie at any meeting of the ASSOCIATION. The President shall sign all instruments which require their signature and shall represent the ASSOCIATION before third parties.

With the Board's authorization, the President may delegate all or part of their authority to other members of the Board.

7.2 The Secretary shall serve as the official recorder of all meetings, and maintain the minutes of the ASSOCIATION and the documents and registers as required.

7.3 The Treasurer shall administer the funds and assets of the ASSOCIATION and liaise with the ASSOCIATION's bank. They shall provide a financial report to the Board of Directors at Board meetings, and provide an Annual Financial Report to the membership at Regular General Meetings.

7.4 All other Board members will perform other duties of the ASSOCIATION's Board as needed and as assigned by the Board annually.

7.5 Directors will attend all Board meetings, to be held minimally 6 times a year, or as called by the President. The President may convene a meeting of the Board as needed, or is required to do so upon request from at least half of the current Board of Directors.

7.6 Board meetings will be chaired by the President, or in their absence, by one of the Vice Presidents.

7.7 Board meetings will be deemed to have a quorum if at least 5 Board members (including *Ex-Officio* members) are present.

7.8 Decisions at Board meetings are confirmed by a simple majority vote of the Board members present. If there is a split vote, the President has the casting vote.

7.9 Minutes of the Board Meeting are transcribed and signed by the President and the Secretary.

ARTICLE 8 Committees and Supporting Panels

8.1 The Board of Directors will create Committees or Supporting Panels to help the Board set priorities or make decisions around matters that may arise. Committees or Supporting Panels may be regular or ad hoc, as needed. Standing Committees and Supporting Panels include the Ethical Conduct Panel and the Current Congress Planning Committee.

8.2 Committees and Supporting Panels will include at least one Board Member. Association members in good standing may also be recruited to Committees or Supporting Panels.

8.3 All Committees and Supporting Panels shall submit written reports on their activities to the Board when they have been active. Recommendations from Committees and Standing Panels will be brought to the Board for voting. No Committee or Standing Panel recommendation is actionable before full Board ratification.

Article 9 Regular and Extraordinary General Meetings

9.1 Regular General Meetings of the Membership shall meet at least once a calendar year in person or via a video conference system, or by hybrid means. Each year that the ASSOCIATION hosts a Congress, the Regular General Meeting will be held during the scheduled time of the Congress.

9.2 The Regular General Meeting shall pronounce on the conduct of the Board and on the year's financial accounts, as well as on all other issues identified on the agenda.

9.3 Invitations to a Regular General Meeting will be issued to all paid-up Full Members of the ASSOCIATION by the Board at least two weeks in advance of the date scheduled. The Invitation will include an agenda, motions requiring a vote, a financial report, and any other reports or materials needed to inform discussion on the matters proposed for the Regular General Meeting. Notice of the Regular General Meeting will be issued to members in the manner determined by the Board.

9.4 Members of the ASSOCIATION wishing to submit proposals to the Regular General Meeting must address them to the Secretary at least three weeks before the date set for the meeting so that they can be included on the final agenda.

9.5 An Extraordinary General Meeting can be called at any time, if convened by the President, or at the request of one quarter (25%) of all paid-up full Members. An Extraordinary meeting is held to address a specific matter of urgency, and will not include Regular General Meeting reporting.

9.6 Invitations to an Extraordinary General Meeting will be issued to all paid-up Full Members of the ASSOCIATION by the President at least two weeks in advance of the date scheduled. The Invitation will include an agenda, motions requiring a vote, and any reporting required to inform the vote. No other business beyond that identified in the agenda of the Extraordinary General Meeting will be conducted. Notice of the Extraordinary General Meeting will be issued to members in the manner determined by the Board.

9.7 Regular and Extraordinary General Meetings will comprise all paid-up members of the ASSOCIATION present or represented. Each member may be represented through proxy by another member of the ASSOCIATION confirmed in advance of the call to order of the meeting. No member shall represent more than two other persons by proxy. Decisions at meetings are taken by the majority of valid votes cast.

9.8 Regular and Extraordinary General Meetings are chaired and called to order by the President of the ASSOCIATION, or, in their absence, by one of the Vice Presidents present.

9.9 The deliberations of Regular and Extraordinary General Meetings are recorded in a special register by the Secretary, or, in their absence, by another member of the Board. The minutes are signed by the President and Secretary of the meeting. These minutes may be consulted by any member of the ASSOCIATION, and will be provided to the membership as part of the Notification and agenda of the next Regular General Meeting.

ARTICLE 10 Resources

10.1 The ASSOCIATION's resources will include all revenues, donations, and fees collected to fulfill the aims of the organization, and all resources authorized by the laws and regulations in force.

10.2 The Board of Directors will set the fiscal year of the ASSOCIATION.

10.3 The Treasurer of the Board of Directors will report on the resources of the ASSOCIATION at regular Board meetings and to the Membership at Regular General Meetings.

10.4 The Board of Directors will agree to any distribution of the ASSOCIATION's existing Resources for any fiscal year.

ARTICLE 11 Amending The Statues

11.1 The Articles may be revised by the Board as needed, other than Article 3, and presented to the membership for ratification at a Regular General Meeting.

11.2 Any Full Member may request an amendment to the Articles, other than Article 3, if submitted to the Secretary in accordance with Article 9.4. The Board of Directors reserves the right to defer consideration of the requested amendment in order to seek clarification from the requester.

11.3 If either the Board of Directors or Member seek changes to Article 3, the proposal can be deliberated if half of all full members are present or represented. If the quorum of half is not achieved at the first meeting, a second, Extraordinary meeting will be convened in accordance with Article 9, using a copy of the agenda and indicating the date and outcome of the preceding meeting. This second meeting shall be able to deliberate on the proposal if one quarter of the ASSOCIATION's full members are represented.

ARTICLE 12 Dissolution of the Association

12.1 A resolution to dissolve the ASSOCIATION can only be proposed by the Board and deliberated with the membership by convening an Extraordinary General Meeting. Notification of this Extraordinary General Meeting must be sent to the membership within no less than 2 months of the meeting. Notification will require members to acknowledge receipt of the notification.

12.2 The resolution to dissolve can be confirmed if at least half of all full members are present or represented at the Extraordinary General Meeting. The resolution is adopted if supported by a two-thirds majority of votes cast.

12.3 In the case of dissolution being adopted, the Extraordinary General Meeting shall vote to designate one or more of its members to liquidate the ASSOCIATION's assets and resources.

12.4 Any remaining resources after covering all liquidation costs, and particularly documents or possible collections, must be placed by the liquidator(s) in a place where these resources will be generally useful, such as a Caribbean museum, whether public or private, and/or in an Association with identical or similar goals to those of this ASSOCIATION.

ARTICLE 13 Regulations and Bylaws

13.1 Internal regulations or bylaws to determine the details of the execution of these Articles may be proposed by the Board of Directors and ratified by the membership at a Regular General Meeting.

Original Articles prepared in four original copies, of which two have been handed over to Mr. Bernard Petitjean Roget. Adopted on the 4th of August, 1989. Declared on the 14th of September, 1989 at the Sous Prefecture de Trinité, Martinique, under the title :

Association Internationale d'Archéologie de la Caraïbe (International Association for Caribbean Archaeology) File N° 2/00851

Articles modified by the ASSOCIATION's Regular General Meeting of:
2nd of July 2003 /29th of June 2022