**Constitution of CAA UK**

**The Constitution of Computer Applications and Quantitative Methods in Archaeology – UK Chapter**

1. The full title of the organisation is “Computer Applications and Quantitative Methods in Archaeology – UK”. This may be abbreviated to “CAA UK”. CAA UK is constituted as a chapter of the International Computer Applications in Archaeology organisation, abbreviated “CAA” ([http://www.caaconference.org](http://www.caaconference.org/))

2. The aims of CAA UK are:

a) to bring together archaeologists, mathematicians, computer scientists and members of other disciplines to complement and extend the interests of the international CAA;

b) to encourage communication between these disciplines;

c) to stimulate discussion and future progress in the application of information technology to archaeological research and practice.

3.  Membership of CAA-UK shall be open without payment to anyone supporting the aims of CAA and CAA UK. Membership of CAA-UK does not include a free membership of the international CAA ([http://www.caaconference.org](http://www.caaconference.org/)). Members who wish to attend the annual conference of the international CAA must become members of that organisation according to the constitution published at<http://www.caaconference.org/caa_constitution.htm> (article 3).

Members are entitled to the following:

a) keeping their name and address on the mailing list held by the convenors of CAA UK,

b) receiving a copy of all electronic mailings circulated to the membership of CAA UK,

c) voting at the general meetings of CAA UK.

4. i) CAA-UK shall be administered by three convenors – the Chair of CAA UK, Secretary of CAA UK and Treasurer of CAA UK

ii) The convenors will be elected annually at the CAA-UK annual meeting.

iii) One or more of the convenors of CAA-UK will be designated, by the convenors, as the representative of the national chapter to CAA international (ex-officio member of the steering committee of the international CAA;<http://www.caaconference.org/caa_constitution.htm> [article 4.iv]);

iv) Convenors may resign by sending notice to the remaining convenors or to all members of CAA UK through the current mailing list

5. The task of the convenors is twofold:

i) To ensure, to the best of their ability, that an annual national conference does take place.

ii) To arrange the digital publication of selected papers given at these conferences.

6. The convenors shall meet at least once a year, normally during the annual conference.

7 . i) Notice of a General Meeting, together with the formal proposals for discussion and, in particular, any changes to the Constitution, must be posted at the CAA UK web site at least 21 days before the date of the meeting and emailed to all members with email addresses held on the membership role at that date.

ii) Normally the Annual General Meeting (AGM) shall be held at the annual conference. Attendance at the AGM shall be open to all CAA-UK members, whether or not they are attending the conference.

iii) The election of convenors shall take place at the AGM. All nominations must be submitted to the convenors prior to the election and the willingness of the candidate to stand must be demonstrated.

iv) If it is not possible to hold the AGM during the annual conference, then the speakers shall call a AGM as quickly as is compatible with the required period of notice to members.

8. No member of CAA UK shall purport to act or make representation on behalf of the organisation without the prior agreement of the convenors.

9. Any changes to this constitution must be approved by a 75% majority of votes at a AGM. Such changes shall not take effect until they have been announced at the AGM.