

**STATUTES OF
THE INTERNATIONAL COUNCIL FOR ARCHAEOZOOLOGY (ICAZ)**

[Adopted 1976]

[Amended 1989, 1997, 2002]

Article 1: Name

1.1 The name of the organization is the International Council for Archaeozoology (ICAZ).

Article 2: Aims of ICAZ

2.1 The ICAZ is a nonprofit organization the aims of which are fourfold:

- a: to develop and stimulate archaeozoological research;
- b: to strengthen cooperation among archaeozoologists;
- c: to foster cooperation with archaeologists and scientists working in related fields;
- d: to promote proper ethical and scientific standards for archaeozoological work.

Article 3: Activities and functions of ICAZ

3.1 The ICAZ will carry out its aims by:

- a: ensuring the organization of regular International ICAZ Conferences;
- b: encouraging specialist working groups and meetings;
- c: publishing and distributing a Newsletter;
- d: making recommendations and disseminating information on policies relating to Archaeozoology and on the standardizing of data recording, nomenclature, measurements, etc.;
- e: carrying out whatever other activities in support of Archaeozoology ICAZ shall decide from time to time are appropriate.

Article 4: Structure of ICAZ

4.1 The ICAZ comprises four bodies:

- a: General Membership (GM)
- b: International Committee (IC)
- c: Executive Committee (EC)
- d: Committee of Honor (CH)

4.2 General Membership (GM)

4.2.1 There shall be two categories of General Membership: Individual Membership and Institutional Membership.

4.2.2 Individual Membership is open to anyone with an interest in Archaeozoology. Individuals wishing to become members should apply to the Secretary. Individual members receive the Newsletter, may participate in the International ICAZ Conference and General Meetings, and are entitled to vote at General Meetings and by postal ballots organized by the Secretary.

4.2.3 Institutional Membership is open to institutions and other organizations. Institutions wishing to become members should apply to the Secretary. Institutional members receive the Newsletter but have no voting rights.

4.2.4 Membership dues shall be set and changed by majority vote of the Executive Committee in consultation with the International Committee. Any person or institution in arrears in the payment of dues shall lose all membership privileges. Members suspended for non-payment of dues may be reinstated at any time upon payment.

4.2.5 The International Committee has the power to expel an Individual or Institutional Member for

behavior which conflicts with Article 2 (Aims of ICAZ). In the case of an Individual Member, such expulsion must, if the expelled member requests, be debated and voted on as the first item on the agenda of the next General Meeting, at which the expelled member has the right to be present, to speak and to vote; if the expulsion is not upheld, that individual shall immediately be reinstated as a member without lapse of membership or any consequent loss of rights.

4.3 International Committee (IC)

4.3.1 The International Committee is an intermediate body of twentyfive to thirtyfive (2535) Individual Members elected to ensure that the aims of ICAZ are met at the highest level of international standards. Toward this end, the IC shall make every effort to ensure that there is wide international representation in its membership.

4.3.2 Members of the IC are elected as per section 8.2. Members of the IC must be Individual Members in good standing. Members of the IC must retire or stand for reelection at the end of one term of office. Members of the IC are not permitted to stand for reelection if they have not attended any General Meetings or IC meetings or otherwise taken an active part in ICAZ during their term of office.

4.3.3 The quorum for meetings of the International Committee is twelve (12) and must include the President or VicePresident, and the Secretary or Treasurer of ICAZ. Each member of the International Committee has one vote.

4.4 Executive Committee (EC)

4.4.1 The Executive Committee is elected to oversee the operations of ICAZ and to help the Conference Organizer(s) to organize the International ICAZ Conferences and publish the proceedings thereof.

4.4.2 The Executive Committee is a body of no more than ten (10) and no fewer than eight (8) Individual Members. The EC shall include ex officio the President, VicePresident, Treasurer, and Secretary of ICAZ, Present Conference Organizer, and Immediate Past Conference Organizer. Two (2), three (3), or four (4) additional members of the IC shall be elected to the Executive Committee by the IC at a meeting of the IC according to the procedures outlined in Section 8.3. Members of the EC who are not otherwise officers of ICAZ or conference organizers must retire from the EC or stand for reelection at the end of one term of office.

4.4.3 The quorum for meetings of the Executive Committee is five (5) and must include the President or VicePresident, and the Secretary or Treasurer of ICAZ. Each member of the Executive Committee has one vote.

4.5 Committee of Honor (CH)

4.5.1 Committee of Honor membership is conferred by majority vote of the International Committee upon individuals who have made a major contribution to Archaeozoology and/or to ICAZ.

4.5.2 Committee of Honor members have all the benefits and rights of Individual Members but are not required to pay any membership subscription.

4.6 Terms of Office

4.6.1 The term of office for members of the IC and EC and for the President and VicePresident shall be from the end of the General Meeting held in association with the International ICAZ Conference.

Article 5: Officers of ICAZ

5.1 The officers of ICAZ comprise:

- a: President
- b: VicePresident
- c: Secretary
- d: Treasurer
- e: Current Conference Organizer
- f: Immediate Past Conference Organizer

5.2 President of ICAZ

- 5.2.1 The President shall be an Individual Member in good standing and shall be elected on the occasion of a General Meeting according to the procedures outlined in Section 8.1. The President shall serve one term as defined in Section 4.6 and may stand for reelection as President one time.
- 5.2.2 The President chairs the IC and the EC and with the EC sets the agenda for those meetings. Should the President not be a member of the IC, he or she becomes so upon election as President.

5.3 Vice President of ICAZ

- 5.3.1 The VicePresident shall be an Individual Member in good standing and shall be elected on the occasion of a General Meeting according to the procedures outlined in Section 8.1. The VicePresident shall serve one term as defined in Section 4.6 and may stand for reelection as VicePresident one time.
- 5.3.2 The VicePresident chairs the IC and the EC in the absence of the President. Should the VicePresident not be a member of the IC, he or she becomes so upon election as VicePresident.

5.4 Secretary of ICAZ

- 5.4.1 The Secretary shall be an Individual Member in good standing and shall be elected by the IC by simple majority vote with at least 51 percent of the IC members voting. This vote normally should be carried out by postal ballot. The Secretary serves at the pleasure of the IC. An election for Secretary shall be held as soon as practicable should a Secretary resign, should a majority of the EC (excluding the Secretary) demand an election, or should a request for election be forwarded to the President by at least 25% of the members of the IC.
- 5.4.2 The Secretary shall be responsible for keeping the membership records and archives of ICAZ, for editing and distributing the ICAZ newsletter, for carrying out the official correspondence of ICAZ, for publishing a membership list on a periodic basis, for arranging postal ballots, and for keeping and distributing minutes of the General Meetings, International Committee Meetings, and Executive Committee Meetings.
- 5.4.3 Should the positions of both President and VicePresident become vacant, the Secretary shall assume the duties of the President until the next General Meeting at which time a new President shall be elected.

5.5 Treasurer of ICAZ

- 5.5.1 The Treasurer shall be an Individual Member in good standing and shall be elected by the IC by simple majority vote with at least 51 percent of the IC members voting. This vote normally should be carried out by postal ballot. The Treasurer serves at the pleasure of the IC. An election for Treasurer shall be held should a Treasurer resign, should a majority of the EC

(excluding the Treasurer) demand an election, or should a request for election be forwarded to the President by at least 25% of the members of the IC.

5.5.2 The Treasurer shall be responsible for carrying out financial transactions on behalf of ICAZ and for maintaining the financial records of ICAZ including records of subscriptions. The Treasurer answers to the IC which is responsible for validating the accounts of ICAZ before each General Meeting.

5.6 Current Conference Organizer

5.6.1 The Current Conference Organizer is responsible for organizing the International ICAZ Conference.

5.6.2 The Current Conference Organizer shall be an Individual Member or Members in good standing and shall be selected by the International Committee based on a proposal for holding the International ICAZ Conference submitted by that individual or those individuals. This proposal must include arrangements for publication of at least some of the papers to be given at the proposed conference.

5.6.3 The Current Conference Organizer shall become, ex officio, a (coopted) member of the IC and EC. Should more than one individual be a conference organizer for the same conference, those individuals shall jointly hold a single position on the IC and EC.

5.7 Immediate Past Conference Organizer

5.7.1 The Immediate Past Conference Organizer shall be an Individual Member or Members in good standing and shall be that individual or those individuals who have organized the most recent International ICAZ Conference.

5.7.2 The Immediate Past Conference Organizer shall be, ex officio, a member of the IC and EC. Should more than one individual be a conference organizer for the same conference, those individuals shall jointly hold a single position on the IC and EC. The term of the Immediate Past Conference Organizer ends with the end of the General Meeting held on the occasion of the next International ICAZ Conference, at which time the Current Conference Organizer becomes Immediate Past Conference Organizer.

5.7.3 Past Conference Organizers are responsible for the timely publication of papers given at the International ICAZ Conference that they organized.

Article 6: Meetings

6.1 The meetings of ICAZ comprise:

- a: International ICAZ Conferences
- b: General Meetings
- c: International Committee Meetings
- d: Executive Committee Meetings

6.2 The International ICAZ Conference

6.2.1 The International ICAZ Conference is a scientific gathering where Individual Members in good standing have the opportunity to communicate aspects of their archaeozoological research by means of lectures, posters, or other forms of presentation considered appropriate by the Conference Organizer(s). Presentations by nonmembers of ICAZ can be invited or accepted by the Conference Organizer(s).

6.2.2 Normally, International ICAZ Conferences will be held every four years. Normally, the IC Meeting held on the occasion of an International ICAZ conference shall decide upon the date

and venue of the next International ICAZ Conference based on proposals solicited from and submitted by Individual Members.

6.2.3 The Conference Organizer(s) shall be responsible for the financial management of the International ICAZ Conference that they are organizing. The costs the Conference shall be covered by contributions solicited by the Organizer(s) and by fees paid by the participants according to a conference fee schedule developed by the Organizer(s) and approved by the Executive Committee of ICAZ at least six (6) months before the Conference. The Conference Organizer(s) or members of the EC shall not make any personal profit from organizing the conference unless that is explicitly approved by the IC in advance.

6.2.4 Nonmembers of ICAZ who wish to participate in the International ICAZ Conference shall be expected to pay an additional fee according to the conference fee schedule. These additional fees shall be collected by the Organizer(s) and turned over to the Treasurer of ICAZ at the end of the International ICAZ Conference.

6.3 General Meetings

6.3.1 General Meetings are meetings of Individual Members in good standing that are announced by the Secretary at least six months in advance.

6.3.2 Ordinary General Meetings shall be held at every International ICAZ Conference.

6.3.3 Extraordinary General Meetings can be called by simple majority vote of the IC, by a two-thirds vote of the EC, or by at least 50 Individual Members.

6.3.4 All General Meetings must have an agenda that is circulated by the Secretary at least 60 days before the meeting. Any Individual Member may request the inclusion of business on the agenda by writing to the Secretary at least 120 days before the meeting. No binding decision may be taken by a General Meeting on any matter that is not explicitly listed on the agenda.

6.3.5 The Secretary is responsible for keeping the Minutes of each General Meeting a draft of which shall be published in the Newsletter.

6.4 International Committee Meetings

6.4.1 Meetings of the International Committee shall be held at each International ICAZ Conference and normally once between each Conference.

6.4.2 Normally, the IC, meeting during an International ICAZ Conference, will decide the date and venue of the next IC Meeting.

6.4.3 All IC Meetings must have an agenda that is circulated by the Secretary at least 30 days before the meeting. Any IC member may request the inclusion of business on the agenda by writing to the Secretary at least 60 days before the meeting. No binding decision may be taken at an IC Meeting on any matter that is not explicitly listed on the agenda. Matters that could be on the agenda of IC meetings include nominations for the IC and for ICAZ officers, selection of Secretary, Treasurer, and EC members, review of plans for the next International ICAZ Conference, review of progress of publication of proceedings of past International ICAZ Conferences, and other matters relating to the proper functioning of ICAZ and to carrying out the aims of ICAZ.

6.4.4 There shall be a meeting of the IC immediately after a General Meeting that elects a new IC. The agenda of this IC meeting should include the election of members of the EC.

6.4.5 Draft minutes of each meeting of the IC shall be circulated to the members of the IC. Approved minutes of the IC Meetings shall be made available to the General Membership.

6.5 Executive Committee Meetings

- 6.5.1 Meetings of the Executive Committee shall be held as deemed necessary by members of the EC, but normally once per year and normally on the occasion of each General Meeting.
- 6.5.2 Meeting venue shall be by agreement of the members of the EC.
- 6.5.3 An agenda for each EC meeting shall be circulated by the Secretary before the meeting.
- 6.5.4 Draft minutes of each EC meeting shall be circulated to the members of the EC. Approved minutes of the EC Meetings shall be made available to the IC and to the General Membership.

Article 7: Working Groups

- 7.1. To help achieve the aims of ICAZ, autonomous Working Groups can be formed on special themes of common interest.
- 7.2 If a Working Group wishes to be officially recognized as a Working Group of ICAZ, it must submit a proposal to the Secretary for approval by the IC at an IC meeting.
- 7.3 Reports of Working Group activities should be made orally to the IC or in writing to the Secretary on the occasion of each IC Meeting.
- 7.4 Working Groups that have not reported on their activities for two successive IC Meetings lose their IC recognition and ICAZ affiliation.

Article 8: Elections and Voting Procedures

8.1 President and VicePresident

- 8.1.1 The President and VicePresident shall be elected by postal ballot sent to all Individual Members at least at least ten months before the four year term of the President and Vice-President expires.
- 8.1.2 At least three candidates who have agreed to serve either as President or as VicePresident shall be nominated by a nominating committee. The nominating committee shall be appointed by the IC and shall consist of three IC members and two individual members who are not members of the IC. Additional nominations can be submitted by individual members in good standing, but must be endorsed by at least two additional individual members in good standing. Nominations must be sent to the Secretary twelve months before the four year term of the standing president expires. Should it be necessary, the IC shall nominate sufficient additional candidates to ensure that the ballot contains three names. All candidates must formally acknowledge their nomination to the Secretary and agree to serve as either President of Vice President.
- 8.1.3 Balloting shall be by secret ballot.. Ballots may be returned by post (mail) or delivered by hand, but in all cases must be unsigned but enclosed in a signed, sealed envelope and must have been received by the Secretary eight months before the four year terms of the standing President and Vice-President expire.
- 8.1.4 The ballot is held using the ranked preference system, in which members are asked to rank the candidates in preference order on the ballots. First preference votes for each candidate are tallied; the candidate gaining the smallest (or equal smallest) number of first preference votes is eliminated and the votes cast for that candidate are redistributed according to second preference, and the process is reiterated until one candidate has more than 50% of first preference votes; that candidate is elected President, and the candidate with the next largest number of first preference votes at that point is elected Vice-President. The Secretary shall count ballots. The count shall be verified by the EC.
- 8.1.5. Should a President not be able to complete his/her office, the Vice-President will become

President

8.2 International Committee Members

- 8.2.1 Members of the International Committee shall be elected by postal ballot sent to all Individual Members at least ten months before the four year term of the standing International Committee members expires.
- 8.2.2 Ballots shall include a list of at least 35 names nominated for the IC. All current members of the IC shall appear on the ballot for reelection unless they are disqualified as per conditions noted in Section 4.3 or unless they are unwilling to continue to serve.
- 8.2.3 Additional nominations to the IC can be submitted by individual members in good standing, but must be endorsed by at least two additional individual members in good standing. Nominations must be submitted to the Secretary at least 12 months before the four year term of the IC expires. Should it be necessary, the IC shall nominate sufficient additional candidates to ensure that the ballot contains 35 names. Nominees must formally notify the Secretary that they agree to serve before being placed on the ballot.
- 8.2.4 The Secretary shall prepare a final list of candidates. This list shall present the candidates in random order. Incumbent and officer status, if any, shall be noted in brackets after the name, institution (if any), and country of the individual.
- 8.2.5 Each Individual Member may vote for up to 30 different nominees. Ballots with more than 30 nominees marked shall be deemed invalid. The maximum number of votes that one candidate can receive on a single ballot is one vote.
- 8.2.6 Ballots may be returned by post (mail) or delivered by hand, but in all cases must be unsigned but enclosed in a signed, sealed envelope and must have been received by the Secretary eight months before the four year term of the standing International Committee members expires.
- 8.2.7 Ballots shall be counted by the Secretary. The count will be verified by the EC. 8.2.8 The 30 nominees with their names marked on the greatest number of ballots are elected.

8.3 Executive Committee Members

- 8.3.1 Members of Executive Committee who are not members of the EC ex officio shall be nominated and elected at a meeting of the IC closely following the close of the General Meeting in which a new IC is elected. Balloting shall be secret.

Article 9: Amending the statutes

- 9.1 Amendments to statutes can only be proposed by being published in the agenda of a General Meeting. Amendments require a positive vote by at least two thirds of those voting who must be at least one third of those eligible to vote.

Article 10: Dissolution

- 10.1 Dissolution of ICAZ can only be proposed by being published in the agenda of a General Meeting. Dissolution requires a positive vote by at least two thirds of those voting who must be at least one half of those eligible to vote.
- 10.2 In the event of dissolution, any remaining assets of ICAZ must be transferred to another public organization or institution with similar aims, and this organization or institution must be named in the motion for dissolution.