

INDO-PACIFIC PREHISTORY ASSOCIATION

CONSTITUTION AND BYLAWS

Constitution

ARTICLE I. Name and founding

The name of the Association shall be the Indo-Pacific Prehistory Association. The organization was founded at the Fourth Pacific Science Congress of the Pacific Science Association, Java, 1929, through the leadership of P.V. van Stein Callenfels. At a meeting in Manila in 1953 the Far-Eastern Prehistory Association was formed. This in turn became the Indo-Pacific Prehistory Association at a meeting in Nice in 1976.

ARTICLE II. Objectives

The objectives of the Association shall be:

- (A) To promote cooperation in the study of the prehistory and related subjects of eastern Asia and the Pacific and prehistorically related areas;
- (B) To help maintain direct communication among scholars working in the field of east Asian and Pacific prehistory through periodic congresses, regional meetings, colloquia, and symposia, and the publication of a Newsletter and Bulletin. East Asia here includes Pakistan and north from there roughly along the line of 70° longitude and to the east.
- (C) To uphold and improve legal and scientific methods of prehistorical and related research in the field and in the laboratory and to help the countries in the IPPA area prevent illegal excavation and illegal trade in antiquities.

ARTICLE III. Membership

Membership is Individual or Institutional. Individual Members shall be professionally engaged or in some other way genuinely interested in work connected with the prehistory of some part of the area covered by IPPA and shall be nominated and seconded by members of IPPA. Institutional Members shall be any institution actively involved in research in prehistory on any part of the area covered by IPPA or any educational institution including in their

course offerings a specific course or courses on the prehistory of one or more parts of the said area.

Prospective Individual and Institutional Members (the latter to be represented by an officer of the institution) shall signify by signature on the application form their agreement to abide by the objectives of the Constitution of IPPA. The Secretary-Treasurer shall pass on all signed applications to the Executive Committee for approval by a majority vote in favour before membership is granted. Institutional members shall not have a vote.

ARTICLE IV. Organisation

The Association shall be headed by a President. There shall be a Vice-President and a Secretary-Treasurer. The Vice-President is the President-Elect. The President and Vice-President shall be elected by the Individual Members. There shall be an Executive Committee, and there may be Standing and Ad Hoc Committees as described in Article V(F).

ARTICLE V. Executive Committee

(A) Membership

The Executive Committee shall consist of up to eleven members, including the President, Vice-President and Secretary-Treasurer of the Association. The tenure of office of the President and Vice-President shall for each be four years. The Vice-President shall at the end of his tenure of office succeed to the position of President. The other committee members shall be elected for eight year terms with their terms staggered so that two members will complete their terms every two years, when two new members shall be elected. The Secretary-Treasurer shall be appointed to the Executive Committee on the recommendation of the President, and need not be one of the elected members of the Executive Committee. Executive Committee members shall also be eligible for appointment to the office of Secretary-Treasurer. The term of the Secretary-Treasurer shall be determined by a simple majority of the Executive Committee.

Election to the Presidency carries no restriction other than that the President and the Vice-President shall not be citizens of the same country. The Executive Committee shall be kept as widely representative as possible. No more than two members shall be citizens of the same country. There shall be at least one member each who is a citizen of, resident of, or specialist in one or more of the four general areas covered by IPPA. These areas are: Northeast Asia (USSR east of 70° longitude, Korea, Japan, China), Southeast Asia (including Madagascar), South Asia (India, Pakistan, Sri Lanka, Bangladesh, Nepal, Bhutan), and Oceania (Australia, New Zealand, and the Pacific Islands). Not more than half of the Executive Committee

members shall be from countries not included in the area covered by IPPA. No Executive Committee member shall be renominated to fill the vacancy created by that member's completion of term.

(B) Election of Officers

Nominations for the two positions on the Executive Committee (which fall vacant at two-yearly intervals) and the Vice-President (four-yearly intervals) shall be requested from the Individual Membership via the Newsletter. Election shall be by postal ballot in conjunction with the mailing of a Newsletter.

(C) Chairperson

The President of the Association shall act as Chairperson of the Executive Committee. For procedure where the President cannot be present, see Chapter III(D) of the Bylaws.

(D) Sessions

Sessions of the Executive Committee shall be held before a Business Meeting during the IPPA Congresses. Sessions may also take place at any time a quorum is present providing that notification to all members of the Committee has been given at least one week before the meeting. The Executive Committee shall consider committee reports, consider and decide upon time and place of the next Congress or Committee session, authorize appointment of new committees, and other administrative matters. Six members including the President or the Vice-President shall constitute a quorum. A report on the actions of the Committee shall be made at the Business Meeting of an IPPA Congress and shall be published in the Newsletter. Guests and observers may be invited to attend sessions at the discretion of the Chairperson. In emergency situations, and for admission of new members, the Executive Committee may conduct sessions by mail.

(E) Voting

All Executive Committee decisions shall be made by a majority vote of the members present and voting. The Chairperson shall have no vote except in case of a tie, in which case the Chairperson's vote shall decide. In case of a lack of quorum or other emergency a vote may be conducted by mail, in which case a simple majority vote of six or more in favour shall constitute a decision.

(F) Standing and Ad Hoc Committees

Standing Committees may be authorized by the Executive Committee for the purpose of studying and seeking solutions to important problems of interest to IPPA membership. These Committees shall be responsible to the Executive Committee, which shall review the work of the Committee. The Committees shall assist the Executive Committee in identifying significant needs and in recommending

courses of action.

The Executive Committee shall appoint the Chairpersons of the Committees. A Committee Chairperson shall appoint the members of the Committee and be responsible for the conduct of its work.

The tenure of all Standing Committees concludes at each Congress. The Executive Committee may reappoint a Committee provided it is satisfied, from a written report provided by the Committee, that a useful program of work within the terms of reference is feasible in the coming period between Congresses.

In the furtherance of its work, the Executive Committee may also authorize special Ad Hoc Committees for specific tasks.

ARTICLE VI. Meetings

(A) Congresses

1. Frequency and Location

The Executive Committee shall attempt to arrange the IPPA Congress at least every four years in association with some other international meeting with related interests. If this is not possible, the Executive Committee shall investigate the possibility of holding an independent Congress.

2. Business Meetings

At least one Business Meeting open to all IPPA members shall be held during each Congress. Additional Business Meetings may also be called at the time of a Congress, provided that every reasonable effort is made to notify all members at the Congress of the meeting time and place.

(B) Regional Meetings

Regional Meetings, to be held preferably midway between Congresses, may be considered as official meetings of IPPA and receive assistance from the Executive Committee in their organization and funding. A host institution or organization contemplating such a meeting shall communicate with the Executive Committee through the Secretary-Treasurer concerning their desire to host and organize a Regional Meeting. If the Executive Committee considers that the proposed Regional Meeting is within the purposes of IPPA the proposed host organization shall make a formal request to the Executive Committee for recognition of the meeting as an official IPPA Regional Meeting and request the assistance of the Executive Committee if desired. The Executive Committee shall encourage the holding of Regional Meetings.

ARTICLE VII. Amendments to the Constitution

Amendments to the IPPA Constitution shall be made through a postal ballot sent to all members. A deadline for receipt of postal replies will be stated on the ballot paper. Suggested amendments will only be made if a two-thirds majority of all replies received by the Secretary-Treasurer before the deadline are in favour.

Bylaws

CHAPTER 1. Purpose of the Bylaws

The Bylaws are intended to spell out the details for the practical working of the Constitution.

CHAPTER II. Membership

To become an Individual Member a person with the stated requisites should have him or herself nominated for membership by an IPPA member and that nomination seconded by another member. The nomination and seconding and a demonstration of the fulfilment of the requirements for membership (including signed agreement to abide by and support the objectives of the Constitution) should be sent to the Secretary-Treasurer. The Secretary-Treasurer shall present at a meeting of or circulate by mail to the Executive Committee all requests for membership along with a brief summary of the supporting material. When approved by the Executive Committee the Secretary-Treasurer shall send notification of approval to the individual with a copy of the Constitution.

Application for Institutional Membership shall be made via the Secretary-Treasurer to the Executive Committee with the required required documentation, following the procedure for Individual Members. Should the application of an institution, or an individual, be turned down that institution or individual will be informed of the reason for the negative response so that an appeal may be made to the Executive Committee by way of its Chairperson for a possible reversal of the negative decision.

Membership in IPPA is not an inalienable right. If a person or institution does not abide by the objectives of the Constitution that person or institution can be removed from membership. Hopefully this will never happen, but if such a case develops it will be carefully investigated by the Executive Committee and the charges shall be presented to the individual or institution to allow for counter presentation of evidence. The final decision on the case shall be made by the Executive Committee, a vote of six members of

the Executive Committee against the individual or institution being required for removal from membership.

Fees for Individual and Institutional Membership shall be set at a level as recommended by the Executive Committee, and approved by a postal vote of all members, as needed from time to time. Subscription reminder notices shall be sent out annually. Non-payment of subscription will mean non-receipt of Newsletters and Bulletins by the members concerned.

Honorary Members shall be elected by the Executive Committee in recognition of their pioneering in the field or in recognition of their exceptional contribution to the study of the prehistoric archaeology of our area. A maximum of twenty living Honorary Members will be recognized at any time. Members shall recommend individuals for Honorary Membership to the Executive Committee, who will elect them by a majority vote of six or more in favour. Honorary Members will receive IPPA publications free of charge.

CHAPTER III. Executive Committee

(A) Membership

The membership of the Executive Committee shall be as directed by Article V(A) of the Constitution. The first President began his term of office in late September 1976. For purposes of IPPA business the new President shall take over the office on the 1st of October every four (4) years from 1976. This date shall also serve as the datum for the biennial replacement of two members of the Executive Committee. Whenever an IPPA Congress is held during a year of Presidential succession, if the Congress is held before the 1st of October the incumbent President shall serve through the Congress. The President's last act at the business meeting of the Congress shall be to turn over the Presidency to the President-Elect whose first official act as the new President shall be to close the business meeting and the IPPA Congress. If the Congress is held after the 1st of October the previously incumbent President shall open the business meeting and thereupon turn over the Presidency to the President-Elect. If there should happen to be a meeting of the Executive Committee after the 1st of October and before the Congress held the same year the new President shall be the Chairman of the Executive Committee at this meeting even though the Presidency of IPPA has not yet been officially turned over to the new President.

The Secretary-Treasurer shall be responsible for the funds in the treasury. The membership has the right to be presented with regular statements of IPPA finances. As the major use of IPPA funds is to support the IPPA publications it would be convenient to have the Secretary-Treasurer and the Editor of the IPPA publications the same person or at the same institution.

(B) Election of officers

1. All Individual Members in good standing shall be eligible to become President or a member of the Executive Committee within those restrictions laid down by the Constitution Article V(A), paragraph 2. A Member wishing to stand for election to the Executive Committee must be nominated by another member.

2. All Individual Members in good standing shall have a vote in the elections.

3. To make it possible for the full membership to participate in the elections, the elections shall be conducted by mail ballot. The balloting shall be organized by the Secretary-Treasurer with the help of two Electoral Assistants who shall be nominated by the Secretary-Treasurer and approved by the President. Besides assisting in organizing the mail ballot and counting the returned votes, the Electoral Assistants shall witness the correctness of the final vote tally to be announced by the Secretary-Treasurer.

4. In order to be valid, the marked ballots shall be returned to the Secretary-Treasurer within a stated deadline. The deadline for the receipt of valid ballots shall be indicated with the initial mailing of the ballots. Ballots will ordinarily go out with an issue of the Newsletter. All elections are by simple majority of validly marked ballots.

5. The names of the newly elected officers and Executive Committee members shall be announced in the first issue of the Newsletter to appear after completion of the balloting.

(C) Vacancies

If the President should not be able to complete the normal term of office, the Vice-President (President-Elect) shall automatically take over the office. Such interim service shall not count against the subsequent normal four-year term as President.

If the Vice-President (President-Elect) should not be able to complete the normal term, a special election shall be held to fill that position.

If a member of the Executive Committee should not be able to complete the term and if the term remaining is more than two years a special election to fill that vacancy shall be held at the time of the next biennial election. The President shall appoint a member to serve temporarily until that election. This service, if less than four years, shall not prevent this person from being eligible for election to the Executive Committee for a full term on completion of the short term.

(D) Chairperson

The President of the Association shall act as the Chairperson of the Executive Committee. If the President is absent the Vice-President shall act as Chairperson and if both the President and Vice-President are absent the members of the Executive Committee shall elect an Acting Chairperson from amongst themselves.

CHAPTER IV. Meetings

(A) Congresses

1. Frequency and Location

The former Far-Eastern Prehistory Association was primarily associated with the Pacific Science Association and on several occasions the FEPA Congress was held in association with Pacific Science Association Congresses. Other associations with which FEPA held joint Congresses have been the International Congress of Orientalists and the International Union of Prehistoric and Proto-historic Sciences. Our Congress in 1978 was held with the International Congress of Anthropological and Ethnological Sciences, and we returned to our former association with the Pacific Science Congress at Dunedin in 1983. Any time one of these four groups holds its Congress within the IPPA area of coverage it would be desirable to arrange for a joint IPPA Congress or Regional Meeting. Full Congresses should not be held in succeeding years. Considering the multiplicity of Congresses with which IPPA could join there should be no problem in holding a Congress at least once every four years, though having one every fourth year may at times be impossible.

2. Administration

It is up to the Host Institution of an IPPA Congress as to whether it wishes to receive help from the Executive Committee for planning and/or administering the Congress.

3. Participation

Registration for a Congress or Regional Meeting of IPPA follows the host country's organizing committee regulations.

4. Business Meetings

The primary purpose of IPPA Business Meetings is to inform the IPPA members present about the current activities of the Executive Committee, to receive from the members their thoughts on these activities and what changes might be made in these activities and suggestions for new directions in which IPPA should move. As the Business Meetings are primarily for communication purposes a meeting may start at the time scheduled whether a quorum is present or not.

A quorum for IPPA Business Meetings shall be 20% of the Individual Members. Once a quorum is present substantive decisions on matters brought forward by the Chairperson or the membership may be taken or approved by the meeting, except on those matters specified in the Constitution or its Bylaws as requiring a postal ballot of the full membership, or as requiring a decision of the Executive Committee. The Chairperson of the Business Meeting shall be the President of IPPA, or in the absence of the President the Vice-President. If both of these officers are absent the Chairperson shall be chosen by and drawn from the other members of the Executive Committee present.

(B) Regional Meetings

To be considered as an IPPA Regional Meeting a proposed meeting must be able to admit Individual Members of IPPA from more than one country and must be concerned with a topic relating to the prehistory of some portion of our area or to archaeological research methods concerning our area or a portion thereof.

CHAPTER V. Newsletter and Bulletin

A Newsletter for Presidential communications to the Members and a Bulletin carrying news of research and bibliography on prehistory for the area covered by IPPA shall be published at regular intervals. The Editorship of the Bulletin shall not be permanent, and duration of the term of the Editor shall be decided upon by the Executive Committee. The Editor shall be appointed by the Executive Committee on the recommendation of the President (see also Chapter III(A)).

CHAPTER VI. Resolution and Recommendations

Resolutions and Recommendations may be submitted for adoption to the membership present at the Business Meeting of a Congress, provided that there is a quorum of members present as defined in Chapter IV(A)4. Official publication shall be in the Newsletter together with the minutes of Business Meetings.

CHAPTER VII. Amendment of Bylaws

Procedures for amendment of the Bylaws are the same as procedures for amendment of the Constitution, as given in Article VII of the Constitution.