



## **Rules of the CLASP Organising Committee**

### **1. Remit**

- 1.1 The CLASP Organising Committee shall be appointed and constituted by the CLASP Executive Committee as an advisory committee under clause D (viii) of the CLASP Constitution. These rules may be amended at any time by the Executive Committee.
- 1.2 The Organising Committee shall remain at all times fully responsible to the Executive Committee for its decisions and actions. The Organising Committee shall submit its minutes to the Executive Committee promptly after meetings.
- 1.3 The Organising Committee may meet only if there is at least one member of the Executive Committee present (see below re Membership of the Organising Committee).
- 1.4 The Organising Committee shall plan, arrange and monitor the practical archaeological activities of CLASP as broadly determined by the Executive Committee.

### **2. Membership of the Organising Committee**

- 2.1 There shall be the following members
  - 2.1.1 At least one member of the CLASP Executive Committee.
  - 2.1.2 The Archaeological Director of CLASP, appointed by the Executive Committee. (If the Archaeological Director is a member of the Executive Committee, he or she may also fulfil the requirement of clause 2.1.1, if they so choose).
  - 2.1.3 One representative appointed by each of the local societies participating in CLASP activities.
  - 2.1.4 One Individual Members' Representative per 80 CLASP individual members, elected annually by CLASP individual members under a special agenda item at each CLASP AGM.
  - 2.1.5 Persons co-opted by the Organising Committee.

### **3. Officers of the Organising Committee**

- 3.1 The Organising Committee shall appoint triennially a Chairperson and Secretary from within its members.

### **4. Quorum, Voting and Expulsion**

- 4.1 To be quorate at least four Organising Committee members shall be present, including one member of the Executive Committee, and the Chairman or Secretary of the Organising Committee.
- 4.2 All voting at Organising Committee meetings shall be by a show of hands.
- 4.3 If there is a tied vote the Chairperson shall have a second or casting vote.
- 4.4 The Organising Committee shall have the power to remove any member of the Organising Committee for good and proper reason.



## **5. Duties of the Officers of the Organising Committee**

- 5.1 The **Chairperson** shall:
- 5.1.1 Chair meetings of the Organising Committee.
  - 5.1.2 Act as the spokesperson of CLASP as far as its archaeological activities are concerned.
- 5.2 The **Secretary** shall:
- 5.2.1 Prepare in consultation with the Chairperson and Archaeological Director the Agenda for meetings of the Organising Committee.
  - 5.2.2 Take, prepare and keep minutes of all meetings of the Organising Committee.
  - 5.2.3 Maintain all documentation for the Organising Committee, send and receive any correspondence for the Organising Committee.
  - 5.2.4 Progress actions resulting from Organising Committee decisions.
  - 5.2.5 Collate and circulate any relevant information within CLASP.

## **6. The Archaeological Director**

- 6.1 The Archaeological Director shall:
- 6.2 Determine archaeological strategy in agreement with the Organising Committee, co-ordinate investigation of sites and interpret archaeological data. Report on all findings.
- 6.2.1 Present the technical aspects of CLASP's activities at functions and meetings which it has been invited to attend.
  - 6.2.2 Report as requested directly to the Executive Committee.

END