



## STATUTES

### 1. Preliminary

- 1.1 The Association shall be called the "European Anthropological Association (EAA)".
- 1.2 In these statutes it is called the "EAA".
- 1.3 Words defined in these statutes shall have the same meaning in Ordinances.
- 1.4 Words in the singular include the plural and vice versa.

### 2. The Aims of the EAA

- 2.1 To promote research and teaching of Anthropology in Europe.
- 2.2 To promote the exchange of information through the encouragement, support and organisation of scientific congresses, workshops and schools at postgraduate level among anthropologists of the European Nations.
- 2.3 To achieve these aims the EAA shall co-operate with departments and offices within all relevant organisations that have the same or analogous goals.
- 2.4 To further its aims, the EAA may receive donations, fees and contributions from any lawful source to be used exclusively in a non-profit manner and with an altruistic intent, in a manner that is not intended to promote directly or indirectly the economic self-interest of any person.

### 3. Members

- 3.1 Membership is open to any person interested in furthering the aims of the EAA from any country within or outside Europe.
- 3.2 There shall be three types of members (a) ordinary (b) student and (c) honorary.

### 4. Administration of the EAA

- 4.1 The administrative and executive powers, functions and government of the EAA and the determination of its policies and directions shall be vested primarily in the EAA Board, which shall be advised by the EAA Council and through the General Assembly of members.



## **5. General Assembly**

5.1. There shall be a General Assembly at which all EAA members can attend and vote.

## **6. Functions of the General Assembly**

6.1 The General Assembly shall ratify and approve all the EAA activities, including financial matters, undertaken on behalf of members by the EAA Board and EAA Council.

## **7. EAA Council**

7.1 There shall be an EAA Council.

7.2 The EAA Council members shall be elected by the membership.

## **8. Membership of the EAA Council**

8.1 The EAA Council shall consist of 30 (or more in the case of tied votes) members.

8.2 Period of office of EAA Council members.

8.2.1 Members of the EAA Council shall hold office for a period of 2 years commencing on July 1st of the year of the elections.

8.2.2 Members of the EAA Council shall be eligible for re-election.

8.3 The quorum for conducting business of the EAA Council shall be 10 members.

8.4. EAA Council members shall not receive any remuneration.

## **9. Functions of the EAA Council**

9.1 The functions of the EAA Council which it shall exercise itself and may not delegate shall be:

9.1.1 to be responsible for the election of the EAA Board.

9.1.2 to assist the EAA Board in the effective management, control and use of EAA assets and resources.

9.1.3 to call for a Special General Assembly meeting.



9.1.4 to consider termination of membership under special (non-financial) circumstances and make recommendations to the EAA Board.

9.1.5 to review applications for EAA congresses and bring recommendations to the EAA Board.

9.1.6 to review statutes and ordinances of the EAA and bring recommendations to the EAA Board.

9.1.7 to perform any other duties as proposed by the EAA Board.

## **10. Membership of the EAA Board**

10.1 The EAA Board shall be elected by the EAA Council.

10.2 The EAA Board shall consist of the following officers:

10.2.1 a President.

10.2.2 the former President.

10.2.3 up to 4 vice-Presidents.

10.2.4 a General Secretary.

10.2.5 a General Treasurer.

10.2.6 an adjunct Secretary.

10.2.7 an adjunct Treasurer.

10.2.8 co-opt the Organiser of the EAA Congress

10.3 The EAA Board shall have the power to co-opt.

10.4 Period of office of EAA Board officers.

10.4.1 Officers of the EAA Board may hold office for a period of 2 years commencing on July 1st of the year of the elections with the exception of the General Secretary and General Treasurer who shall, in normal circumstances, both hold office for a period of 4 years.

10.4.2 Officers of the EAA Board are eligible for re-election with the exception of the President who shall serve for a maximum of 4 years and cannot seek re-election.

10.5 The quorum for conducting business of the EAA Board shall be four officers.

10.6. EAA Board officers shall not receive any remuneration.



## **11. Functions of the EAA Board**

11.1 The functions of the EAA Board which it shall exercise itself and may not delegate shall be:

11.1.1 to take executive decisions on behalf of the EAA.

11.1.2 to consider and act on all recommendations made by the EAA Council.

11.1.3 to consider and approve the strategic direction of the EAA.

11.1.4 to exercise guardianship over, and ensure effective management, control, and the use of EAA assets and resources.

11.1.5 to ensure that financial accounts are kept and that a biennial statement of the EAA's finances is prepared, verified and approved.

11.1.6 to notify the EAA Council of all executive decisions taken between General Assemblies.

11.1.7 to present and discuss all executive decisions at a General Assembly

## **12. Membership Fees**

12.1 Ordinary and student members shall pay a biennial fee as recommended by the EAA Board and approved by the General Assembly. Honorary members shall not pay any fee.

12.2 All ordinary members shall pay the same fee as shall all student members.

12.3 The biennial fee shall cover the two-year period commencing in the year preceding the EAA Council and Board elections.

## **13. Verification of accounts**

13.1 The EAA accounts shall be verified biennially by two EAA Council members appointed by the EAA Board.

## **14. EAA Congresses and Publications**

14.1 The EAA shall seek to organise scientific congresses biennially.

14.2 The EAA from time-to-time may publish books and articles either independently or through a publishing house.



## **15. Dissolution of the EAA**

15.1 Dissolution of EAA shall be decided by the General Assembly, following a proposal of the EAA Board, based on a two-third majority of votes.

## **ORDINANCES**

### **Statute 3: Members**

#### **3.1 Types**

There shall be three types of members, ordinary, student and honorary.

3.1.1 Ordinary membership is open to all scientists working in anthropology or allied disciplines.

3.1.2 Student membership is open to persons who are studying for an undergraduate or postgraduate degree. An application must be accompanied by a signed letter from a member of the teaching staff where the student is studying. The application shall be reconsidered biennially and approved by the General Secretary and the General Treasurer.

3.1.3 Honorary members are persons who have made outstanding contributions to the subject area, have had an important influence on European Anthropology and have played a significant role in the EAA.

#### **3.2 Election of an honorary member**

3.2.1 A proposal for a new honorary member shall be sent to the General Secretary.

3.2.2 A proposal must be signed by at least 3 Council members. 3.2.3 The EAA Board shall undertake an initial review, and if positive, bring a proposal to the General Assembly.

#### **3.3 Termination of membership**

3.3.1 If a member has failed to pay the biennial fee by 31st December in the year preceding the EAA Council and Board elections, membership shall be terminated.

3.3.2 Termination of membership shall occur for non-financial reasons if a member has been guilty of any practice detrimental to the interests of, or likely to bring discredit to, the EAA.



The EAA Council shall review any malpractice and make a recommendation to the EAA Board who shall bring a proposal to the General Assembly.

3.3.3 On written request by the member.

3.3.4 Upon death of the member.

#### **Statute 4: Administration of the EAA**

4.1 All executive decisions of the EAA shall be administered on a day-to-day basis by the EAA Board. The EAA Board shall be advised by the EAA Council. All decisions taken by the EAA Board shall be notified to the General Assembly.

#### **Statute 5: General Assembly**

5.1 A General Assembly can be attended by all EAA members and all types of members are eligible to vote.

5.2 A General assembly shall usually be held biennially, at the same time as an EAA congress.

5.3 The General Assembly shall be chaired by the President, but if absent by one of the Vice-Presidents.

5.4 Approval of actions and activities shall be by a simple majority of voting members.

5.5 The General Treasurer shall be responsible for disseminating a verified financial report to members.

5.6 The General Secretary shall be responsible for disseminating the agenda and minutes to members.

5.7 A special General Assembly shall be called if 15 or more EAA Council members request one in writing to the General Secretary. The EAA Board shall be responsible for organising any special General Assembly.

#### **Statute 8: Membership of the EAA Council**

8.1 Procedures for election of the EAA Council

8.1.1 The EAA Council shall be elected from all members (i.e. the honorary, ordinary and student members).



8.1.2 Voting shall occur by a secret electronic ballot conducted under the auspices of the General Secretary and the adjunct Secretary and shall take place in the month of March in the year of the EAA Council and Board elections.

8.1.3 Members shall have 21 days to vote.

8.1.4 Members shall only vote for members from other countries.

8.1.5 Members who receive the most votes are elected.

8.1.6 Not more than 2 members shall be elected from any European country.

8.1.7 Not more than 3 members shall be elected from non-European countries with a maximum of 1 from any one non-European country.

8.1.8 Elected members are notified of their election by the General Secretary and have 21 days in which to acknowledge acceptance to the General Secretary.

8.1.9 If a member does not accept election or does not reply to the General Secretary within 21 days, the next member who received the most votes shall be asked to join the EAA Council, provided this is in accord with country limits as specified above. The process shall continue until 30 members have accepted nomination.

8.1.10 The EAA Council shall commence its duties on July 1st in the year of the elections.

## 8.2 EAA Council meetings

8.2.1 The EAA Council meetings shall be chaired by the President, but if absent by one of the Vice-Presidents.

8.2.2 The EAA Council shall meet during the EAA Congress and annually, if possible, in non-Congress years.

8.2.3 The General Secretary shall be responsible for agenda and minute taking.

8.2.4 Approval of actions and activities shall be by a simple majority of Council members (physically or virtually).

## **Statute 10: Membership of the EAA Board**

### 10.1 Procedures for election of the EAA Board

10.1.1 Each Council Member can offer to serve as a Board officer (self-nomination) but cannot be nominated to a Board position by another council member.



10.1.2 Each Council Member shall receive a list of the elected Council Members together with a form on which the council member can express, with reasons, why they wish to be a candidate for a specific officership on the Board.

10.1.3 A Council member shall offer to serve for only 1 Board position.

10.1.4 A Council Member may encourage another Council Member to stand as a candidate for an officership on the Board.

10.1.5 Candidatures shall be sent to the General-Secretary within 30 days of receipt of the list.

10.1.6 The General-Secretary shall prepare a voting bulletin including all Board candidates.

10.1.7 The list of candidates cannot be modified by an existing EAA Board.

10.1.8 A voting bulletin shall be sent out to each Council Member. Except for Vice-President, if there is more than one candidate for any EAA Board position, council members may only vote for one candidate at each position. If there are more than 4 candidates for Vice-President, council members may only vote for up to 4 candidates. Voting is secret and shall occur by electronic ballot. Voting shall take place in the month of May. To be eligible voting bulletins must be received within 21 days by the General Secretary.

10.1.9 The EAA Board shall commence its duties on July 1st in the year of the elections.

## 10.2 Duties of Officers

10.2.1 The President shall be responsible for chairing the General Assembly, the EAA Council and the EAA Board and promoting the EAA at other scientific events, meetings and conventions.

10.2.2 The Former President shall assist the President as required.

10.2.3 The Vice-Presidents shall be given special duties as agreed by the EAA Board. For example, responsibility for the Newsletter, occasional book publications and other duties as deemed necessary.

10.2.4 The General Secretary shall be responsible for managing the administration of the Association together with the General Treasurer, regularly updating membership details in the EAA database, sending the list of current EAA members to the EAA congress organisers and preparing the voting bulletins for Council and Board elections. The General Secretary shall be responsible for all agendas and minutes.

10.2.5 The adjunct Secretary shall assist the General Secretary as required.

10.2.6 The General Treasurer shall be responsible for looking after the economic administration of the Society, together with the General Secretary, paying invoices that are due, after liaising with the General Secretary, presenting to the General Assembly an





economic report containing the accounts of the previous two years as well as projected budget for the next 2 years, and provide detailed accounts for verification by two EAA council members before the General Assembly.

10.2.7 The adjunct Treasurer shall assist the Treasurer as required.

### 10.3 EAA Board meetings

10.3.1 The EAA Board meetings shall be chaired by the President, but if absent, by one of the Vice-Presidents.

10.3.2 The EAA Board shall meet during the EAA Congress and annually, if possible, in non-Congress years.

10.3.3 The General Secretary shall be responsible for agenda and minute taking.

10.3.4 Approval of actions and activities shall be by a simple majority of Board officers (physically or virtually).

## **Statute 12: Membership Fees**

### 12.1 Payment of biennial membership fees

12.1.1 The biennial membership fee rate shall be recommended by the EAA Board and ratified by the General Assembly.

12.1.2 Fees shall be paid in Euros

12.1.3 Fees are payable by each category of member except Honorary members.

12.1.4 A member shall be considered as being in good standing if their biennial fee is paid by December 31st in the year preceding the EAA Council and Board elections.

### 12.2 Role of Local Treasures

12.2.1 Fees shall be paid directly to the General Treasurer or through a Local Treasurer.

12.2.2 A Local Treasurer shall be nominated in each country for a 2-year period. Exceptions to this rule may occur if a country has very few members. The mandate of a Local Treasurer is renewable. Local Treasures do not have to be Members of the Council. New Local Treasures are recommended by the General Treasurer and approved by the EAA Board.

12.2.3 The Local Treasurer is responsible for promoting the EAA in their country by stimulating membership, reminding members in their country when fees are due, collecting the fees of the members in their country and sending the fees to the General Treasurer every two years, at the latest by December 31st in the year preceding the EAA Council and Board



elections. If the Local Treasurers want to collect the fee in local currency they shall ensure that the amount sent to the General Treasurer is the corresponding amount in Euros, for the number of paying members.

12.2.4 For countries without Local Treasurers the member shall pay the fee directly to the General Treasurer at the latest by December 31st in the year preceding the EAA Council and Board elections.

### **Statute 13: EAA Congresses and Publications**

#### 13.1 Organising an EAA congress

13.1.1 An EAA congress shall usually be organised every two years.

13.1.2. An application, accompanied by signed approval of the Dean/Board of the University concerned or of the officers of the institution responsible, shall be submitted, if possible, up to 4 years ahead of the proposed Congress to the EAA Council.

13.1.3 The EAA Council shall take into account registration fees and costs, availability of hotels and student lodging, and facilities necessary for a successful congress. The EAA Council shall make recommendations to the EAA Board who shall make the final decision.

13.1.4 If there is a conflict of interest, the EAA Council or Board member concerned shall not take part in any of the decision making.

13.1.5 The application shall include an International Scientific Committee which shall include at least 2 EAA Board members.

13.1.6 Two years ahead of the congress, the organiser shall advise the EAA Board of the main theme of the congress and the proposed topics of the different plenary sessions.

13.1.7 Each congress shall be responsible for financing the meeting and the EAA shall not be liable for any debt.

13.1.8 EAA members having paid the biennial fee shall be entitled to a reduced congress registration fee.

13.1.9 Each congress shall be responsible for contacting keynote speakers, chairs of sessions and all logistics.

13.1.10 Each congress shall timetable an EAA Council meeting, EAA Board meeting and a General Assembly.

#### 13.2 Other Congress activities



13.2.1 The EAA Council and Board may promote other activities at the congress, for example, prizes for the best student posters. Any such expenditure shall be the responsibility of the EAA, not the congress.

#### **Statute 15: Dissolution of the EAA**

15.1 In the event of the Association being dissolved for any reason, any surplus funds remaining, after satisfaction of debts and liabilities shall not be distributed among EAA members, but shall be paid, or transferred, to some charity or other institution, having aims and objects similar to those of the Association and which shall prohibit the distribution of its income and property among its members. Such a charity or institution shall be determined by the members of the Association at, or before the time of dissolution, following recommendations of the EAA Board.