

CAA Japan Constitution

The Constitution of Computer Applications in Archaeology – Japanese Chapter

1. Title

The full title of the organisation is “Computer Applications and Quantitative Methods in Archaeology – Japan”. This may be abbreviated to “CAA-JP”.

2. Chapter Aims

The aims of CAA-JP are:

- a. To bring together archaeologists, archaeometrists, mathematicians, computer scientists, geographers, historians, architects and members of other disciplines based in and/or having research interests within Japan, to complement and extend the interests of CAA International (CAA).
- b. To encourage communication between these disciplines.
- c. To give a survey of present work in the field.
- d. To stimulate discussion and future progress in the application of information technology to archaeological research and practice.
- e. To provide guidance and support in the form of seminars and/or workshops which connects domestic research to the international stage.

3. Membership

- a. Membership of CAA-JP shall be open without payment to anyone supporting the aims of CAA and CAA-JP.
- b. Membership of CAA-JP does not include a free membership of CAA International.
- c. Members wishing to end their membership can do so by writing an e-mail to CAA-JP.
- d. Members are entitled to the following:
 - i. Keeping their email on the mailing list held by the convenors of CAA-JP.
 - ii. Receiving a copy of all electronic mailings circulated to the membership of CAA-JP.
 - iii. Voting at the general meetings of CAA-JP.
 - iv. Attending and presenting at free annual meetings

4. Board Members

- a. CAA-JP shall be administered by four board members.
 - i. The board members will be elected at the CAA-JP Annual General Meeting.
 - ii. One of the board members of CAA-JP will be designated, by the board members, as the representative of the chapter to CAA International (ex-officio member of the steering committee of the international CAA; [https://caa-international.org/constitution/\[article 4.ix\]](https://caa-international.org/constitution/[article 4.ix])).
- b. The task of the board members is threefold:
 - i. To ensure, to the best of their ability, that a regular conference takes place in Japan. This conference can be:
 1. A virtual or standalone CAA-JP conference
 2. Part of an existing conference, or

3. Part of any other compatible conferences or events which will further the aims of CAA-JP and its members.
 - ii. To maintain a website with relevant information.
 - iii. Meet at least once a year (either online or in-person).
- 5. General Meeting**
 - a. Attendance at the GM shall be open to all CAA-JP members.
 - b. The election of board members shall take place at the GM, normally by show of hands
 - c. All nominations must be submitted to the present board members at least 10 days beforehand and the willingness of the candidate to stand must be demonstrated.
- 6. Constitution Changes**
 - a. Any changes to this constitution must be approved by a 75% majority of votes at a GM. Such changes shall not take effect until they have been announced at the GM.
- 7. CAA-JP Representation**
 - a. No member of CAA-JP shall purport to act or make representation on behalf of the organisation without the prior agreement of the board members.
- 8. Code of conduct**
 - a. Participation in CAA-JP implies full acceptance of the [CAA International code of conduct](#).
 - b. The adequacy between the code of conduct and the activities of CAA-JP is re-evaluated at least every two years, at the GM. If necessary, the CAA-JP code of conduct may be amended at that time.