



International Society for Archaeological Prospection

Supplement to the Constitution

The following additions and clarifications supplement the rules laid out in the Constitution of the International Society for Archaeological Prospection (ISAP).

Supplement Version 2, 19 September 2025

Constitution Version 4, 3 December 2024 (see <https://www.archprospection.org/constitution/>)

This version of the Supplement shall also apply to subsequent versions of the Constitution.

Conference

2.2 In furtherance of this object, but not further or otherwise, the Society may:

...

- b. arrange, on its own or with others, conferences on the subject of archaeological prospection and related studies, open both to members and to non-members, to take place normally every other year;*

Implementation

Pursuant to its Constitution, the International Society for Archaeological Prospection undertakes to coordinate the arranging of conferences pertaining to archaeological prospection and related studies; such conferences are to be convened customarily every second year, i.e. biennially.

For avoidance of doubt, the following provisions shall apply, as determined by the AGM on 19th September 2025 (Ghent):

1. DESIGNATION OF THE CONFERENCE

The biennial conference shall be formally designated as the International Conference on Archaeological Prospection (ICAP) and considered to be in furtherance of the series of conferences which commenced with the 1st ICAP in Bradford in 1995. The ICAP designation shall only be used in conjunction with the ISAP biennial conferences.

2. ORGANISING AUTHORITY

Proposals for organising an ICAP may be submitted by any ISAP member on the member's own initiative or following encouragement from the ISAP Management Committee (ISAP ManCom). An application form is available from the ISAP ManCom or its Chair upon request. The ISAP ManCom will select one proposal for each conference-year from those proposals that are submitted by email to chair@archprospection.org no later than the advertised closing date (usually 20th December, four calendar years prior to the conference). Feedback will be provided to unsuccessful or deferred proposals.

The conference shall be organised by a Local Organising Committee (LOC). The LOC shall assume sole and exclusive responsibility for the organisation and execution of the conference, including sole responsibility for the conference finances.

3. PROVISION OF ISAP RESOURCES

ISAP shall permit the LOC to use the ICAP designation for the conference. The LOC may utilise the ISAP communication channels and display the official ISAP logo on material related to the ICAP, for the purpose of promoting the conference.

ISAP, through its ManCom, may at its discretion assist with the abstract review process and provide guidance for the process of selecting a Scientific Committee. At the discretion of the

ISAP ManCom, ISAP may extend financial support, in the form of bursaries, to facilitate attendance of the conference by its members.

4. LINKAGE BETWEEN THE ISAP MANCOM AND THE LOC

The formal link between ISAP and the LOC shall be established through the appointment of a member of the LOC as ISAP Conference Secretary who shall serve as a member of the ISAP ManCom for the two years preceding the ICAP.

Following the completion of the ICAP, this member of the LOC shall normally become Conference Vice-Secretary and shall serve for a further two-year term as a member of the ISAP ManCom to provide advice for the immediately subsequent ICAP.

5. ISAP ANNUAL GENERAL MEETING (AGM)

The ISAP Annual General Meeting (AGM) shall customarily be convened immediately following the conclusion of the ICAP. The LOC shall provide appropriate facilities and logistical support to enable the AGM to take place.

Membership

- 3.1 ... *No person or institution shall be deemed a member until such application has been approved by the Management Committee, which shall have absolute discretion to refuse membership to any person or institution without giving reason therefore; membership shall not be refused, however, without just cause.*

Practical Application

The ISAP Management Committee has devolved the power to approve membership applications to a 'Membership Officer'. The Membership Officer approves applications for membership after a plausibility check and payment of the annual membership fee by the applicant. The ISAP Management Committee reserves the right to overrule the decisions of the Membership Officer in line with the Constitution.

Officers and Management Committee

- 4.1 ... *the Society shall be conducted by the Management Committee ... along with such additional or coopted officers as may be determined from time to time by the membership in General Meeting.*
- 5.2 ... *The Chair, ... shall be eligible for re-election so as to serve up to a maximum of two successive terms of office ...*
- 8.1 ... *True accounts shall be kept by an officer nominated by the Management Committee ...*

Treasurer

The officer nominated by the ISAP Management Committee to keep the true accounts shall be called 'Treasurer' and shall be a regular member of the ISAP Management Committee. The Treasurer shall be nominated for a period as determined by the ISAP Management Committee.

ISAP Fund Secretary

In the AGM on 15th September 2017 (Bradford) the membership approved the creation of a co-opted officer position of 'ISAP Fund Secretary' to assist with the management of the ISAP Fund, initially for two years. In the AGM on 31st August 2019 (Sligo), the practice of continuing to co-opt the ISAP Fund Secretary was confirmed indefinitely. The ISAP Fund Secretary shall be nominated for a period as determined by the Management Committee.

Ordinary Members

In the AGM on 31st August 2019 (Sligo) it was agreed to expand the Management Committee by six co-opted 'Ordinary Members' who will serve for a term of two years. In the AGM on 10th September 2021 (online) it was approved to continue this practice indefinitely. In line with the named officers of the Management Committee, Ordinary Members shall normally only serve in this role for two subsequent terms (i.e. four years).