



THE INTERNATIONAL RESEARCH INSTITUTE
for ARCHAEOLOGY *and* ETHNOLOGY
unearthing world cultures

INTERNAL REGULATION



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1 What is IRIAE?

THE INTERNATIONAL RESEARCH INSTITUTE FOR ARCHAEOLOGY AND ETHNOLOGY (IRIAE) is a **non-profit International Research Institute**, based in Italy, which brings together the experiences of archaeologists, ethnologists, historians, and scholars from **all over the world**.

Its first and foremost prerogative is the **planning and realisation of archaeological and ethnological expeditions** in Italy and abroad and their dissemination and diffusion, also through conventions, collaborations and partnerships with public and private, national, and foreign organisations, universities, and research institutes.

The realisation of **high quality technical and cultural services** is also included among the statutory objectives.

IRIAE also intends to be a spotlight for the **defence of the ethical and scientific principles** of archaeology, demo-ethno-anthropology and all professions related to the research and valorisation of cultural heritage, both material and immaterial. Without forgetting the **defence of the labour rights of professionals in the sector**. In fact, its statute clearly states full adherence to the principles laid down in the deontological codes promoted by the various Italian (ANA, CIA, CNAP, FAP, SIAC, ANPIA), European (EAA, EASA) and international (UNESCO, AAA) professional associations.

Finally, the Institute is committed to **respecting the cultures, peoples, laws, and local traditions** of the countries in which it operates through its expeditions. Similarly, it is committed to ensuring that the activities carried out in the aforementioned countries contribute to a greater knowledge of the different cultures of the world and to a desirable **improvement in international relations**.

1.1 Vision

Understanding the world and its cultures is the only way to find a common soul.

1.2 Mission

By networking professionalism, skills, and passions, we want to generate endless possibilities for creativity and development in the knowledge of world cultures.

2 The Internal Regulations

These Rules and Regulations structure the Institute **in all those components that are not present in the Statute**, which instead regulates the more generic and normative aspects related to the legal nature of a non-profit organisation.

3 Inner structure

IRIAE is structured according to a model with statutory or **top management positions** (President, Vice-President, Secretary and Treasurer) at the head of the organisation, whose tasks, rights, and duties are **described in the Statute**.

IRIAE also refers to external professionals for the management of legal and fiscal aspects.

3.1 The Executive Board

The **Executive Board (EB)** in IRIAE also serves as the Scientific Committee. It consists of a minimum of five members and, specifically, is made up of three members holding the top positions and other members elected by the Assembly. Following the terms of official offices, the EB members hold office for five years and are eligible for re-election.

It also manages and administers the Institute from a scientific point of view (for specifics on the EB's tasks and duties, please refer to the Statutes).

3.2 The Communication

The communication of IRIAE's activities goes through three essential channels:

- 1) The **Media** (print media, television, etc.).
- 2) The **Website**
- 3) The **Social Media Communication**.

3.3 Departments

The Departments represent the experimental and scientific research structures into which IRIAE is divided.

The organisation of IRIAE is developed in **four Departments** for which a **Director** is identified, whose choice is made mainly, but not exclusively, from among the members of the Executive Board or through the publication of Calls for Proposals which, although addressed to all, give priority to those who are already IRIAE members.

The activities of **Department Directors** are subject to review whenever the EB deems it necessary and may decide on their possible removal from office.

It should be noted that he/she would not fall from office as a member of IRIAE, but only as a Director, thus being able to continue as a member of the relevant Department.

The creation of any new Departments is decided by the EB for needs related to the emergence of projects or anything else related to the **specific field of research**.

Members may participate in the activities of any Department.

There are currently four departments:

- 1) *Department of the Far East*
- 2) *Department of the Near East*
- 3) *Department of Pre-Protohistoric Mediterranean*
- 4) *Department of Classical and Medieval Mediterranean*

3.6 Members

The rights and duties of IRIAE members are set out in the Statutes.

Those who apply for IRIAE membership will undergo an evaluation protocol for titles, publications, and experience, after which they will be interviewed by one of the EB members. Therefore, membership is not automatic but tied to the aforementioned process.

3.7 Meetings and Assemblies

The life of IRIAE is structured through **periodic meetings of the EB and Assemblies of Members** (ordinary and extraordinary), which are regulated by the **Statute** and comply, in their basic form, with the general guidelines of the Non-Profit Associations legislation. Below are the peculiarities of IRIAE meetings and Assemblies not specified in the Statutes.

Meetings may be *de visu* (**preferred option**), but online meetings will also be allowed, or even the online presence at the meeting of **members who can prove that they are unable to attend the meeting in person**, the reservation of which must be made to the Secretariat in good time.

3.7.1 The Executive Board Meeting

Executive Board Meetings, as per the statutes, are convened by the President whenever deemed necessary or when at least **50% + 1** of the EB determines it to be necessary.

Attendance at such meetings is exclusively for EB members or members entrusted with specific tasks, but without voting rights, and the presence of outsiders is forbidden even as auditors.

Absence from the meeting **must be justified to the EB** and if **prolonged for three consecutive meetings will lead to the immediate expulsion of the member** in question from the EB. This rule also applies to the top positions.

3.7.2 Members' Assemblies

General Assemblies of Members are of two types: ordinary or extraordinary; for the difference between the two, please refer to the Statutes.

Ordinary General Meetings are called, at least once a year, on the occasion of the closing of the financial statements. They are divided into **two parts**: a first part in which the Executive Board updates the Assembly on the activities carried out and to be carried out, or on how work is progressing in the Institute's activities. This phase is open to everyone, including any external collaborators of IRIAE (but without voting rights), who can take advantage of this to register in person with the Institute if they so wish.

The second part is devoted to voting. All IRIAE members in good standing with their current year's membership are invited to this part.

Extraordinary meetings are called in the event of specific or emergency needs by the President and/or Vice-President and/or **50% + 1** of the EB and/or **50% + 1** of the members.

3.7.3 *Becoming an IRIAE Member*

IRIAE's scientific target is very high, so the possibility of becoming a member is subject to the EB's evaluation and decision.

The application and evaluation procedure are as follows:

- Firstly, you must request an application form from the secretariat (secretarygen@iriae.com) and ask for the possibility of joining the institute. The secretariat will send you a form to fill out and request a *Curriculum Vitae et Studiorum* (CV).
- Once the form has been completed and signed, it must be returned to the secretariat together with the CV.
- Once the signed form and CV are received, the latter will be screened by IRIAE's EB, which will evaluate its adherence to the required skills and qualifications.
- Upon positive evaluation, an interview with one of the EB members will be requested, who will choose whether or not to include the candidate in the list of Members/Collaborators as Junior or Senior.
- After the Secretariat's notification of the outcome, registration must be finalised by payment of the fee/subscription (€ 100) no later than 5 working days after the EB's notification, after which the application will be cancelled if the payment is not made (evidenced by the transfer receipt sent to the Secretariat).

3.7.4 *Continuing Membership/Collaboration*

The rules governing IRIAE membership are dealt with in detail in the Statutes, but the following is added and specified here:

- Members who do not renew their membership for three consecutive years automatically lose their Ordinary Member/Collaborator status, having to repeat the application procedures described in the previous paragraph if they wish to rejoin.
- During the aforementioned three years, in the event of non-payment of the fee, one remains a member/collaborator, but accumulating an annual arrearage.
- The latter must be paid in full at the first useful activity in which the morose member takes part (meetings, Members' Assemblies, Board meetings, conferences, expeditions, research, publications, etc.).

4 **Activities**

4.1 **Expeditions**

IRIAE organises **archaeological and ethnological expeditions in Italy and abroad**. Thanks to the extreme degree of specialisation of its collaborators and the presence of archaeologists, cultural anthropologists, journalists, and academics from various countries within its ranks, the Institute sets **no limits in organising archaeological (terrestrial and underwater), demological, ethnological and anthropological expeditions and making documentaries all over the world**.

Only those **indispensable professionals required by the project** may take part in IRIAE expeditions. This applies not only in the scientific field but also in the **organisational, logistical, and administrative fields**.

Expeditions are defined as:

1. **In-house** expeditions: organised by IRIAE, the result of ideas, planning and fundraising by the Institute and its members.
2. **Already funded** expeditions: submitted by a member or someone outside IRIAE (who will then be reapplied for membership) who **already has funds** for implementation but needs IRIAE's design, professionalism, or "branding".
3. **To be funded** Expeditions: submitted by an IRIAE member or outsider (who will then be reapplied for membership) who **already has the project ready** to submit to the Institute but **does not have the funds**, in which case IRIAE will be in charge of arranging funding through its own channels.

It is understood that Expeditions 2 and 3, while retaining the individual authorship of their creator, become de facto **IRIAE expeditions**.

The procedures for carrying out a third-party expedition **require the collection of all necessary authorisations**. Without these authorisations, which are the **responsibility of the project designer/proposer, or the Department Director** who proposes the project, or the person designated as the expedition director, none of the implementation procedures will start.

Therefore, it is emphasised that **IRIAE may not undertake any external activities without having obtained the necessary authorisations**, with the sole exception of self-referential activities (courses, workshops, refresher courses, assemblies, conferences, exhibitions, and presentations), provided that these do not take place within research activities such as field schools.

4.1.1 Submission of a research project to IRIAE

To submit a research project, be it archaeological or ethnological, one must wait for the periods (two per year) when IRIAE welcomes and evaluates projects proposed by its members, the opening dates, and deadlines of which will be published on the website and communicated through newsletters. The procedure is as follows:

- At the opening of the period, a 'project submission' form will be uploaded onto the site, which the interested party must fill in completely and return to the secretariat email (secretarygen@iriae.com).
- Upon receipt of the form, the EB will evaluate the project idea and inform the Secretariat of the outcome of the evaluation and, if positive, the draft project will be requested by a new deadline.
- The draft project will be further evaluated by the EB and, following a positive outcome, a meeting will be called with the interested party, which will conclude with the signing of the Agreement.

4.1.2 Requesting a partnership, collaboration, or convention from IRIAE

It is a different matter to apply to IRIAE for a partnership, collaboration, or convention for a research project, whether archaeological or ethnological. There are two main differences: firstly, anyone can make the request, namely members or outsiders of IRIAE, as long as they belong to organi-

sations, universities, research institutes, etc. Secondly, the request can be made at any time of the year, namely without waiting for the reception periods mentioned in the previous paragraph.

The partnership, collaboration or convention proposal will be examined by the EB.

4.2 Sponsorship and Funding

IRIAE's activities (especially expeditions) are financed in two ways:

- 1) **Public funding:** through participation in municipal, regional, ministerial or European Community **calls** and Italian or foreign **grants**.
- 2) **Private funding:** through the **economic support of private entities** such as banks, companies, corporations, foundations, museums, philanthropists, etc. who, in addition to the tax relief of supporting non-profit organisations, can enjoy the publicity return that IRIAE can guarantee.

4.3 Training

The IRIAE also organises **training courses for professionals and/or students** on various methodological and cultural techniques and specialisations in the fields of **archaeology, demo-ethno-anthropology, and science dissemination**.

A first prerogative is to train the **new recruits of the IRIAE team** in specific areas.

Only unspecified professionals required by the project may take part in IRIAE training projects. This applies not only in the scientific field but also in the **organisational and logistical management** and administration fields.

Training activities may be proposed directly by the EB or by individual members who will submit it to the EB.

The proposer must provide a description of the course, the objectives it proposes to achieve, a mini biography of the lecturer(s) and how the IRIAE course is different from others.

Proposals will be evaluated **by the EB** which will consider the following items:

1. **Analysis of interest:** firstly, an attempt is made to understand the **appeal of the course**, in other words, whether it could, as proposed, generate interest in the audience.
2. **Organisational feasibility:** the skills and professionalism of the proposed teachers and the teaching programme will be evaluated.
3. **Logistical feasibility:** the suitability of the proposed venue (reachability, size, broad accessibility, and adherence to safety measures); adequate accommodation for lecturers and possible arrangements for participants (board and lodging) are assessed.
4. **Economic feasibility:** having taken into account the logistical costs (possible equipment, food, accommodation, travel), teachers' and organisers' salaries, it is determined whether the course requires a minimum number of participants or not (the latter to be agreed with the teacher(s)) and whether, as a result, the final price for participants **is appropriate or too high in relation to what is offered**.

Once the course is approved, a deadline is set for the closing of enrolments so that the Secretariat can generate the documents called "Course Specifications" and " Application Form" which will be uploaded on the training page of the website.

The Communications Officer will create a Facebook event with related publicity and on all other IRIAE social platforms, starting the dissemination on specific channels.

After assessing the out-of-pocket expenses of the course, the pay for the lecturers and organisers, and the percentage that goes into the IRIAE treasury, the cost of participation will be determined.

5 Use of the IRIAE Logo

Should a member, researcher or any other organisation need to use the IRIAE Logo for publications, projects, or other purposes, they should contact the IRIAE secretariat (secretary@iriae.com) to make a request. The EB will then decide whether or not to grant it.

6 Payroll and Refunds

IRIAE can make **use of the professional services of its members or external consultants**. The latter are included in the 'expenses' of the project or activity. It may also **reimburse expenses** incurred by its members for the purposes of project implementation or by external consultants if such reimbursement is agreed in advance.

It should be understood that, as a non-profit organisation, IRIAE may also (but not exclusively) use activities carried out by its members free of charge.

6.1 Payroll

IRIAE can make payments in three different ways:

1. **On invoice issue:** if the member or external consultant has a VAT number, then payment will be supported by the **issuing of an invoice** for professional services. As a rule, since income for projects comes from both public and private funding, payments can hardly be net of VAT, which will be included in the agreed payment. The only exceptions are in respect of external consultants with whom, however, negotiations are desirable on this issue.
2. **Occasional provision of services:** OPS is applicable if the total payments IRIAE issues to the same individual in a tax year do not exceed €5,000.00. **The payment is deemed to include 20% withholding tax.**
3. **On Project-based Contracts:** where it is expected that the annual number of payments for an individual will exceed €5,000.00 (as in the case of projects) then a contract and thus project pay will be drawn up. **The payment is to be considered inclusive of 20% withholding tax.**

In cases 2 and 3, the professional must issue a receipt document (a model of which can be provided by IRIAE) which will be placed on file by the Treasurer.

6.2 Refunds

Given that no **IRIAE activity may cause an economic loss to its members** except for those voluntarily provided free of charge, the Institute undertakes to reimburse expenses incurred by its members in carrying out activities, with the exception of certain clauses relating to Training projects (see section 4.3).

1. As a basic rule, refunds, disbursed in accordance with the regulations in force, **are the exclusive prerogative of the Departmental Directors and Executives** (with the exception of specific choices by the EB) and will be distributed on the basis of the Institute's availability according to the following order of priority.
2. To the extent that the institution is in a position to provide reimbursements but at the same time these funds can be used for the implementation of Expeditions and Projects, **the latter shall take precedence**. For this reason, and given the complexity of the subject matter, the discretion of the choice in these cases is left to the President, Vice-President and General Secretary with unanimous choice or the Treasurer provided (in the event and when this figure is covered by outsiders to the three management figures) who in that case will take over the choice. It is understood, however, as per the bylaws, that the final decision of denial or acceptance is at the discretion of the President who signs the request.
3. In any case, reimbursement is applied to anyone who, **for a specific activity, collaborates with IRIAE as an IRIAE member or as an individual external professional** (which, due to the specificity of IRIAE activities, is usually excluded for members). That is to say, if an IRIAE member is also the representative or president of a different association or organisation for which he/she is collaborating with IRIAE, he/she is free to choose his/her position: that is, whether to take part as a representative of the collaborating organisation or as an IRIAE representative. **In the latter case he will be entitled to reimbursement (if approved), whereas he will not have this right in the former case if there is a collaboration in which IRIAE and the reality in question share honours and burdens.**
4. If IRIAE is **unable to make** the requested reimbursements at any given time due to lack of the necessary funds, they will be **rescheduled** or suspended. In the former case, the rescheduling will be included in a **list of payments whose order is based on the urgency factor**.
5. To the extent that a director provides IRIAE with a new Expedition/Project with related funding, the reimbursement **is not to be included in the 20% that IRIAE retains in its treasury on any funding received**.
6. It is essential that **the expenses are quantified during the realisation of the business plan and communicated to the board before they are actually incurred**. The Executive Board will provide the minimum and maximum terms for each daily expense on a case-by-case basis. The reimbursement of any emergency expenses, namely not previously communicated or budgeted, will be assessed by the EB (no. 2).

6.2.1 Scale of priorities

The scale governing the order of **priority of reimbursements** is as follows (any or specific modifications will be discussed by the EB on a case-by-case basis):

1. **Transport costs** necessary to carry out the Expedition/Project
2. **Accommodation** (hotel, flat or other) for the realisation of the Expedition/Project



3. Basic **daily food**: three meals per day (breakfast, lunch, and dinner), the total of which may not exceed 30 € per day.
4. Reimbursement of **meals for meetings with IRIAE members** related to the realisation of Expeditions/Projects
5. Reimbursement of meals for **meetings with aspiring IRIAE members** or those outside the Institute

6.2.2 Concerning Conferences/Events

On conferences:

1. The decision to **reimburse the expenses** of external guests **is left to the EB**, which will assess the economic feasibility of meeting them.
2. The same applies to the issuing of an emolument for the attendance of external guests at a conference/event organised by IRIAE. Firstly, the possibility of such an issue is checked (e.g. if the event enjoys some form of funding). **Secondly, it is that the emolument will only be paid (where possible) to those who are not employees (in any form) of a state body (e.g. Ministry, University, etc.), i.e. full-time employees of a company or corporation, or who receive a recognised salary.**
3. Insofar as a member must take part in an IRIAE conference/event preparatory to or necessary for an ongoing expedition/project they will fall under the items at the top of the priority scale (6.2.1), **otherwise they will not be entitled to any remuneration** (except for specific financed events and on the sole decision of the EB).

6.2.3 Reimbursement Request Procedure

The procedure for requesting a refund is as follows:

1. The interested person, if not already in possession of one, **requests the Reimbursement Request form** from the Secretariat, which he/she must complete in its entirety, inserting the various items of expenditure that make up the total reimbursement requested in the appropriate table. Please note that **each item must be accompanied by the relevant supporting piece. Items lacking such documentary support will not be taken into consideration.**
2. The document with the relevant supporting documents must be **sent to the email address secretarygen@iriae.com.**
3. The document will be **analysed and the President**, with the Treasurer (if different from the President himself), will decide whether to reimburse it in full, in part or reject the request.
4. The reimbursement, if no funds are available for issuance, **will be placed in the queue** of any other existing reimbursements and payments, in order of urgency. Where urgency is equal, **the order will be chronological.** The decision **is the sole responsibility of the President** (or in his absence the Vice-President, or in his absence the Secretary General) in consultation with the Treasurer.
5. The results of these analyses and decisions shall be **communicated to the person concerned.**

7 Communication with members

7.1 Website

IRIAE has a website whose URL is www.iriae.com. The portal includes all the **Institute's activities**, from expeditions to training, from services to conferences, from awards to travel.

It also serves as a showcase for **IRIAE's presentation**, whereby the organisation chart, statutes, internal rules, budgets, privacy rules, etc. are made public.

It is also the Institute's notice board.

From the site it is possible to **join IRIAE** via an online form (see procedure in section 3.7.3), or to **donate** or become a **sponsor**.

The site is scientifically structured and echoes the association colours.

Feedback on it has been positive so far, but everything can always be improved, so investment in its maintenance and improvement is one of IRIAE's main items of expenditure, where funds allow.

7.2 Newsletter

The official organ for communication with members is the **Newsletter**. Not only members can subscribe to the NL, but anyone who wants to stay up to date on our activities. For members, inclusion on the NL mailing list **is automatic upon registration**, while non-members can easily register from the website.

As foreseen by the new **privacy legislation**, you can **unsubscribe** from the NL at any time by clicking on the appropriate 'button' at the bottom of the e-mails you receive.

The NL will be sent by the Secretariat whenever it is necessary to provide members with communications of an **administrative or service nature**, or to inform them about particular events and news from the life of the Institute.

7.3 Social Network

IRIAE is present on the network's **main social networks**: Facebook, Instagram, LinkedIn, and Twitter. Their use is devoted to **general communications, course publicity, general information** on the life of the Institute and relevant news in the fields of archaeology, ethnology and any other area that may be related to what animates the IRIAE world.

Social communication is entrusted to an expert in the field chosen by the EB, or through a dedicated call for applications, and is supervised by the Secretariat.

7.4 Communication Office

The Communications Office is currently headed by Marco Merola, an international journalist and industry reporter. It mainly handles **relations with the media**, whether print media or television reports and extras.

8 Research Areas

The research areas of the institute are as follows:

1. *Organisation of Cultural Projects*
2. *Archaeological Excavations Direction*
3. *Underwater Archaeology*
4. *Archaeological, Architectural and Landscape Survey*
5. *Geoarchaeology*
6. *Archaeozoology*
7. *Archaeobotany*
8. *Didactics*

9 Membership

One can become a member of the IRIAE in various ways and in various capacities (see section 3.7.3 for membership details). And specifically, as:

- **Ordinary Members:** also called "**Collaborators**", they participate in the life of the association, they can **present projects** to be brought to the attention of the EB, they make up the Members' Assembly in which they participate with voting rights. They are required to pay the annual **membership fee**.
- **Supporting Members:** those who, believing in the mission and vision of IRIAE, **support it with donations** exceeding the membership fee, or with **donations in monetary and material form**, or with **professional services** provided free of charge. They participate in the Members' Assembly with voting rights. Their membership lasts for the fiscal year in which they made the donation or for the duration of their unpaid professional services.
- **Honorary Members:** foreign or Italian scholars who have **distinguished themselves in the past in their respective fields of study**. They may attend the Members' Assembly but without voting rights. It is recalled that all qualifications of Member or Associate are approved or not approved by the EB.

10 Support IRIAE and collaborate with us.

The overarching philosophy underlying IRIAE's mission is to preserve the richness of history and its memory and to promote the knowledge of peoples and cultures: an endeavour that needs everyone's contribution.

Joining the IRIAE therefore means **not only allowing us to pursue this commitment, but also being able to become protagonists in it!**

Membership does not only mean having the opportunity **to collaborate** with the Institute and its team of experts and **to participate** in its archaeological and ethnological expeditions. It also means

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being able **to propose your own projects** and make your research known to a national and international audience. Above all, it means being able **to contribute to the development of scientific research and the promotion of international relations.**

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