

Statutes of the Scientific Organization

Ex Oriente - Production, Subsistence, and Environment in the Early Near East (Translation of statute's version of November 26, 2020)

I General Issues and Association Objectives

1. Name, Domicile and Fiscal Year

The association shall be called *Ex Oriente - Production, Subsistence, and Environment in the Early Near East* and is headquartered at the Institute of Near Eastern Archaeology, Free University Berlin (Fabeckstr. 23-25, 14195 Berlin). The association is registered with the official register of German societies and associations. It carries the addition „e.V.“ ("eingetragener Verein").

The fiscal year is the calendar year

2. Association Objectives

The association is a scientific NGO with the following objectives: the promotion of science and research in the field of early production, subsistence, and paleo-environmental reconstruction in South-West-Asia, achieved through integrative actions between the researchers of these disciplines. The association can be asked for assistance and coordination of individual projects. The association will try to improve and promote the exchanges between scientists of the different disciplines (interdisciplinarity).

The association will concern itself with the pre-historical development of technologies and subsistence strategies in relation to prevailing environmental conditions. Research with geological, ecological, and paleo-environmental approaches are considered particularly worthy of support, as well as those that include ethnological data for the interpretation of pre-historic modes of production, subsistence, and lifeways. The promotion of approaches on technology, subsistence as well as geoscience in South-West-Asian Prehistory are of particular interest in German-speaking countries. The research subjects should be regionally confined to South-West-Asia, and chronologically to the Palaeolithic until the protohistoric periods. Historical periods can be considered if the research focusses on technology, production, subsistence or environmental history.

Practically, the achievement of the association's objectives shall include the:

- organization of scientific events and work-group meetings on the above-mentioned topics and areas of research,
- coordination or assistance in investigating key topics and research projects beyond public funding,
- fundraising and management support for key-topic research and projects,
- maintenance of scientific publications for the above mentioned topics and research areas, which could be useful in promoting the association's objectives.

Funding and support by the association is altruistic and without profit motif. The association is politically independent and religiously neutral, and shall not promote specific doctrinal opinions. The association's work shall be oriented towards international research. Particular attention is paid to the promotion of international scientific research cooperation; especially, the promotion and support of cooperation with local specialists. *Ex Oriente* can support and accept donations for local social projects and education, provided that these activities are separated from the association's scientific objectives.

3. Non-Profit-Statement and Public Benefit

1. The Society pursues exclusively and directly non-profit activities in accordance with the provisions of "tax privileged purposes" of the German Tax Code.
2. The activities of the association are of an altruistic nature; it does not engage in activities primarily intended to accumulate capital.
3. The resources of the association will be used solely in compliance with the statutes. Members do not receive any financial benefit from the association. All fees, income, and means of the association, shall be used exclusively for achieving the association's objectives.

4. No one may be favoured by expenses that are alien to the purpose of the association, nor by disproportionately high remuneration.

4. Assets of the Association

1. Members have no share of the association's assets.
2. On the dissolution or annulment of the association or on the discontinuation of its purposes to date, the property of the association shall become the property of the institutions mentioned below 22.4, if 22.5 is not of primary concern.
3. Resolutions about the future use of the assets may only be carried out with the consent of the German Tax Office.

II. Membership

5. Membership

Any natural or private person, who feels constrained to the purposes of the association, can become member of the association. In addition to full members (called members in the statutes) the association accepts sponsoring members. Sponsoring members are members without the right to vote but retain the same statutory rights and obligations.

The association's general meeting (hereafter AGM) can grant honorary membership to deserving members or non-members. Each member can propose honorary memberships.

6. Acquisition of Membership

1. Membership can be acquired by applying in writing.
2. The board shall approve each application through a simple vote majority.

7. Termination of Membership

1. The membership is terminated by:
 - a) death, or by the loss of legal status in the case of legal entities,
 - b) resignation, or
 - c) exclusion.
2. Resignations can be declared to the board and must be presented in writing.
3. Exclusion takes place:
 - a) in the event of gross or repeated violation of the statutes,
 - b) for dishonourable behaviour inside and outside the association.
 - c) If membership fees are still owing after 31 of the following year, and reminders for payments have been ignored.
4. The board decides on exclusions by a simple majority of votes. Exclusions are of immediate effect and have to be declared to the member in written form.
5. The member is given the opportunity to comment on the allegations within a period of two weeks prior to the AGM. Membership is suspended until a decision is made.
6. If the exclusion decision is not contested by the member or not contested in time, it may be contested through the ordinary legal channels.
7. All membership rights expire with the termination, except of the association's claims to any outstanding claims. A return of membership fees, contribution in time, or donations are excluded.

8. Member's Rights and Obligations

1. All members have the following rights:
 - a) Participation in the AGM, in consultations, votes and elections. Sponsoring members have no voting rights. Any members can be elected to a position if they are of legal age and are not legal entities. Re-

election is permitted.

- b) Applications are to be submitted to the board and to the AGM.
- c) Buying the association's publications (one copy per publication) by direct order from the board with a 40% discount. Members receive the Newsletter *Neo-Lithics* free of cost.

2. All members will be required to:

- a) promote the association's objectives to the best of their abilities. It is expected that members help in fundraising and donations to achieve the association's objectives, and that they can be contacted for editing assistance in association publications.
- b) pay the annual membership fee.

9. Membership fee

The annual membership fee is currently 40 euros (for non-employed members: 15 euros); changes in membership fees are matter of the AGM. Members receive the Newsletter *Neo-Lithics* free of cost.

III. Bodies of the Association

10. Bodies of the Association

Association's bodies include:

- a. the board
- b. the association's general assembly (AGM).

If necessary, for the association's future development, the AGM can appoint a scientific and advisory board as a third association body.

11. Board

1. The board consists of:

- a. the 1st Chair
- b. the 2nd Chair
- c. the treasurer
- d. the secretary
- e. the PR manager

2. The board is elected by the AGM for a period of 2 years. Re-elections are permitted. Each board member remains in office until a new board member is elected.

3. If a board member resigns before end of the office term, the other board members have the right to appoint a temporary substitute until the next AGM.

12. Responsibilities of the board

1. The board is responsible for the management of the association in accordance with the association's purpose and objectives. Its responsibilities include:

- the administration and management of the association's assets,
- the organization and care of the association's purposes mentioned under 2,
- the employment of employees within the frame of available means to achieve the association's objectives mentioned under 2,
- the execution of resolutions and instructions of the AGM,
- the issuance of association ordinances,
as well as other orders that are binding for all members.

2. The board represents the association in and out of court. Each board member is entitled to sole representation of the association.

13. Bylaws of the board

1. The board makes its decisions in board meetings, which are summoned by the 1st chair, or in case of her/his inability, by the 2nd chair.

2. The board constitutes a quorum when at least three board members are present. In case of the absence of a

quorum, the 1st or the 2nd chair must call a new board meeting with the same agenda, which is quorate independent of the number of present board members. The invitation for this new board meeting must indicate the special quorum.

3. The board shall pass resolutions with a simple majority of the members participating in the resolution,
4. The board is authorized to include consultants for decision-making.
5. Minutes shall be kept of all resolutions of the executive board.

14. Scientific Committee and Advisory Board

A scientific committee and advisory board can be appointed by the AGM after a corresponding amendment of the statutes (with the issuing of rules of procedure for the advisory board), if the work program grows accordingly or the size of projects demands the selection and assessment of upcoming projects on a broader basis. Members of the advisory board do not have to be members of the association but should have profound reputation within the fields of Archaeology and Paleoecology or related disciplines.

15. Operating Procedures of the Scientific Committee and Advisory Board

A scientific committee and advisory board is appointed by the AGM as required and then receives rules of procedure.

16. Secretary

The secretary takes care of the correspondence of the association and presents board decisions to non-members. He / she is involved in all decisions for the practical purposes of the association mentioned under 2. He / she takes care of the minutes in the general board meetings and AGM's.

17. Treasurer

1. The treasurer manages the association's treasury and keeps records of income and expenditure.
2. At the end of the fiscal year, the treasurer has to close the books of account, and to present them to the auditors for examination.
3. The treasurer has to report the financial situation to the AGM. Upon request, it has to be presented to the board members any time.

17.a PR-Manager

The PR-manager is mainly responsible for the organization of quality assurance in scientific publications, fundraising, and support for sponsors.

18. Convocation of the association's general meeting (AGM)

1. The ordinary AGM is to be called once a year by the board, if possible, in the first quarter of the calendar year.
2. The members are to be invited in writing at least 2 weeks prior to the AGM. The AGM invitation shall include the agenda.
3. The board can call for an extraordinary AGM any time. The board is obliged to call an extraordinary AGM if at least one third of the members request an extraordinary AGM in written form. The purpose and reasons must be stated. In this case, members must be invited at least 1 week prior to the extraordinary AGM, and the agenda shall be included in the invitation.
4. Requests of the members concerning the AGM agenda should be communicated to the 1st chair in written form until one week before the AGM.
5. The AGM has a quorum if at least one fifth of all voting members are present. If there is no quorum, the board must convene a new AGM within three weeks. This second meeting shall have a quorum irrespective of the

number of members present. This special quorum must be indicated in the invitation.

19. Purpose of the AGM

The AGM has the following tasks:

- a. Receiving the board's business and activity report
- b. Receiving the treasurer's annual finance report.
- c. Receiving the audit report from the auditors and the granting of discharge.
- d. Discharge of the board.
- e. Election of board members, and possibly the scientific and advisory board, and the auditors.
- f. Approving of budget and activity plan.
- g. Resolution on amendments to the statutes and on all other tasks submitted to the AGM by the board as well as resolutions on all fundamental questions of the association.
- h. Resolution on the dissolution of the association.

20. Quorum of the AGM

1. The AGM is chaired by the 1st chair, in case of his/her inability by the 2nd chair. If both chairs are absent, a deputy is appointed by the 1st chair.
2. The AGM takes its decisions with a simple majority of votes cast. Abstentions are considered as votes not cast. Votes are cast openly. The AGM can decide to vote in written form.
3. Each member present in the AGM has one vote. However, delegation of voting rights and power of attorney to members present in the AGM are permitted.
4. The modification of the Statutes can only be decided by the AGM. The modification (including concerning articles of the statutes) must be announced in the agenda of the AGM's invitation. A resolution containing an amendment to the Statutes shall require a majority of three quarters of the votes cast.
5. Only motions which have been introduced at the AGM may be admitted as motions of urgency, provided the AGM so decides. However, this does not apply to motions that seek to amend the Statutes or dissolve the association.
6. Resolutions passed at the General Assembly shall be recorded in the minutes by the secretary. The minutes shall be signed by the chairman of the meeting.

21. Auditors

1. The AGM elects two auditors for a period of two years. The term of office is identical to that of the board.
2. The auditors have the right to check the association's finances and accounting at any time. They must report to the AGM on their findings.

22. Dissolution of the Association

1. The dissolution of the association takes place by resolution of the AGM, whereby a three-quarter majority of votes cast must be in favour for the association's dissolution.
2. The request for dissolution must be announced in the agenda of the AGM's invitation.
3. The AGM shall appoint three liquidators in order to wind up the association.
4. If the association is dissolved, or if for tax-privileged purposes it ceased to exist, its assets shall fall to a legal entity under public law, or to another tax-privileged corporation for use in promoting science and research.

23. Association's Rules of Procedure

The association has the following rules of procedure. Additions and modifications to the rules of procedure are decided by the AGM:

1. The decision to accept the organization, assistance or other support for scientific events, projects, publications, etc. is made by the board in accordance with the resources available, and shall be based on working plans and schedules that have been submitted in writing. The board may not enter into obligations that are not covered by association funds.

2. Parties interested in working with the association are required to provide the necessary labour and materials in order to complete a project. The board is required to constantly check the solidity of further financing and time planning, even after assuming the obligations of supervision and assistance, and to take appropriate action, if necessary.
3. The association shall maintain a monographic publication, which is called “Studies in Early Near Eastern Production, Subsistence, and Environment” (SENEPSE) and includes non-periodic monographs, meeting reports, memoranda, and other thematic collections of contributions. In addition to SENEPSE, the association can supervise publications, e.g., procedures of workshops / conference, excavation publications, etc. which can be published under their own series name, provided that the approaches to research represent the association’s objectives. The association is open to other forms of publication if these correspond to the purposes of the association.
4. The association’s publications shall include the association’s name, its signet, and logo on the title page(s). The monographic SENEPSE-series shall include behind the title page in a non-prominent position the series-editors responsible for the publication (both chairpersons) by naming possibly the contribution editor(s). Contributing editors can be, for instance, advisory board members.

24. Entry into Force

The statutes above were resolved in the founding meeting on January 31, 1994 and modified by the AGM on July 19, 1994. The statutes come into force when entered into the association register. Further modifications to the articles were made on December 5, 1994, February 13, 1996, December 4, 2006, July 6, 2012, and November 26, 2020.

Berlin, January 31, 1994.