



ASSOCIATION *of*
ARCHAEOLOGICAL
ILLUSTRATORS
& SURVEYORS

APPLICATION FORM
&
CODE OF CONDUCT

APPLICATION FOR MEMBERSHIP

Please use block capitals

Title.....Forename

Surname

Address

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Postcode

Telephone:

Home

Work:

E-mail:

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Qualifications, if any:

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APPLICATION FOR MEMBERSHIP

As part of a continuing membership survey, your answers to the following questions would be appreciated.

Regarding your status:

Are you freelance? **Y/N**

Employed by a: national body / museum / local authority / university / unit or trust / other?

Are you trained in: Archaeology / Arts / Sciences / other?

Main areas of work undertaken

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Please circle where applicable:

Are you: employed / in full-time/part-time education / retired/ unemployed

If a student are you in year **1 2 3 4** or **post-graduate**?

Type of membership required

If applying for Licentiate Membership we require the full names and addresses of two referees, and/or details of published work.

Referees:

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Any information recorded on our database is completely confidential. The only external use is where names and addresses of members may be supplied at their request for mailshots concerning job vacancies.

Please return this form to:

MEMBERSHIP SECRETARY,
THE ASSOCIATION OF ARCHAEOLOGICAL
ILLUSTRATORS & SURVEYORS,
SHES,
UNIVERSITY *of* READING, PO Box 227,
WHITEKNIGHTS, READING RG6 6AB

CODE OF CONDUCT INTRODUCTION

The object of this Code, issued by the Association of Archaeological Illustrators and Surveyors, is to establish a high standard of professional conduct for the benefit of its members and those who employ their services: so in turn helping to protect the interests of the public by accurately recording our archaeological heritage.

Like everyone engaged in professional activities, archaeological illustrators and surveyors have responsibilities not only to their clients or employers, but also to their fellow practitioners and to society at large. It follows therefore that members of the Association accept certain obligations specifically in regard to these responsibilities.

It is a condition of election to membership that observance of this Code shall be governed according to the Byelaws of the Association. Licentiates, Full members and Fellows shall be bound, Associates and Hon. Fellows shall respect the Code of Conduct. Any member thought to be behaving in a manner contrary to this Code would be questioned by the currently elected Council and may as a result of the Council's report either be reprimanded, suspended or expelled. Interpretation of this Code shall be the prerogative of the Council of the Association.

A member has the right to appeal directly to the Council through the Secretary, if dissatisfied with the Council's findings. Any addition or alteration to this code shall be valid only when resolved by a General Meeting of the Association.

THE ARCHAEOLOGICAL ILLUSTRATOR'S AND SURVEYOR'S RESPONSIBILITY TO PROPERLY RECORD AND CONSERVE THE ARCHAEOLOGICAL HERITAGE

- 1.1 A member shall undertake to provide accurate information without undue delay as far as might be reasonably expected, in all forms of archaeological recording.
- 1.2 A member shall keep himself /herself informed and knowledgeable about developments in his or her field or fields of specialisation. It follows therefore that where it is felt that an advancement of theory, method or technique has been made, it should be communicated as soon as reasonably possible to colleagues and others by means of letters, lectures, reports to meetings and publication.
- 1.3 A member shall prepare adequately for any project he or she may undertake, ensuring that adequate support, whether of advice, personnel or facilities, has been arranged.
- 1.4* A member shall ensure that all archaeological material is maintained in good condition while in his or her charge.
- 1.5 A member shall ensure that the record resulting from his or her work is prepared in a form comprehensible to the client, readily usable and durable.
- 1.6 A member shall avoid and discourage exaggerated or misleading information on archaeological matters.
- 1.7* A member shall not knowingly offer advice or undertake work for which he or she is not adequately qualified or experienced.

THE ARCHAEOLOGICAL ILLUSTRATOR'S AND SURVEYOR'S RESPONSIBILITY TO HIS OR HER CLIENT OR EMPLOYER

- 2.1 Good professional relations between a member and his or her employer or client depends on the member being professionally and technically competent and on his/her ability to provide honourable and efficient advice and performance.
- 2.2* No member shall reveal confidential information, unless required by law; nor use confidential or privileged information to his or her own advantage or that of a third person. A member should also exercise care to prevent colleagues, associates, staff and helpers from revealing or using confidential information in these ways.
- 2.3 The Association believes that it is in the interest of the archaeological illustration/surveying profession and/or the archaeological record, that the employment of illustrators/surveyors who are capable of reaching the standards set by the Association should be increased.
- 2.4 Members may promote their own services and those of the profession in a manner appropriate to the various fields of practice in which they work. It is essential, however, that any claims made by them, or by those acting for them, are factually correct, honourable and clear as to their origin.
- 2.5 The Association recommends conditions of engagement to enable proper working relationships to be established between members and their clients.
- 2.6* The Association recommends methods of charging which it considers appropriate for various types; of work, but members will use their own judgement in agreeing fees with their clients or employers.
- 2.7 A member in the conduct of his or her archaeological work, shall not offer or accept inducements which could reasonably be construed as bribes.

THE ARCHAEOLOGICAL ILLUSTRATOR'S AND SURVEYOR'S RESPONSIBILITY TO HIS OR HER FELLOW PRACTITIONERS

- 3.1 A member shall not enter into conduct that might unjustifiably injure the reputation of a fellow practitioner.
- 3.2 From time to time members may find themselves called upon to comment on other practitioners' work and in a consultative capacity may reasonably be expected to do so. Personal opinion must play a significant part in any criticism, but members should be aware of the fine dividing line between objective and destructive criticism. Personal denigration amongst members is regarded as intolerable and the Association will support any member who is shown to have been so affronted.
- 3.3 A member shall respect the interests of employees and fellow practitioners. He or she shall give due regard to the welfare of employees and fellow practitioners in terms of pay, conditions, security of employment and career opportunities when it is within his or her control to do so.

*Notes to members on the clauses marked **

- 1.4: The condition of the archaeological material to be illustrated should be discussed with the archaeologist or conservator concerned, and the relevant information on its care while being housed in an average drawing office obtained.
- 1.7 It is the member's responsibility to inform current or prospective employers or clients of inadequacies in his or her qualifications for any work which may be proposed: he or she may of course seek to minimise such inadequacies by acquiring additional expertise, by seeking the advice or involvement of associates or consultants, or by arranging for modifications of the work involved. Similar considerations apply where a member, during the course of a project, encounters problems which lie beyond his or her competence at that time.
- 2.2 Confidential information means information gained in the course of the project which the employer or client has for the time being requested to be held inviolate, or the disclosure of which would be potentially embarrassing or detrimental to employer or client. Information ceases to be confidential when the employer or client so indicates, or when such information becomes publicly known.
- 2.6 The freelance illustrator and surveyor should charge a fee with due reference to current legislation where copyright and ownership of original artwork are requested by the client.

Adopted at the Annual General Meeting held on 6th October 1984; incorporating amendments approved at AGM held on 7th September 1996 and 5th September 1998.



THE ASSOCIATION OF ARCHAEOLOGICAL
ILLUSTRATORS & SURVEYORS