
**A CONSTITUTION TO ESTABLISH
THE
MARITIME ARCHAEOLOGICAL RESEARCH INSTITUTE,
SOLOMON ISLANDS
2018**

Compiled by: Maritime Archaeological Research Institute, Solomon Islands

September 2018

ARRANGEMENT OF ARTICLES

PREAMBLE

- 1. ESTABLISHMENT AND NAME**
- 2. ORGANISATION STAMP, COMMON SEAL AND SYMBOL**
- 3. ADDRESS AND LOCATION**
- 4. INTERPRETATION**
- 5. AUTHORITY AND AREA OF OPERATION**
- 6. VISION AND OBJECTIVES**
- 7. APPOINTMENT OF MEMBERSHIP**
- 8. STRUCTURE AND ORGANIZATION**
- 9. GENERAL TERMS OF OFFICE AND FUNCTIONS**
- 10. POWERS OF THE OF THE BOARD OF TRUSTEES**
- 11. CHAIRPERSON AND OFFICERS OF THE TRUST BOARD**
- 12. DUTIES OF OFFICERS OF THE BOARD OF TRUSTEE**
- 13. MEETINGS**
- 14. QUORUM**
- 15. MOTIONS**
- 16. FUNDS AND ACCOUNTS**
- 17. VALIDITY OF THE CONSTITUTION**
- 18. AMMENDMENTS**
- 19. ADOPTION**

**CONSTITUTION
OF
MARITIME ARCHAEOLOGICAL RESEARCH INSTITUTE,
SOLOMON ISLANDS**

PREAMBLE:

The basis of our trust board is that:

- (a) All powers is vest upon the trust board for any decision made within the association (Maritime Archaeological Research Institute, Solomon Islands) or MARIS.
- (b) The Association may also subject to listen to government and other stakeholders/association for advice;

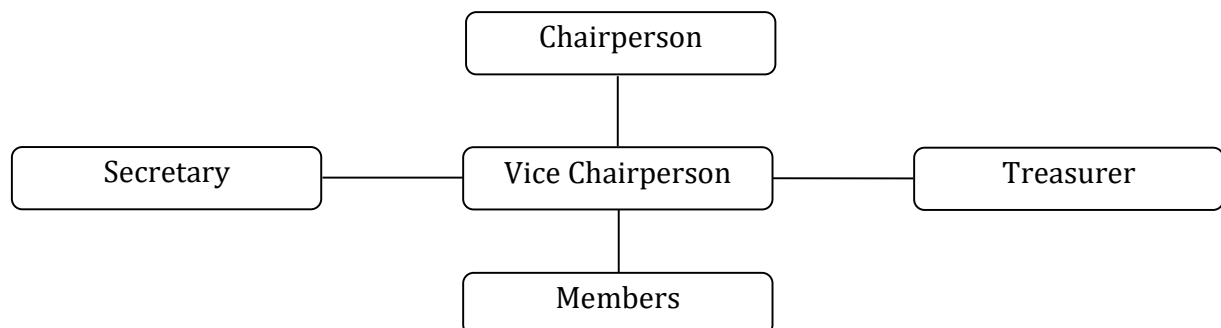
WHEREAS we believe:

- (a) That the establishment of this institution will enhance the development of research in the area of WWII history in Solomon Islands;
- (b) That the institution will be a center of learning by our researcher who wish to further their study in history;

Article 1: ESTABLISHMENT AND NAME:

There shall be an institution structure be established and it shall be called **Maritime Archaeological Research Institute, Solomon Islands** (hereinafter referred to in abbreviate as “**MARIS**”).

MARIS Trust Board Structure



Article 2: ORGANIZATIONS STAMP, COMMON SEAL AND SYMBOL:

- 2.1. The board of trustee shall have an organization stamp, a common seal and a symbol to declare its identity and authority; and is to be used when signing all its official documents, agreements, and MOU.
- 2.2 The common seal shall bear the name “**Maritime Archaeological Research Institute, Solomon Islands**”.

Article 3: ADDRESS AND LOCATION:

- 3.1 The address of the Trust Board shall be,
**C/O Solomon Kitano Mendana Hotel,
P. O. Box 384, Mendana Avenue, Honiara, Solomon Islands**

Article 4: INTERPRETATION:

- 4.1 In this Constitution, unless the context otherwise requires:

“**Association**” means **MARIS** established in accordance with Article 1 of this Constitution, including its affiliated members, assets and interests;

“**Chairperson**” means the chairperson of the Association appointed under article 12.1 to this constitution;

“**Community**” means the descendants community within Research Area;

“**Constitution**” means the Constitution of **MARIS**;

“**Trustees**” means the members of the board of trustees that forms the association;

“**Extra Ordinary Meeting**” means an extra Meeting called by the Chairman, in consultation with the Vice Chairman and Secretary for urgent or extra urgent matters;

“**Annual Meeting**” means the Annually Meeting, which takes place after every year;

“**Term of office**” means the period one occupies an office after having be elected or appointed;

Article 5: AUTHORITY AND AREA OF OPERATION:

- 5.1 The Trust Board shall operate from Honiara as its official area of operation.
- 5.2 The authority of the Trust Board shall constitute the involvement of other stakeholders within the area of research.

Article 6: VISION AND OBJECTIVES:

- 6.1 **Vision:**
The vision of the trust board is to establish the Maritime Archaeological Research Institute, Solomon Islands.
- 6.2 **Objectives:**
- (a) Involved in the research and protection of the underwater WWII heritage, from a archaeological point of view.
 - (b) Involved in the comprehensive survey on the impact of War during the Solomon Islands Campaign.
 - (d) To involve in the promotion of Tourism development for Solomon Islands
 - (e) To work in partnership with other government institution.

Article 7: APPOINTMENT OF MEMBERSHIP TO THE ASSOCIATION:

- 7.1 The members of the Trust Board shall be made by appointment, in consultation with the chairman of the Board of Trustee.
- 7.2 The number of members to the executive shall depend on the required number decided to be the trustees.

Article 8: STRUCTURE AND ORGANISATION:

8.1 The Board of Trustees is the governing body of the Trust Board.

8.2 The structure of **MARIS** is at schedule 1 to this constitution.

Article 9: GENERAL TERMS OF OFFICE AND FUNCTIONS:

9.1 The general duties and functions of the Trust Board is guided by the Research Act 1982 of Solomon Islands.

9.2 The term of office for membership shall be three (3) years after review by the Trust Board.

Article 10: POWERS OF THE HOUSE:

10.1 In order to carry out its functions, the Trust Board shall have the powers defined The Wrecks and War Relic Acts 1980.

Article 11: CHAIRPERSON AND OFFICERS OF THE HOUSE:

11.1 The Chairperson shall be a member appointed from amongst the members of the Trustees;

11.2 A Vice Chairperson, Secretary and Treasurer shall be appointed from within the trustees.

11.3 The Secretary shall make monthly reports as part of the requirement of the association.

11.4 The Secretary shall keep all the records of the Trust Board activities for audit purpose or inspection if required.

11.5 The Treasurer shall keep all financial transactions of the Trust Board for audit purpose or inspection if required.

Article 12: DUTIES OF OFFICERS OF THE TRUST BOARD:

12.1: Chairperson:

It shall be the duty of the chairperson to:

- (a) To establish close working relationship with trustees and members of the Association and Stakeholders;
- (b) Seek legal advice and assistance on matters of crucial importance to the political development of the Association, and associated entities;
- (c) Oversee and coordinate all functions of the association;
- (d) To chair all the association's scheduled Meetings;
- (e) In consultation with the Secretary, called urgent meetings to consider issues and matters affecting the association;
- (f) Maintain dialogue with the National Government and Provincial Government;
- (g) Report to and advise on various resolutions, recommendations and conclusions made by the association;

12.2: Vice Chairperson:

The Vice Chairperson shall:

- (a) Perform the duties of the chairperson on his absence;
- (b) Assist the chairperson and the secretary in compiling reports of the Association;
- (c) Assist the Chairperson and secretary to implement the association's resolutions;
- (d) Compile and submit progress report to trustees and members;
- (e) Co-operating and assisting on any relevant task that is duly at hand;

12.3: Secretary:

The Secretary shall:

- (a) Cause to maintain the registration of new members;
- (b) In consultation with the chairperson, call for all Association scheduled or urgent meetings;
- (c) Maintain close liaison with other Association and stakeholders;
- (d) Maintain all minutes, records and assets of the Association for audit purpose and for inspection;
- (e) Any other duties required by the Chairperson and vice chairperson of the Association.

12.4: Treasurer:

The Treasurer shall:

- (a) Be the custodian of all the Association assets and fund or project funds held on behalf of the association;
- (b) Be responsible for all financial transactions;
- (c) Maintain proper records of accounts for auditing purpose;
- (d) Table audited accounts at general meeting of the Association;
- (e) Advise on the financial aspects of the Association;
- (f) Submit financial reports affecting the project, progress reports and final report to the Ministry of Culture and Tourism and aid donors.

Article 13: MEETINGS:

13.1: Annually meetings:

- (a). The association shall hold annually meetings at the time and place appointed to hold such meetings;
- (b). The annually meetings is to consider new membership and the progress of the project;
- (c) The members of association shall draw sitting allowance from its fund;
- (d) The rate of allowance per sitting/per day per member shall be \$200.00 in the initial period;
- (e) The rate of allowance per sitting/per day for Chairperson shall be \$200.00 in the initial period;
- (f) The rate of allowance per sitting per day for the Secretary and Treasurer is \$200.00 in the initial period;
- (g) The maximum days of sitting in any duly called meeting are one (1) day and which shall only be conducted during official hours;
- (h) The Secretary shall give at least 2 weeks' notice to all members of such meeting to be convened;

13.2: Extra Ordinary meetings:

- (a) The Chairperson may call for an extra ordinary meeting to discuss issues affecting the association or any urgent matters important to seek the approval of the trust board.
- (b) The Secretary shall give at least 2 weeks' notice to all members of such meeting to be convened.

Article 14: QUORUM:

- 14.1 The quorum of the scheduled meetings or extra ordinary meetings shall be half plus one or at the discretion of the Chairperson.

Article 15: MOTIONS:

15.1 Motions to be tabled at the meeting shall be forwarded to the Secretary not later than two (2) weeks before such meetings.

Article 16: FUNDS AND ACCOUNTS:

16.1 Funds to be received from other Donors;

16.2 The association shall operate an account with one of the commercial banks;

16.3 The signatories to the account shall be the Chairperson, the Secretary and the Treasurer;

16.4 The method of operation shall be "*any two to sign*", one of whom shall be the Chairperson;

16.5 Where funds are accumulated, proper budget allocation shall be made on income and expenditures of projects;

16.6 Standard and approved accounting principles and procedures, and transparency must be adhered to and practiced.

16.7 The name of the fund shall be "**MARIS Fund**";

Article 17: VALIDITY OF THE CONSTITUTION:

17.1 The validity of this constitution shall be concurrent with the registration of the Association (MARIS).

Article 18: AMMENDMENTS:

18.1 Any amendment to this constitution shall be passed in the Association meeting by a vote of *two third* of the total members attending;

18.2 Any member who proposes to make amendments to this Constitution shall make a written submission to the Association Chairperson for consideration. The Chairperson shall, in consultation with members call an Extra Ordinary Meeting to table such an application for amendments.

Article 19: ADOPTION:

19.1 This Constitution shall come into operation on the date it is duly passed at the MARIS meeting by two-third (2/3) of members attending and signed by the Trustees.

IN WITNESS WHEREOF the signatories have caused this Constitution on the day and year hereunder written.

1: Trustee: **Mr. Lawrence KIKO** _____
(signature)

2: Trustee: **Mr. Masao YAMAGATA** _____
(signature)

3: Trustee: **Mr. Hitoki HORIE** _____
(signature)

4: Trustee: **Mr. Yusuke NAKANISHI** _____
(signature)

SIGNED THIS 27 SEPTEMBER 2018, AT SOLOMON KITANO MENDANA HOTEL.

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**COMMON SEAL
OF
MARITIME ARCHAEOLOGICAL RESEARCH INSTITUTE, SOLOMON ISLANDS**