

Constitution of the european regional branch

Whereas Article 42 of the Constitution of the International Council on Archives (ICA) provides that archives and archivists wishing to strengthen their collaboration within the geographical area to which they belong, may group themselves into regional branches of ICA; and

Whereas at the Inaugural Conference held in Florence on May 29, 2001, it was resolved to form a regional branch of the ICA for the European region with objectives and functions consistent with the Constitution and activities of the ICA; and

Whereas the Parties of this Constitution desire to contribute to international and regional peace and the common welfare of the peoples of the European region by promoting collaboration among them in the mutual advancement of knowledge and understanding, the preservation and enrichment of indigenous cultures and the promotion of education and research;

now therefore the Inaugural Conference hereby adopts the following Constitution:

I - Name

1. The name of this Organization shall be the European Regional Branch of the ICA (EURBICA).

II - Objectives and Functions

1. The purpose of EURBICA shall be to carry out the general objectives of the ICA, and to:

- a. establish, maintain and strengthen relations between archivists of the region and between all institutions, professional bodies and organizations which are concerned with the custody and administration of archives;
- b. take all measures for the preservation, protection and defence against all hazards of the archival heritage of the region and to further the progress of all aspects of the administration and preservation of these archives;
- c. facilitate the use of archives in the region by providing information, by making them more widely known and by encouraging greater ease of access ;
- d. promote, organize and coordinate activities in the field of archives in the region;

- e. facilitate professional training of archivists in the region;
- f. cooperate with other organizations or institutions concerned with the documentation of human experience and the use of that documentation for the benefit of mankind;
- g. organize seminars, symposia and other meetings, on specific themes of mutual interest to the members in the region.

III - Membership

1. Membership from Europe is divided into the following four categories :

- a. national / territorial archive directorates and national associations of archivists, which are Category A or B members of the ICA (voting members) (see article 42 a and b of the ICA Constitution);
- b. institutions concerned with the administration or preservation of records and archives, or with the professional training of archivists;
- c. present or past staff members of any archival institution, service or training centres.
- d. nationals of the European region who have made outstanding contributions in the archival field or who have rendered significant service to the archive profession may be elected as Honorary Members of EURBICA by the General Conference.

2. In addition to 1 above, in accordance with article 42 (c) of the ICA Constitution, other members of ICA from outside the EURBICA region may join the Branch and those who are category A and B members have the right to vote as provided in article 16 of the ICA constitution.

3. Voting members of EURBICA suspended from the exercise of the rights and privileges of Category A or B membership of the ICA shall, upon the request of the latter, be suspended from the rights and privileges of EURBICA.

4. Any member may withdraw from EURBICA by written notice addressed to the President. Such notice shall take effect on 31st December of the year during which notice is given. Such withdrawal shall not adversely affect the financial obligations owed to EURBICA on the date withdrawal takes effect.

IV - Membership Fees

1. Membership dues shall be determined by the General Conference.
2. No dues shall be paid by Honorary Members.

V - Organization

1. EURBICA shall include a General Conference, an Executive Board and a Secretariat.
2. The Executive Board may establish sections of members sharing common professional interests or concerned with professional activities of a similar nature and/or professional committees as required by the programme of EURBICA.

VI - General Conference

Composition

1. All members have the right to attend the General Conference of EURBICA.

Functions

2. The General Conference shall determine the policies and activities of EURBICA. It shall take decisions on programmes submitted to it by the Executive Board.
3. The General Conference shall receive and consider the reports submitted periodically by members as requested by the Executive Board.
4. Any member has the right to submit proposals to the General Conference through the Executive Board.
5. The General Conference shall elect members of the Executive Board and, on the recommendation of the Board, shall appoint the President.

Quorum

6. The presence of a majority of the voting members at the General Conference shall constitute a quorum.

Voting

7. National / territorial archives directorates shall have two votes in the General Conference. Each national / territorial association of archivists shall have one vote. Decisions shall be made by a simple majority of the members present and voting.

The General Conference may prevent a member from voting if dues are one year in arrears.

Procedure

9. The General Conference shall meet in ordinary session biennially. It may meet in extraordinary session, if it decides to do so, or if summoned by the Executive Board, or on the demand of at least two - thirds of the voting members.

10. At each General Conference, the venue of its next meeting shall be designated. The venue of an extraordinary session, unless pre-designated by the General Conference, shall be decided by the Executive Board.

Observers

11. The General Conference, on the recommendation of the Executive Board, may invite or admit as observers at specified sessions of the conference, representatives of international organizations, other state governments, archives organizations or institutions and individuals. Observers shall not have the right to vote.

VII - EXECUTIVE BOARD

Composition

1. The Executive Board shall be elected by the General Conference from among the delegates appointed by the voting members. It shall consist of a President, a Vice-President, a Secretary-General and a Treasurer, and as many other members as considered necessary.

2. Members of the Executive Board shall serve from the closing of the session of the General Conference which elected them until the closing of the next ordinary session. The incumbent officers shall be eligible for re-election to the same office, but shall not serve consecutively for more than two terms in the same office.

3. In the event of the death or resignation of a member of the Executive Board, the vacancy for the remainder of that term shall be filled by appointment of the Executive Board after consultation with and upon the recommendation of the organization represented by the member.

Functions

4. The Executive Board shall prepare the agenda for the General Conference and shall recommend the work programme and corresponding budget estimates.

5. The Executive Board shall be responsible for carrying out the programme adopted by the General Conference.

6. The Executive Board shall recommend to the General Conference the admission of new members to EURBICA.

7. Subject to decisions of the General Conference, the Executive Board shall adopt its own rules of procedures, and shall have the power to make rules and regulations governing the procedures for the conduct of the General Conference.

8. The Executive Board shall meet in regular session at least once a year and may meet in special session if called by the President on his own initiative or upon the request of the majority members of the Executive Board.

9. The Executive Board shall send a report on its activities since the last General Assembly of the ICA to reach the Secretary-General of the ICA three months before the date fixed for the next General Assembly.

Members of the Executive Board shall exercise the powers delegated to them by the General Conference on behalf of EURBICA as a whole.

Quorum

12. The presence of two-thirds of the members at the meeting of the Executive Board shall constitute a quorum.

VIII - Secretariat

1. The Secretariat shall consist of such staff as may be required. Its location shall be decided by the General Conference.

2. The Secretary General shall act as the executive head of the Secretariat, and shall be responsible to the President and the Executive Board.

3. The Secretary General shall act as liaison officer with the Secretary-General of ICA.

4. The Secretariat shall administer and be the custodian of all the properties of EURBICA.

IX - Budget

1. The Executive Board shall approve and give final effect to the budget and shall apportion the financial obligations of members of EURBICA.

2. The Treasurer, with the approval of the Executive Board, may receive any donations, gifts, bequests and subventions directly from international and other organizations, foundations, institutions and associations or from individuals.

3. The Treasurer shall present to the Executive Board an annual statement of accounts, copies of which shall be furnished to voting members of EURBICA.

4. The Treasurer shall present a financial report to the General Conference.

X - Communications

1. EURBICA shall provide regular communications with its constituency in appropriate format, be it electronically or in paper format.

2. The Executive Board shall appoint an editor of communications who may or not be a member of the Executive Board. The editor may appoint and be assisted by an editorial committee.

3. EURBICA chooses its internal communication language.

4. EURBICA will conduct its communications with the ICA in one of the working languages of ICA.

XI - Relations with the International Council on Archives

1. EURBICA shall work in close collaboration with the ICA and its organs in the pursuit of their common aims and objectives.

2. The President of EURBICA sits ex-officio on the Executive Committee of the International Council of Archives, the Vice-President serving as his substitute.

3. The President of EURBICA shall represent the ICA in the region, the Vice-President serving as his substitute.

4. The President of EURBICA shall ensure that if EURBICA sections or EURBICA committees be established of informing the Secretary General of the ICA thereof and of any changes in their terms of reference or composition.

5. EURBICA shall invite the President and the Secretary General of the ICA to attend the meetings of the Executive Board and the General Conference.

XII - Amendments

1. Proposals for amendments to this Constitution shall become effective upon receiving the approval of the General Conference by a two-thirds majority. The draft texts of proposed amendments shall be communicated by the Secretary-General to the national / territorial members at least three months in advance for consideration by the General Conference.

XIII - Interpretation

1. The English text of this Constitution shall be regarded as authoritative.
2. Any question or dispute concerning the interpretation of this Constitution shall be determined by the EURBICA General Conference under its adopted rules of procedure.

XIV - Approval

1. The constitution has been approved by the Executive Committee of the International Council on Archives in its meeting of Florence on May 29, 2001.