

# **Constitution of the European Regional Branch of the International Council on Archives (EURBICA)**

Approved by ICA Executive Committee, Saint Petersburg, 2003

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 Assembly 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 Assembly 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 preservation 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, either by legal means, either by a free 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; co-operate with developing countries
  - g. organize seminars, symposia and other meetings, on specific themes of mutual interest to the members in the region .

### **III – Membership**

1. Membership of EURBICA represents all European members of ICA, according to the article 3 of the ICA's constitution.
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.
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 at least on September 30 of the current year. Such notice shall take effect on 31st December of the current year. Such withdrawal shall not adversely affect the financial obligations owed to EURBICA on the date withdrawal takes effect.

### **IV - Membership Fees**

7. Membership dues, if needed, shall be determined by the General Assembly.
8. Dues are for the calendar year.
9. The assets and income of Eurbica shall be applied exclusively to the promotion of its objectives and to the implementation of its activities, and no portion shall be paid directly or indirectly to the members , except as a bona fide remuneration for services rendered or expenses incurred on behalf of Eurbica.
10. No dues shall be paid by Honorary Members.
11. Membership suspended for non-payment of annual dues will be automatically restored as soon as the dues in arrear have been paid.

### **V - Organization**

1. EURBICA shall include a General Assembly, 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 Assembly**

#### **Composition**

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

#### **Functions**

2. The General Assembly shall determine the policies and activities of EURBICA. It shall take decisions on programmes submitted to it by the Executive Board.
3. The General Assembly may admit new members , whose application for membership is approved by a simple majority.
4. The General Assembly shall receive and consider the reports submitted periodically by members as requested by the Executive Board.
5. Any member has the right to submit written proposals to the General Assembly through the Executive Board.
6. The General Assembly shall elect members of the Executive Board and, on the recommendation of the Board, shall appoint the President.

### **Quorum**

7. The presence of twenty-five percent of the voting members at the General Assembly shall constitute a quorum. In default of a quorum, the General Assembly may sit as a consultative session , and its powers are vested in the Executive Board.

### **Voting**

8. The right to vote at the General Assembly is reserved to members in category A and B. In any country where there is more than one member in category A, a second vote per category is allocated; it is the responsibility of members in that category to establish procedures for approving the appointment of two delegates to exercise their votes. For membership in category B, the vote is allocated to member(s) of national or central level. In any country where there is more than one member in category B, a second vote is allocated; it is the responsibility of members in that category to establish procedures for approving the appointment of two delegates to exercise their votes.
9. Decisions are taken by a simple majority of the present voting members.
10. By paying annual dues, any member of category A and B is entitled to vote. Therefore, any payment in arrear for more than one year brings the deprivation of the right of vote.

### **Procedure**

11. The General Assembly 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 one third of the voting members.
12. At each General Assembly, the venue of its next meeting shall be designated. The venue of an extraordinary session, unless pre-designated by the General Assembly, shall be decided by the Executive Board.

### **Observers**

13. The General Assembly, on the recommendation of the Executive Board, may invite or admit as observers at specified sessions of the assembly, 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 Assembly 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. An Editor may be appointed to disseminate relevant information to the members.
2. The Treasurer of the ICA shall act as the Treasurer of the Branch, while coming from a member State of the region Eurbica .
3. The Executive Board may invite to its meetings any relevant observer. The President of the ICA and the Secretary General of the ICA may attend to them in the capacity of observers as well.
4. Members of the Executive Board shall serve from the closing of the session of the General Assembly 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.
5. 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. The General Assembly is entitled to confirm any newly appointed member.

### **Functions**

6. The Executive Board shall manage the current business of the Branch between two plenary sessions of the General Assembly ; it shall be responsible for carrying out the programme adopted by the General Assembly.
7. The Executive Board shall prepare the agenda for the General Assembly and shall recommend the work programme and corresponding budget estimates.
8. The Executive Board shall recommend to the General Assembly the admission of new members to EURBICA.
9. Subject to decisions of the General Assembly, 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 Assembly.

10. 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.
11. 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.
12. Members of the Executive Board shall exercise the powers delegated to them by the General Assembly on behalf of EURBICA as a whole.

### **Quorum**

13. The presence of a half 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 Assembly.
2. The Secretary General shall act as the executive head of the Secretariat, and shall be responsible to the President and the Executive Board.  
. The Secretary General shall act as liaison officer with the Secretary-General of ICA.
3. The Secretariat shall administer and be the custodian of all the properties of EURBICA.

### **IX - Budget**

1. The Executive Board shall approve temporarily and give final effect to the budget, under the reservation that the General Assembly will finally approve the budget; it shall apportion the financial obligations of members of EURBICA.
2. The Treasurer has responsibility for all funds belonging to Eurbica. (S)he prepares budgetary proposals for submisioin to the Executvie Board, and the General Assembly, keeps accounts of all receipts and expenditures and of balances in those funds, and reports on his management of them to the Executive Board. (S)he is empowered to sign contracts involving financial obligations accepted by the Executive Board .
3. Copies of the annual statement of accounts will be provided to voting members of EURBICA.
4. The Treasurer shall present a financial report to the General Assembly.

## **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 one or more languages for its internal communication.
4. EURBICA will conduct its communications with the ICA in one or more 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 Assembly.

## **XII - Amendments**

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

## **XIII - Interpretation**

1. The English and the French 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 Assembly under its adopted rules of procedure.

#### **XIV – Termination of the activities of Eurbica**

1. Eurbica may terminate its activities or give up the title of regional branch, following a decision taken in General Assembly in compliance with the article 44 of the ICA Constitution. The decision must be communicated to the President of the ICA. In the event that the activities of Eurbica are terminated, its remaining assets after dissolution and the satisfaction of all debts and liabilities shall be paid and applied by Eurbica.

#### **XV - 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.