

ARTICLES OF ICA/SPA

as adopted by the First Annual Delegate Meeting at Cagliari, 4 October 1977, amended by the Second, Third and Twenty-Fourth Annual Delegate Meetings at Nairobi, 12 October 1978, Gosier/Guadeloupe, 7 November 1979, and Reykyavik, 13 October 2001, approved and ratified by the Executive Committee of the International Council on Archives at Lyon, 1977, Dar-es-Salaam, 1978, San Juan/Puertorico, 1979, Beijing, 2002 and Seoul 2010.

1. Name of the section

The name of this organization is the **Section of Professional Associations (SPA)**

2. Legal status

SPA is a section of the International Council on Archives (ICA) in accordance with Article 60.1 of the Constitution of the ICA. On the recommendation of the Executive Committee of ICA, it was established at Washington, 29 September 1976, and acquired the recognition of the General Assembly of ICA at Washington, 1 October 1976, by Resolution no. 7.

Articles and activities of SPA are to be in harmony with the Constitution and the working programme of ICA.

3. General Objectives

In accordance with the general objectives of ICA, the aims of SPA are:

- to promote closer collaboration of all records management and archival professional associations
- to gather and disseminate information about the activities of all records management and archival professional associations
- to encourage and assist the establishment of new professional records management and archival associations
- to promote and maintain the ICA Code of Ethics
- to carry out projects of professional interest

4. Membership

Any association composed of persons or corporate bodies interested professionally in any aspect of the administration or preservation of records and archives may become a member of SPA.

Members of SPA must be members of ICA in accordance with Article 4.b of the Constitution.

Members have the right to speak and each member association has one vote in the Plenary Assembly and Annual Meetings of SPA. Member associations may nominate candidates for election to the Steering Committee and take part in their election.

5. Observers

Representatives of Records management and archival professional associations which are not members of ICA may attend SPA meetings as observers.

6. Meetings

There are two (2) types of meetings for SPA members and observers:

- (a) the Plenary Assembly
- (b) the Annual Meeting

(a) Plenary Assembly

The Plenary Assembly is comprised of members of SPA and observers. It meets during the International Congress of Archives.

The Plenary Assembly elects the Steering Committee and sets the direction of projects for the coming term. Each member association of SPA has the right to speak and to vote but observers only have the right to speak.

(b) Annual Meeting

The Annual Meeting is comprised of members of SPA and observers. It meets annually during CITRA.

The Annual Meeting receives reports from the Steering Committee and discusses SPA projects. The Annual Meeting confirms changes to membership of the Steering Committee.

Each member association of SPA has the right to speak and to vote but observers only have the right to speak.

7. The Steering Committee

The Steering Committee of SPA consists of not less than seven (7), members including all officers.

Among these members:

- a president
- up to two vice-presidents
- up to two secretaries
- at least three other members

The members of the Steering Committee must be representatives of member associations of SPA. Members of the Steering Committee are elected by the Plenary Assembly by a simple majority for a term of four (4) years which is renewable for a single additional term.

If a member of the Steering Committee retires before the end of his/her term, their association may propose a successor, to be confirmed by the next Annual Meeting for the remainder of the term.

The Steering Committee meets twice a year to organize and undertake SPA projects and activities. Steering Committee members must attend at least one meeting per year, preferably the spring meeting (that is, the meeting during the spring season in the Northern Hemisphere). When a Steering Committee member has not participated for three (3) consecutive meetings, the Steering Committee has the right to recommend to the next Annual Meeting or Plenary Assembly either:

- a change of representative; or

a change of association.

The working languages of the Steering Committee are English and French.

8. Officers

The president, deputy president, and secretary of SPA are elected by the members of SPA during the meeting at the quadriennial ICA congress. Elections between the quadriennial congresses are effected by the Steering Committee.

The president of SPA ensures that the programmes and activities of SPA are developed in accordance with the Constitution of ICA and the programme adopted by the Programme Commission.

The president of SPA reports the execution of the professional programme to the appropriate ICA bodies at the times specified.

The secretary of SPA handles general correspondence and all officers are responsible for the administration of SPA.

Records and archives will be managed according to the instructions defined in the Record Keeping Guidelines for the section.

9. Amendments

These articles may be amended by the Annual Meeting or Plenary Assembly on the recommendation of the Steering Committee. Amendments must be approved by the Executive Board in accordance with article 61 of the ICA Constitution.