

WHEREAS Article III of the constitution of the International Council on Archives provides that Archivists of the major extra-European geographic areas wishing to strengthen their collaboration may group themselves into international associations forming regional branches of the International Council on Archives; and

WHEREAS at the inaugural conference held at Suva, Fiji, October 26 – 27, 1981 we are desirous of forming a regional branch of the International Council Of Archives for the Pacific region with objects and functions consistent with the Constitution and activities of the International Council on Archives; and

WHEREAS the Parties of this Connotation desire to contribute to international and regional peace and common welfare of the people of the Pacific 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 educational research;

NOW THEREFORE the inaugural conference hereby adopts the following Constitution

I NAME

- I The Name of this Organization shall be the Pacific Regional Branch of the International Council on Archives (PARBICA)

II OBJECTS AND FUNCTIONS

- I 'The purpose of PARBICA generally shall be to carry out aims and objectives of the International Council on Archives and to
- a establish, maintain and strengthen relations between archivists of the region and between all institutions, professional bodies and organisations which are concerned with the custody and administration of archives;
 - b promote all measures for the preservation, protection and defense against all manner of 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 encouraging public education and information and promoting ease of access;
 - d stimulate, organise and coordinate archival activities of the region;
 - e sponsor and/or certify professional training of regional archivists
 - 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.

III MEMBERSHIP

- I Membership shall be: restricted to Pacific Island areas including Hawaii and Australasia
- 2 National states or territorial membership (archive directorate or association of archivists) of the International Council on Archives in the areas designated shall carry with it the right of voting membership in PARBICA

3. Representatives of institutional members not otherwise included in the foregoing clause, and individual members of the International Council on Archives in the Pacific region have the right of non-voting members and may attend regular conferences as observers.
4. Those who have made outstanding contributions to archival work in the region may be elected to honorary membership of PARBICA by the General Conference.
5. Members of PARBICA suspended from the exercise of the rights and privileges of membership of the International Council on Archives shall, upon the request of the latter be suspended from the rights and privileges of PARBICA.
6. Members of PARBICA, expelled from the International Council on Archives, shall automatically cease to be Members of PARBICA.
7. Any Member may withdraw from PARBICA by written notice addressed to the President. Such notice shall take effect on 31st December of the year during which notice was given. Such withdrawal shall not affect adverse, the financial obligations owed to PARBICA on the date withdrawal takes effect.

IV. ORGANISATION

1. PARBICA shall include a General Conference, a Bureau and a Secretariat.

V. GENERAL CONFERENCE

COMPOSITION

1. The General Conference shall consist of the following: Voting Members, representatives of institutional members, individual and honorary members of PARBICA.

FUNCTIONS

2. The General Conference shall determine the policies and activities of PARBICA. It shall take decisions on programmes submitted to it by the Bureau.
3. The General Conference shall receive and consider the reports submitted periodically by Voting Members as requested by the Bureau.
4. Any Member has the right to submit proposals to the Bureau.
5. The Voting Members of the General Conference shall elect the members of the Bureau, who shall then be deemed to be duly appointed.

QUORUM

6. The presence of a majority of the Voting Members at the General Conference shall constitute a quorum.

VOTING

7. Each defined political area represented by Voting Members shall have two votes in the General Conference. Decisions shall be made by a simple majority except as specified in Section X11 in which a two-thirds majority is required by the provisions of this Constitution. A majority shall be a majority of Members present and voting.
8. The General Conference may prevent a Member from voting if the total amount of contributions due from it exceeds the total amount of contributions payable by it for the current year and the immediately preceding calendar year.

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 Bureau, or on the demand of at least two-thirds of the Voting Members.
10. At each General Conference the venue of its next ordinary session shall be designated. The venue of an extraordinary session, unless pre-designated by the General Conference, shall be decided by the Bureau.

OBSERVERS

11. In addition to the observers specified in Section 111 (3), the General Conference, on the recommendation of the Bureau, may invite or admit as observers at specified sessions of the Conference representatives of international organisations other State Governments, archives organisations or institutions, and individuals. -Observers shall not have the right to vote.

VI BUREAU

COMPOSITION

1. The Bureau shall consist of the President, Vice-President, Secretary-General, Deputy Secretary-General, Treasurer and the outgoing Secretary- General until the next General Conference.
2. Members of the Bureau shall serve from the close of the session of the General Conference which elected them until the close 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 Bureau, the vacancy for the remainder of that term shall be filled by appointment of the Bureau after consultation with and upon the recommendation of the organisation represented by the member.

FUNCTIONS

4. The Bureau is responsible for managing the current business of **PARBICA**, **shall prepare** the agenda for the General Conference and shall recommend the programme of work and corresponding budget estimates.
5. The Bureau shall be responsible for the execution. of the programme adopted by the General Conference.
6. The Bureau shall recommend to the General Conference the admission of new members to PARBICA.

7. Subject to decisions of the General Conference, the Bureau shall adopt its own rules of procedure, and shall have the power to make rules and regulations governing the procedures for the conduct of General Conference.
8. The Bureau shall meet at least once a year, and may meet in special circumstances if convened by the President on his own initiative or upon the request of the majority of members of the Bureau.
9. The Bureau is authorised, between General Conferences, to take such action or make such decisions as circumstances may require, including the power to co-opt necessary expertise, provided that notice of such action or decisions shall be transmitted to the next General Conference and subject to the endorsement of such action or decisions of that General Conference.
10. The Bureau shall report briefly on its activities since the last General Assembly of the International Council on Archives to reach the Executive Secretary of the International Council on Archives three months before the date fixed for its next General Assembly.
11. The President shall be an ex-officio member of the Executive Committee of the International Council on Archives.
- 12-. Although the members of the Bureau are representatives of their respective organisations, they shall exercise the powers delegated to them by the General Conference on behalf of PARBICA as a whole.

SPECIAL PROVISION

13. Visiting PARBICA members not being Members of the Bureau shall be allowed to attend the meetings of the Bureau in the capacity of observers, and at the discretion of the President.

QUORUM

14. The presence of two-thirds of the Members at the Meeting of the Bureau shall constitute a quorum.

V I I SECRETARIAT

1. The Secretariat shall consist of such staff as may be required. Its location shall be decided by the General Conference.
2. The Secretariat shall be the administrative office of the Bureau and shall be responsible to the President.
3. The Secretariat shall administer and be the custodian of all properties of PARBICA.

V 111 NATIONAL COOPERATING BODIES

1. Each Member shall make such arrangement as necessary to suit its particular situation for the purpose of bringing its principal bodies interested in the activities of PARBICA into a broadly representative local organisation.

IX BUDGET

1. The General Conference shall approve and give final effect to the budget and to the apportionment of financial obligations of Members.

2. The Treasurer, with the approval of the Bureau, may receive gifts, bequests and subventions directly from international organisations, governments, public and private institutions, foundations, associations and individuals.
3. The Treasurer shall present to the Bureau an audited Statement of Accounts, copies of which shall be furnished to the Voting Members of PARBICA.

X PUBLICATION

1. PARBICA shall publish an archives journal or newsletter at least once a year.
2. The Bureau shall appoint an Editor who may or may not be a member of the Bureau. The Editor may appoint and be assisted by an Editorial Committee of three.

XI RELATIONS WITH THE INTERNATIONAL COUNCIL ON ARCHIVES

1. PARBICA shall collaborate with the International Council on Archives in the pursuit of their common aims and objectives.
2. PARBICA shall represent the International Council on Archives in the Pacific Region.
3. PARBICA shall invite the President of the International Council on Archives or his designate to attend the meetings of the Bureau and the General Conference.

X 11 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 Voting members at least four months in advance for consideration by the General Conference.

XIII TERMINATION OF ACTIVITIES

1. PARBICA may terminate its activities or give up the title of Regional Branch following a decision taken in its General Conference, in compliance with Section V (7) of the Constitution. The decision must be communicated to the President of the International Council on Archives.
2. In the event that the activities of 13AFRBICA are terminated, its assets shall be disposed of in accordance with the decision of the Bureau.

XV 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 PARBICA General Conference under its adopted rules of procedure.

XV. AUTHORITY

This Constitution shall be considered to have effect from the date of its adoption by the Inaugural Conference of PARBICA, subject to its approval by the Executive Committee of the International Council on Archives, followed by ratification by the General Assembly of the International Council on Archives.