

Guidelines for the Establishment
of a
Professional Association

Section for Professional Associations

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PREFACE

Associations are formed by individuals working in similar areas of activity in order to facilitate their meeting and exchange of views, and their action to advance their objectives. An association of professionals may undertake such initiatives as establishing standards, assisting in the continuing education of members and promotion of the role of the profession in society.

Associations of archivists are no exception. Throughout the world they have demonstrated their value in providing a forum for communication between members, for the pooling of knowledge, experience and ideas, and for the mentoring of those new to the field by experienced members. When there is not an established system, such as a central school of archival studies, to determine archival methodology, the association can fulfill this role by forming task forces to research and debate aspects of practice: when such mechanisms do exist the Association may challenge the set practice or point up the need for change. Associations give individuals influence outside their own institutions permitting their participation in the development of their profession and ensuring their voice in decisions affecting its future. Associations can also be of help to archival institutions by offering professional alternatives for their reflection and providing them with professional guidelines on specific problems. They can be asked for advice by government. They can bring to bear the opinions of a large number of professionals that can be useful in various ways to the administration of an archival institution.

An important activity for most associations is an annual meeting open to the entire membership to regulate the business affairs of the association and enable discussion of approaches to matters related to the association and issues facing the profession. Members plan and review their activities and debate topics of concern. Members often take advantage of their coming together to work on tasks in sub groups and to offer education programs or training sessions.

The following are examples of activities and projects which archival associations undertake:

Education. Associations may decide on qualifications required for entry into the profession and promote the introduction of formal courses of study that enable persons to obtain these qualifications. They may, as an alternative, offer educational programs themselves. Usually they provide training sessions and workshops to update the qualifications of professionals already at work as archivists or to introduce new technologies and areas of practice.

Public Awareness. Associations present thematic conferences for their membership, sometimes held jointly with other professions or with users of archives to discuss issues and problems current in their practice. They may prepare and disseminate brochures and mount exhibits that explain and promote to society at large the role and benefits of archives. Some associations designate a date as archives day or a longer period as archives week or month during which time special events are promoted to draw attention to the value of archival holdings and their usefulness.

Advocacy. Archivists represent the interests and needs of professional archivists in lobbying governments and organizations for adequate support for archival programs. They promote the

introduction of legislation required to facilitate the operations of archives and the revision of laws to require the deposit of records in archives or to permit access to them.

Communication. Most associations publish a newsletter to update members on issues and communicate the activities of the executive and committees of the association. Often they publish a journal that provides a forum for in-depth and intellectual treatment of aspects of archival work. Meetings are also an important means of enabling communication among members.

Associations of professionals are generally different from bodies that officially regulate or discipline the members of the profession, for example, the College of Physicians and Surgeons, or from trade unions, which negotiate working conditions for employees. However a professional association may pursue the objectives of raising the acceptance and image of the profession and administering a code of ethics. Associations normally are not established by government, although they may be registered or incorporated by government charter or other instrument. Associations should function independently of government and may indeed bring pressure to bear on government to enact legislation or provide financial support to advance interests of the profession.

Purpose of the *Guidelines*

These guidelines are intended to provide assistance to archivists in developing or reforming an association of archivists. Constitutional arrangements creating an association will vary considerably to take account of cultural, political, and economic conditions of the country or region in which it will operate. The articles of the constitution which are provided as part of the *Guidelines* are offered as a model that can be adapted to suit the situation in which the association will operate. For instance, in some countries annual meetings might not be physically or financially feasible. An emerging association may or may not want to enter into the same degree of formality as a more established one. Some articles of the constitution may never be necessary, others may be adopted as the association evolves. The model is based primarily on the *Guidelines for the management of professional associations in the fields of archives, library and information work*. General Information Program of UNISIST, UNESCO. Paris 1989.

How to use the *Guidelines*

The *Guidelines* begin with general information on government requirements and other points related to the formation and operation of an association including: **incorporation, regulations, tax issues, democratic process, multidisciplinary associations, and funding**. This is followed by a number of articles that are considered basic for the constitution of an association of archivists. These appear in bold type and are presented in the form of a comment or instruction. The last section repeats these articles and follows each by examples, printed in italics, which are taken from constitutions of various associations of archivists. A number of entire constitutions are reproduced as an appendix.

You are invited to write with questions or comments to SPA in care of either the President or the Secretary of SPA, whose names and addresses are listed on the ICA website.

INTRODUCTION

Incorporation/Registration

Generally incorporation or becoming registered with government or the relevant authorities is a matter of choice for associations. This will be determined by such factors as the degree of formality that is appropriate, the need for the association to receive and manage funds, and how the association wishes to handle matters related to tax issues. Associations are required to follow the conditions for registration or incorporation established by the laws of their own country or region. Often the articles essential to the formation of an organization are stipulated in this legislation.

The essential elements are sometimes contained in the instrument of incorporation or in the document named the constitution, with points relating to the structure and operations of the association left to detailed regulations. These regulations are sometimes known as by-laws and are easier to amend than the clauses of a constitution which must be revised by a more complex procedure and may be required to be filed with government. However, in some cases, all governing clauses are called by-laws and the incorporation is achieved by a separate, formal legal instrument.

Regulations

Regulations are necessary to control a number of different areas of activity and usually encompass rules necessary to regulate membership criteria, the composition of the governing body and its sub-organizations and professional qualifications. Regulations will guide the operation of elections, describe and establish machinery for the officers and committees, govern financial affairs, and provide rules for general meetings. They are normally a requirement of incorporation and are often reinforced by laws and statutes for the formal registration of such associations.

Tax Issues

Requirements relating to tax issues are established by the laws of the country in which the association is forming. The association itself is normally not profit making and will be accorded a tax free status. In some cases members may claim membership fees and annual dues as a tax deduction. As well, those who contribute to the support of an association or its projects, both members and non members, may be entitled to a credit which can be deducted from income taxes levied by government.

Democratic Process

Associations are normally governed by democratic processes and should be seen to be democratic. Each member should have, and be seen to have, the ability by his or her vote to influence the management and decision making processes of the association. These democratic processes are important because they enable members to arrive at a consensus within the association, and they provide authority for those who speak outside its meetings on its behalf.

Multidisciplinary Associations

Generally associations are devoted to a single profession although they frequently permit membership in a general category to members of other professions. Archivists share interests and related pursuits with librarians, documentalists, and other information professions, as well as with museologists and historians. In some countries or regions an association will encompass, at least at the beginning stages, a number of these disciplines. In some instances the multidisciplinary association gives way to separate associations as the professions mature and their membership increases.

Funding

Associations are funded in a variety of ways. Nearly all associations have membership fees and these may be the only support of the organization. Foundations that support educational or cultural objectives may make funds available but these are usually for specific projects that the association will carry out. Associations sometimes receive grants from government on a regular basis or for a specific period of time. Associations also generate revenue from annual conferences, specialized colloquium, the sale of publications and in other ways. The source and method of funding may be mentioned in the constitution and membership fees are usually included in the by-laws or separate regulations as they are subject to frequent review.

ARTICLES OF A CONSTITUTION

I. NAME

Legal Name. This should be simple, short, and descriptive. Normally it should have three parts -- type of organization (“association”, “society”, etc.), the identity of the profession

which the organization serves (archivists) and the geographic area of operation (nation or region).

II. OBJECTIVES

The objectives establish the purpose for which the organization is formed and operates. These are usually made clear in the legal documentation necessary for the registration and establishment of the association with government or other authority. The objectives are general in nature leaving the detail to other documents.

III. MEMBERSHIP

There are two broad types of membership, individual and institutional. This model constitution is intended for an association of individuals.

III.1 Categories and definitions of classes of members:

There are various reasons for having different categories of membership as the proposed classes listed below indicate. However the most significant relates to the matter of professional qualifications. In some countries the requirements for entry into the profession have been established by its members and/or government legislation. In others, practitioners may enter from a variety of backgrounds. In some areas there is an evolution toward qualifications for professionals but these have not yet been attained. In this situation provision is usually made giving non qualifying practitioners, who have been working in the field for a number of years, an opportunity to upgrade to professional status or to have membership status as long as they practice.

Professional. Category of member possessing professional qualifications which it is necessary to define. The constitution of the (British) Society of Archivists provides for a Professional Register, for which particular education and/or experience are required.

General. Can include any person with an interest in the profession, or those without the qualifications of a professional. This class is used in situations where professional qualifications are not clearly established. Membership rights may be limited, for example, general members may not be eligible to serve on the executive.

Academician. A category of membership offered to related academic disciplines, for example, historian.

Student. Open to students in archival studies, intended to attract future members of the profession to membership in the association. A lower membership fee may be offered.

Retired. Open to archivists who have retired from active work. Usually a reduced membership fee is required.

Honourary. Category created to honor distinguished individuals who have made a major contribution to the profession or the association itself. It usually carries with it free membership and certain other benefits.

Foreign. Usually a separate category with a subscription rate different from that charged to national members because of the physical difficulties of providing services to them over long distances and of identifying their prime requirements in foreign environments.

Individual sustaining. Members who contribute financially to the association in excess of membership fee.

Institutional. A professional organization is ordinarily based on individual membership, however many of the services provided for personal members indirectly, and often directly, benefit institutions which employ individual members. Furthermore obtaining revenue and financial support through subscriptions and institutional membership, which is often at a higher rate, is important. This category does not usually entitle the member to full individual benefits.

III.2 Membership fees.

It is necessary to establish how membership fees are set and amended. Usually the fees are set out in a schedule of fees contained in a by-law.

III.3 Suspension of membership.

A mechanism may be needed to strike from membership an individual or institution that ceases to merit membership or that delays payment of fees beyond a stated period. It is important to ensure that such action, if taken, is legal.

IV. GOVERNING BODY

It is necessary to establish the governing body of the organization that takes responsibility for the decisions made and actions taken. This body must be identifiable as an entity for the purposes of registering the organization. The form and structure of the governing body will be influenced by the political tradition of the country where it is forming, the size of the organization and other matters. Usually a larger membership meets as a General Assembly or at the annual general meeting and the governing body is an Executive (officers of the association), or a larger Council (also Board of Directors) with an Executive Committee (officers of the association) which acts on matters requiring immediate attention. Different structures are possible.

IV.1 General Assembly or Congress

Comprised of all members, or all professional members, this body has sole authority for revising the constitution. It also has responsibility for the election of the Executive or Council. It normally meets once a year to take responsibility for decisions and actions of the governing body and to approve the budget and financial report.

IV.2 Council (Board of Directors)

The Council represents the association and is responsible for the association's actions, activities and decisions, financial management of the association, decisions on policies, and approval for courses of action or activities. The Council guides the association's interaction with bodies external to it.

Selection of Council

Only members in good standing are eligible for election as council members. If an association has different categories of members, council positions may be limited to certain categories. Council members should be those who are best able to carry out the executive work of the association. Where necessary representation of geographic regions or special interests should be considered in choosing a council. If the membership is large and individuals are not well known to each other, a nominating committee can propose council members for each office after ensuring that the individuals named have the appropriate experience and abilities. Nominations at the business meeting are always permitted.

The council is elected for a set period by members entitled to vote. The election of council members ensures that they can be removed by the electorate if their performance fails to reach expected and identified standards. Council members are servants of the association and carry out its wishes. Elections need to be conducted by secret ballot and the methods by which this is done should be carefully planned and controlled. Rules for nominations, the sectors of practice or the geographical areas from which members of council are to come (if such representation needs to be ensured), set time for the election, manner in which it is to be carried out must be stipulated in by-laws.

Care should be taken that all Council members are not changed at the same time so that continuity is ensured.

IV.3 Executive (Officers of the association)

An executive may be created instead of a Council or as a smaller unit of the Council. It consists of the officers of the association. The most important function is supervision of the day-to-day running of the association, which it can undertake because its membership is small.

Duties of the Executive are as follows:

- to conduct the day to day and routine business of the association,**
- to monitor and manage the finances**

- to make decisions where action is urgently required
- to coordinate policies and the work of other sub organizations that operate with some degree of independence of action on matters related to their objectives.

Numbers and functions of officers can vary widely depending on the type of association, its aims and objectives and the legal requirements of a country or region. Selection of officers should follow the same guidelines as suggested for the selection of Council members.

Terms of Office. The length of time each officer can serve in an office or the term of office and the number of times a term can be repeated is established in the by-laws.

Signing Authority. It is necessary to delegate signing authority for financial matters and responsibility for immediate actions to one or two officers. They are ultimately responsible to the Executive and the entire Council for their actions and through them to the membership.

President (Chairperson). Normally a senior or highly respected member. Represents association on formal and substantive occasions. Supervision of day to day affairs. Chairs executive committee. Chairs annual general meeting.

Vice President (Vice Chairperson). Assumes the responsibilities of the President in the case of his or her absence or inability to act. May be designated by the constitution or by-laws to succeed to the position of president (President-elect). Takes over duties of president in event of removal of president. May have special responsibilities assigned, such as oversight of certain committees or projects.

Past President. This position is used by some associations to facilitate continuity, may be assigned responsibility for a task or tasks begun under his presidency or review of aspects of the organization.

Treasurer. Manages the finances of the organization.

Secretary. Issues notices of Annual General Meeting and elections. Responsible for minutes, correspondence, notices of meetings, running of elections. (Is combined with position of Treasurer as Secretary-Treasurer in some associations.)

Member/s at Large (Member/s without Portfolio). No duties are specifically prescribed. Oversight of the work of a number of committees or one-time tasks may be assigned.

IV.5 Committees, task forces, editorial boards, appointed officials, working parties.

These are appointed to advance the business of the association, develop policies or programs, look after business, and assist in the governance of the association. They may be permanent committees, sometimes called Standing Committees, that deal with ongoing matters such as constitutional review or nominations. Other committees are established to develop or oversee an initiative such as an education program. These are known as Select (or *Ad Hoc*) Committees. Objectives of committees, terms of reference should be

established and, in some cases, a specific period set for completion of the task. Members are usually appointed for their expertise, or to represent a special interest or geographic area. It is important to have some experienced members, however, new members can be drawn into committee work to help them gain experience and non members can also be involved to broaden the structure and bring needed skills or knowledge.

Points to be addressed in organizing committees are: number of members, areas to be represented if appropriate, voting rights within the committee in formal situations. All members may vote. Committees may also have corresponding members and Ex officio members, that is individuals who are members by virtue of their office, such as the President. In the case of ongoing committees, terms of membership should end at different times to ensure continuity. Budgets and guidelines for the expenses of committee members will need to be established. It is important to note that committees do not carry out their work independently of the association on important matters but bring their recommendations to the Executive or Council which may decide to bring the matter before the entire membership at an annual meeting.

There are a number of positions which may be elected or appointed. These may include: Membership Officer, Publications Officer, Conference Officer and others.

V. OPERATING YEAR

Prescription of the operating year is required for purposes of financial control and accountability, for membership purposes such as subscription, to define the length of terms of officers and the life of committees, and the reporting period. A normal operating year is annual meeting to annual meeting. However another period may be designated as operating year in order to permit the preparation of a financial report to members in advance of the annual meeting.

VI. ANNUAL GENERAL MEETING

An annual general meeting is desirable and is usually required by the regulations set by government for the establishment of associations that wish to incorporate . This defines the terms of office of officers and fixes a time for communicating on the business of the organization to the membership, for discussion and approval of these matters, and for elections.

VII. MEETINGS

Rules governing procedures at meetings are very important to provide for the orderly conduct of business and to ensure that democratic process is followed and therefore that the decisions of the association are respected because they are seen to have the support of a majority of the membership. Details for the conduct of business are usually contained in by-laws or regulations and cover such areas as:

**Special meetings
Elections
Quorum
Moving of motions and Voting
Rules of procedure.**

Rules of procedures are needed to cover such matters as Executive and Committee Reports, Procedural motions, Amendment motions, Adjournment. These can be specifically developed for the association or covered by reference to standard rules of order which are available in published form from other contexts.

VIII. DISSOLUTION

Provision should be made for the disposition of assets in the situation where an association ceases to exist. This generally takes the form of a recommendation such as their transfer to a related professional association or to a charitable cause. The last executive or individuals not directly involved in the governing of the association can be asked to take responsibility for this matter.

IX. RECORDS

Direction is required as to the keeping of various records and access to them, which generally should be open, including their deposit in an appropriate archival repository.

X. AMENDMENTS

The mechanism for amending the constitution and by-laws must be established. Often a constitution committee is established as a standing (permanent) committee of the association to undertake a review of the constitution at regular intervals to formally receive recommendations from the membership for amendment of the constitution and by-laws, and to administer their presentation to membership.

ARTICLES WITH EXAMPLES

I. NOM

Nom officiel. Le nom devrait être simple, court et descriptif. Il se compose de trois parties -- type d'organisation (association, société, etc.), la désignation de la profession que l'organisme dessert (archivistes) et la région géographique de son fonctionnement (pays ou région)

Exemple: *Koninklijke Vereniging van Archivarissen in Nederland, Associazione Nazionale Archivistica Italiana, Verein Deutscher Archivare.*

II. OBJECTIFS

Les objectifs déterminent la raison d'être et le mandat de l'association. Ils font habituellement partie de la documentation juridique nécessaire à l'enregistrement et la création de l'association auprès du gouvernement ou de tout autre autorité. Les objectifs sont énoncés de façon générale, laissant à d'autres documents le soin de spécifier les détails.

Régie par la loi du 1er juillet 1901, elle a pour objet l'étude de toutes questions intéressant les archives et les archivistes dans l'exercice de leurs activités et la défense des intérêts de la profession par tous les moyens appropriés. Association des archivistes français.

The Society of American Archivists is a professional organization established to provide a means for effective cooperation among persons concerned with the documentation of human experience; to stimulate and to publish the results of research in archival administration and records management; to promote the adoption of sound principles and standards by all public and private agencies responsible for the preservation and administration of records; to foster a better public understanding of the nature and value of archival operations and holdings; to develop professional standards, particularly for the training of archivists, records managers, and custodians of private papers, and to improve the facilities and increase the opportunities for such training; to maintain and strengthen relations with historians, librarians, educators, public administrators, and others in allied disciplines; to cooperate with other professional organizations, cultural and education institutions, and international organizations having mutual interests in the preservation and use of recorded heritage. Society of American Archivists.

Sein Zweck ist die Förderung des Archivwesens, insbesondere durch fachwissenschaftliche Forschung, Legende zu einer Deutschlandkarteifahrungsaustausch und fachliche Weiterbildung. Verein deutscher Archivare

III. TYPES D'ADHÉSION

Il existe deux catégories générales d'adhésion, individuelle ou institutionnelle. Ce modèle de statuts s'applique à une association d'individus.

III.1 Catégories et définitions des niveaux d'adhérents :

Plusieurs raisons peuvent justifier une grille d'adhésions à niveaux multiples. La plus importante porte sur la question de la compétence professionnelle. Dans quelques pays, les exigences pour devenir professionnel ont été fixées par les membres ou par législation gouvernementale. Dans d'autres, les praticiens peuvent le devenir sur la base d'antécédents d'une très grande diversité. Dans certaines régions, on évolue actuellement vers une qualification pour les professionnels, sans l'avoir encore atteint. Dans ces situations, des arrangements sont habituellement pris pour fournir aux praticiens qui ne sont pas qualifiés formellement, mais qui ont travaillé dans le domaine pendant plusieurs années, la possibilité de rehausser leur statut professionnel ou de bénéficier d'un statut équivalent aussi longtemps qu'ils travailleront.

Professionnel. Cette catégorie de membres possède des qualifications professionnelles qu'il est nécessaire de définir. La constitution de la Society of Archivists (Royaume-Uni) prévoit l'inscription à un Registre professionnel pour ceux qui détiennent le niveau requis de formation ou d'expérience.

Ordinaire. Cette catégorie peut comprendre toute personne intéressée à la profession ou qui n'a pas les qualifications d'un professionnel. Ce niveau s'avère utile dans les situations où les niveaux de qualifications ne sont pas clairement définis. Les droits et privilèges peuvent être limités; par exemple, les membres ordinaires peuvent n'être pas éligible aux postes de l'exécutif.

Associate membership shall be limited to those who wish to support the objectives of the Society but are not professionally responsible for custody or control of records, archives, or private papers. Associate members may vote for officers, members of council, members of nominating committee, and on all matters requiring a vote which come before the Society as a whole. Society of American Archivists.

Die Mitgliedschaft des VdA können erwerben...c) auf Beschluß des Vorstandes nebenamtliche Leiter von Archiven und Archivverwaltungen. Verein deutscher Archivare

Académicien. Cette catégorie d'adhésion est offerte à des membres de disciplines connexes, par exemple, les historiens.

Étudiant. Cette catégorie vise les étudiants en archivistique afin d'attirer de futurs membres de la profession à adhérer à l'association. Il est possible de leur offrir une cotisation moins élevée.

Student membership shall be open to full time students for a two-year period only. Student members may vote for officers, members of council, members of the nominating committee, and on all matters requiring a vote which come before the Society as a whole. Society of American Archivists.

Die Mitgliedschaft des VdA können erwerben, Archivare, a)... die sich im Vorbereitungsdienst befinden. Verein deutscher Archivare

Retraité. Cette catégorie s'applique aux archivistes à la retraite. Une cotisation plus modeste est nécessaire.

Le membre retraité: personne n'occupant plus une fonction ou un emploi et qui a droit à une pension. Association des archivistes du Québec.

Honoraire. Cette catégorie est créée pour honorer des personnalités éminentes qui ont apporté une contribution majeure à la profession ou à l'association elle-même. Habituellement, ce membre ne paie pas de cotisation et bénéficie de certains autres avantages.

Le titre de membre d'honneur peut être décerné par l'Assemblée générale aux personnes qui rendent ou ont rendu des services signalés à l'Association. Ce titre confère aux personnes qui l'ont obtenu le droit de faire partie de l'Assemblée générale sans être tenues de payer une cotisation annuelle. Association des archivistes français.

Mitglieder, die sich um den Verein oder das deutsche Archivwesen hervorragend verdient gemacht haben, können durch Beschluß der Mitgliederversammlung zu Ehrenmitgliedern ernannt werden. Verein deutscher Archivare

Étranger. Une catégorie distincte permet à des adhérents étrangers de déboursier une cotisation moins élevée que celle des membres du pays en raison de la difficulté matérielle de leur fournir des services équivalents à des distances éloignées et de servir leurs besoins essentiels dans des milieux étrangers.

Foreign members shall be those persons residing outside Canada interested in the field of archives. Association of Canadian Archivists

Membres de soutien. Cette catégorie s'applique aux membres qui fournissent une aide financière supérieure à la cotisation ordinaire.

Individual sustaining members shall be those persons qualifying for professional or general membership who wish to assist the Corporation financially in its work on behalf of the archivists and archives. Association of Canadian Archivists.

Institutionnel. Une organisation professionnelle repose normalement sur l'adhésion d'individus; néanmoins, plusieurs des services offerts aux membres individuels procurent, indirectement et souvent directement, des avantages aux institutions qui emploient des membres individuels. De plus, il est important de générer des revenus et des appuis financiers par des subventions et des cotisations institutionnelles. Cette catégorie ne procure habituellement pas les mêmes avantages qu'à un membre individuel.

Institutional membership shall be open to institutions or agencies concerned with or substantially interested in the custody, control, or use of records, archives, and/or private papers. Society of American Archivists.

Archive und Institutionen, die archivische Einrichtungen unterhalten. Verein deutscher Archivare

III.2 Les cotisations.

Il est nécessaire de prévoir comment les cotisations sont fixées et modifiées. Normalement, le barème des cotisations est établi par un article des règlements.

A member shall be enrolled upon the first payment of dues and shall receive benefits during the period for which dues have been paid. All dues shall be payable in advance. Changes in membership dues shall be determined at the annual business meeting of the Society. Society of American Archivists

Die Höhe der Mitgliedsbeiträge der natürlichen und juristischen Personen wird durch die Mitgliederversammlung festgesetzt. Der Mitgliedsbeitrag ist mit dem Beginn des Geschäftsjahrs fällig. Verein deutscher Archivare

III.3 Suspension.

Il peut être nécessaire d'établir une procédure prévoyant la suspension d'un membre ou d'une institution qui serait disqualifié ou qui ne paie pas sa cotisation après une période donnée. Il est important de s'assurer de la légalité d'une telle décision, si elle est prise.

Any member may be required to resign from membership in the Corporation by a vote of three-quarters of the members present at an annual meeting of members. Association of Canadian Archivists.

Die Mitgliedschaft erlischt durch den Ausschluß, den der Vorstand beschließen kann, wenn ein Mitglied seine Beitragsverpflichtungen gegenüber dem Verein trotz dreimaliger

Mahnung nicht erfüllt hat. Berufung an die Mitgliederversammlung ist auch hier zulässig.
Verein deutscher Archivare

IV. ADMINISTRATION

Il est nécessaire de déterminer la nature de l'instance dirigeante qui assume la responsabilité des décisions et des actions de l'organisme. Cette instance doit être désignée en tant qu'entité pour les fins de l'enregistrement de l'organisation. La nature et la structure de cette instance dirigeante dépendent forcément des traditions du pays, de la dimension de l'organisation et de plusieurs autres facteurs. Habituellement un organisme formé d'un grand nombre de membres tient sa rencontre dans le cadre d'une Assemblée générale ou lors de la réunion annuelle; l'instance supérieure, dans ce cas, se modèle selon la forme d'un exécutif (administrateurs de l'association) qui prend toutes les initiatives exigeant une attention immédiate. D'autres types de structures sont aussi possibles.

L' Association est administrée par un Conseil composé de membres élus par les sections définies à l'article 13 et de membres élus par l'Assemblée générale. Chaque section désigne un représentant. Les sections comportant 100 adhérents au moins en désignent deux. Les membres élus par l'Assemblée générale doivent être en nombre supérieur d'un au total des membres désignés par les sections. L'Association des Archivistes Français

Der Vorstand führt die Geschäfte des Vereins. Ihm obliegen insbesondere Vorbereitung und Durchführung der Deutschen Archivtage, Aufnahme und Ausschluß von Mitgliedern. Er beruft die Mitgliederversammlung ein und legt die Tagesordnung fest.
Verein deutscher Archivare

Élection du Conseil

Seulement les membres en règle sont éligibles à un siège au Conseil. Si une association offre plusieurs catégories de membres, il est possible que certaines seulement permettent de faire partie du Conseil. Les membres du Conseil devraient être ceux qui sont les plus capables de mener le travail exécutif de l'association. Si nécessaire, il convient de prendre en compte les considérations géographiques et les intérêts particuliers dans la composition d'un Conseil. Si le nombre des adhérents est important et que les individus ne se connaissent pas bien, il est possible de faire intervenir un comité des nominations pour proposer des membres du Conseil pour chacun des postes à pourvoir après s'être assuré que les individus désignés possèdent l'expérience et les qualifications nécessaires. Il est toujours possible de proposer des membres lors de l'assemblée générale.

Le conseil est élu pour une période de temps limitée par les membres ayant droit de vote. L'élection des membres du Conseil assure qu'ils peuvent être changés par l'électorat si leurs réalisations ne rencontrent pas les niveaux attendus et prévus. Les membres du Conseil sont les serviteurs d'une association et réalisent ses volontés. Les élections doivent se faire par scrutin secret; le processus doit en être planifié et réglé

soigneusement. Les règles de nominations, les domaines de la pratique ou les aires géographiques d'où les membres du Conseil doivent provenir (s'il est nécessaire d'appliquer une telle répartition), l'horaire prévu pour l'élection, la façon de l'exécuter doivent être prévues par règlement.

On devra s'assurer que tous les membres du Conseil ne changent pas en même temps afin de maintenir une certaine continuité.

At the first Annual General Meeting (AGM) and at each alternate AGM thereafter one half of the elected councilors shall retire from office (or, if the number is not divisible by two (2) the next greater number). The elected councilors to retire shall be those who have been longest in office since their last election. As between elected councilors of equal seniority, those to retire shall (in the absence of agreement between them) be selected from among them by lot. A retiring elected councilor shall be eligible for re-election.

Valid nominations for elected councilors shall be received by the Honorary Secretary not later than four (4) calendar months before an AGM, signed by a proposer and a seconder who shall be members of the Society and by the Candidate signifying his willingness to stand. Such nominations will be circulated, by the Honorary Secretary, not later than three (3) calendar months before the AGM. Should the number of valid nominations exceed the number of vacancies, a postal ballot of the members shall be held, the results of which shall be declared at the AGM. Ballot papers may be subject to the scrutiny of two (2) Vice Presidents of the Society. If there are not additional nominations for elected councilors, the nominees shall be deemed to have been elected at the AGM. In the case of equality of votes, the Chairman of the meeting shall be entitled to a second or casting vote. (British) Society of Archivists

Der Vorstand besteht aus ... Vertretern der Fachgruppen Jede Fachgruppe wählt aus ihrer Mitte ihre Vertreter für den Vorstand in geheimer Abstimmung mit einfacher Mehrheit auf vier Jahre. Die gewählten Vertreter bedürfen der Bestätigung durch die Mitgliederversammlung. Verein deutscher Archivare

IV.3 Exécutif (Administrateurs de l'association)

On peut créer un exécutif de préférence à un Conseil ou en tant que composante plus petite du Conseil. Formé d'administrateurs de l'association, il est surtout chargé de superviser les opérations courantes de l'association, ce qu'il est en mesure de faire en raison de sa taille limitée.

Les devoirs de l'exécutif sont les suivants :

- a) mener les actions courantes et routinières de l'association; b) contrôler et gérer les finances;
- c) prendre les décisions lorsque requis urgemment;
- d) coordonner les politiques et le travail des autres instances de l'organisme qui fonctionnent avec un certain degré d'indépendance dans les questions relatives à leurs objectifs.

Le nombre et les fonctions des administrateurs peuvent varier considérablement selon la nature de l'association, ses buts et objectifs ainsi que les exigences légales d'un pays ou d'une région. Le choix des administrateurs devrait obéir aux lignes directrices déjà énoncées pour le choix de membres du Conseil.

Le Bureau de l'Association se compose de: 1) un Président, 2) un Vice-Président 3) un Secrétaire, 4) un Trésorier 5) éventuellement un ou plusieurs membres. Association des archivistes français

Der Geschäftsführende Vorstand besteht aus dem Vorsitzenden, dessen Stellvertreter, dem Schatzmeister und dem Schriftführer. ... Der Vorsitzende wird bei der Führung der laufenden Geschäfte vom Geschäftsführenden Vorstand unterstützt. Näheres regelt eine Geschäfts-ordnung, die vom Vorstand erlassen wird. Verein deutscher Archivare

Mandats. La durée des mandats de chaque administrateur ainsi que les modalités et les limites de leur renouvellement est déterminé par règlement.

The officers of the Society shall be a president, a vice-president, and a treasurer. The president and vice president shall serve terms of one year each and shall take office at the conclusion of the annual meeting following the election. The vice-president shall automatically become president at the conclusion of the following year's annual meeting. The treasurer shall be elected for a term of three years beginning at the conclusion of the annual meeting following the election and shall be ineligible for immediate re-election. Society of American Archivists

Den Vorsitzenden und den stellvertretenden Vorsitzenden wählt die Mitgliederversammlung aus den Mitgliedern des Vorstandes in geheimer Abstimmung auf vier Jahre. Eine einmalige Wiederwahl ist möglich. Scheidet der Vorsitzende oder scheidet der stellvertretende Vorsitzende vorzeitig aus, so ist ein Nachfolger für den Rest der Wahlperiode zu wählen. Verein deutscher Archivare

Autorisation de signer. Il est nécessaire de confier à un ou deux administrateurs, l'autorisation de signer les effets financiers et la responsabilité des actions immédiates. Ils répondent de leurs actes auprès de l'Exécutif ou du Conseil et, par eux, devant tous les membres.

Contracts, documents or any instrument in writing requiring the signature of the Corporation shall be signed by the President and any one of the Vice-President, Secretary/Treasurer and Director without Portfolio. All contracts, documents and instruments in writing so signed shall be binding upon the Corporation without any further authorization or formality. The Board of Directors shall have power from time to time by by-law to appoint an officer or officers on behalf of the Corporation either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents and instruments in writing. The seal of the Corporation when required may be affixed to contracts Association of Canadian Archivists.

Der Vorstand im Sinne von § 26 BGB (Bürgerliches Gesetzbuch) besteht aus dem Vorsitzenden und dem stellvertretenden Vorsitzenden. Jedes Vorstandsmitglied ist einzeln zur Vertretung berechtigt. Im Innenverhältnis wird bestimmt, daß der stellvertretende Vorsitzende von seinem Einzelvertretungsrecht nur Gebrauch machen darf, wenn der Vorsitzende verhindert ist. Verein deutscher Archivare

Président. Habituellement un membre d'expérience ou éminent, il représente l'association dans les circonstances officielles ou importantes et exerce une surveillance quotidienne des opérations; il préside le comité exécutif et l'assemblée générale annuelle.

The President shall be the chief executive officer of the Corporation, and shall chair all meetings of the Corporation and of the Board of Directors. The President or designate is an ex-officio member of all Standing and select Committees and shall coordinate their activities. He/She shall recommend measures to further the objectives of the Corporation, represent the Corporation in its dealings with external bodies or agencies, and report on the state of the Corporation at each annual meeting. Association of Canadian Archivists

Dem Vorsitzenden obliegt die Einberufung und Leitung der Vorstandssitzungen. Er führt die laufenden Geschäfte des Vereins in Übereinstimmung mit den Beschlüssen des Vorstandes und der Mitgliederversammlung. Er ist dem Gesamtvorstand für seine Handlungen auskunftspflichtig und dem Verein rechenschaftspflichtig. Verein deutscher Archivare

Vice Président. Chargé des responsabilités du président en cas d'absence ou d'incapacité de celui-ci, il peut être désigné à terme, par les statuts ou la constitution, pour devenir président (Président désigné). Il assume les devoirs du président dans les cas où celui-ci serait disqualifié et peut se charger de responsabilités particulières telles que la surveillance de certains comités ou projets.

The Vice-President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President. The person occupying this position shall assist the President in recommending measures to further the objectives of the Corporation upon request and upon the advice of the regional associations in Canada. The Vice-President shall automatically succeed to the office of the President in the second year of his or her term, and in the event of the resignation, death, or incapacity

of the President , the Vice-President shall succeed the President as acting President for the duration of the then President's term. Association of Canadian Archivists

Président sortant. Certaines association utilisent ce poste pour assurer une continuité; le titulaire peut assumer certaines responsabilités pour des tâches amorcées sous sa présidence ou pour analyser certains aspects de l'organisation.

Le premier vice-président, le secrétaire et le trésorier sont élus par l'assemblée générale annuelle. Au terme de son mandat à la vice-présidence, le premier vice-président devient président. Son année de présidence terminée, il continue de siéger au Conseil à titre de deuxième vice-président. Association des archivistes du Québec

Trésorier. Gère les finances de l'organisation.

Secrétaire. Responsable de la diffusion des avis d'Assemblée générale annuelle et des élections, il rédige les procès-verbaux, la correspondance et les avis de réunions et dirige les élections. (Dans certaines associations, ce poste est jumelé à celui de trésorier sous le titre de Secrétaire-trésorier).

The Secretary-Treasurer shall attend meetings of the Board of Directors and meetings of the members and act as Clerk thereof, and shall record all facts and minutes of all proceedings in the books kept for that purpose. The person occupying this position shall be responsible for the maintenance of the corporate records and for the general correspondence of the Corporation, and shall be, ex-officio, Chair of the Finance Committee and an ex-officio member of the Standing Committee on Nominations and Elections to maintain lists of nominees for office and to prepare and distribute ballot, maintain lists of nominees for office and to prepare and distribute ballots. The Secretary-Treasurer shall give or cause to be given notice of all meetings of the members and of the Board of Directors, and shall perform such other duties as may be prescribed by the Board of Directors or President, under whose supervision he or she shall act. The Secretary-Treasurer shall be custodian of the seal of the Corporation which shall be delivered only when authorized by the Board of Directors.

The Secretary-Treasurer shall have the custody of the funds and securities of the Corporation and shall keep full accurate account of receipts and disbursements in books belonging to the Corporation and shall deposit all monies and other valuable effects in the name and to the credit of the Corporation and in such depositories as may be designed by the Board of Directors from time to time. The person occupying this position shall disburse the funds of the Corporation as may be ordered by the Board of Directors, taking proper vouchers for such disbursements and shall render to the Board of Directors at directors meetings, or when ever they may require it, an account of all transactions of the Secretary-Treasurer and of the financial position of the corporation and also perform such other duties as may from time to time be determined by the Board of Directors. Association of Canadian Archivists

Membre/s du Conseil. Cet administrateur n'a aucun devoir spécifique; on peut lui confier la surveillance du travail d'un certain nombre de comités ou des tâches ponctuelles.

The Director without Portfolio shall carry out supportive duties and special assignments as determined by the Board of Directors. Association of Canadian Archivists

IV.5 Comités, groupes de travail, comité éditorial, administrateurs nommés.

Ces groupes sont formés pour réaliser le travail de l'association, élaborer des politiques ou des programmes, prendre la responsabilité de certaines tâches et aider à la gestion de l'association. Ils peuvent être des comités permanents qui s'occupent de questions comme la révision des statuts ou les nominations ou créés pour préparer et gérer des projets comme, par exemple, un programme de formation. Les objectifs des comités et leurs mandats doivent être précisés explicitement et, quelquefois, la durée de leur tâche sera pré-déterminée. Leurs membres sont habituellement nommés en raison de leurs connaissances ou pour représenter un point de vue particulier ou une région. Il est important de recourir à des membres d'expérience et d'y engager de nouveaux membres pour les aider à prendre de l'expérience; il est possible aussi d'utiliser des non-membres pour élargir la structure et apporter des habiletés et des connaissances nécessaires.

Les questions importantes à régler dans la formation de comités sont : le nombre de membres, la représentativité, si nécessaire, et les droits de vote au sein du comité dans certaines occasions officielles. Tous les membres peuvent voter. Les comités peuvent aussi recourir à des membres correspondants ou *ex officio*, c'est-à-dire des individus qui en sont membres en raison des fonctions qu'ils occupent, comme le président. Dans le cas des comités permanents, les mandats devraient se terminer à des dates différentes afin d'assurer une continuité. Des budgets et les lignes directrices pour rembourser les dépenses des membres des comités devront être déterminées. Il est important de prendre note que les comités n'agissent pas indépendamment de l'association sur des questions importantes; ils font plutôt des recommandations à l'Exécutif ou au Conseil qui peut décider d'en saisir tous les membres lors de l'Assemblée générale.

Committees may be established and shall operate as follows:

(a) The Board of Directors shall establish Standing, Select and Joint Committees and shall appoint Chairs of said Committees as herein provided. Standing and Select Committees and Special Interest Sections shall report to the Board of Directors.

(b) Subject to paragraph 43, the Board of Directors shall establish the terms of reference for each committee and may alter these terms of reference at its pleasure.

(c) Subject to paragraphs 42 and 44, the Committee Chairs shall hold office until their successors are appointed and subject to the provisions of any written employment agreement the Board of Directors may remove at its pleasure any such Committee Chair. With the exception of the officers of the Corporation serving ex-officio and members of the Constitutional Review Committee, the Membership Committee and the Nominations and Elections Committee, or as provided in Section 44 (g) concerning the

Planning and Priorities Committee, no member of the Corporation shall serve on more than one Committee at a time.

(d) No remuneration shall be paid to any Committee members, save under written employment agreement or as ordinary expenses.

Standing Committees shall:

(a) advise the Board of Directors on matters of policy within their particular sphere, and shall have: a Chair appointed for a two year term which may be renewed; a minimum of two members and a maximum of six members, including the chair, which shall be drawn from the professional membership of the Corporation; and such officers as are designated as ex-officio members. The chair shall appoint committee members with the advice of the Board of Directors. The term of appointment of the committee members shall coincide with and terminate with, the term of office of the Chair. All Chairs and members serve at the pleasure of, and may be removed by, the Board of Directors.
(b) provide a written report for distribution to the membership at the annual meeting. The membership shall have an opportunity to question or comment upon all sections of the written report.

Standing Committees of the Corporation are the following:

(a) Constitutional Review Committee: responsible for receiving proposals for the enacting, amending and repealing of the By-laws

(b) Membership Committee: responsible for approving applications for membership in the different classes of members, etc.

Joint Committees are committees established jointly between the Corporation and many other organizations with which regular consultation and coordination and cooperation is desirable to further the Corporation's aims and objectives. The Corporation's members on such Committees are appointed by the Directors.

Special Interest Sections of the Corporation may be established and shall operate as follows:

(a) Special Interest Sections of the Corporation may be established to provide a forum for discussion for members of similar interests, to attract and integrate new members of the same interest into the Corporation, and to advocate the advancement of archives in these special interest areas.

(b) Any group of seven or more members with similar professional interests, may, upon presentation of a statement of goals and objectives, petition the Board for recognition as a Special Interest Group. Association of Canadian Archivists

Zur Vorbereitung und Unterstützung der Arbeit des Vorstandes kann dieser zeitlich befristete Arbeitskreise einrichten, deren Leiter vom Vorstand benannt oder bestätigt werden. Verein deutscher Archivare

Certains postes peuvent être électifs; d'autres sont pourvus par nomination : responsable des adhésions, responsable des publications, responsable de la Réunion annuelle et autres.

The Programme Coordinator for each Annual Conference will be responsible for developing the programme and organizing the sessions, meetings and workshops that make up said Conference. The Coordinator shall keep the Board of Directors regularly informed of all preparation for the Annual Conference. A member of the Board shall be a member of the working group assisting the Programme Coordinator. Association of Canadian Archivists

V. ANNÉE D'OPÉRATION

Il est nécessaire de déterminer l'année d'opération à des fins de contrôle financier et d'imputabilité, pour régulariser les adhésions au sujet de questions comme la cotisation, la durée des mandats des administrateurs et des comités ainsi que les dates où des rapports d'activités sont requis. Une année d'opération habituelle se définit comme la période entre deux assemblées générales; il est toujours possible de déterminer une autre période comme l'année d'opération afin de permettre la préparation d'un rapport financier et sa présentation aux membres avant l'assemblée annuelle.

The financial year of the Corporation shall be from 1 July to 30 June. Association of Canadian Archivists.

VI. ASSEMBLÉE GÉNÉRALE ANNUELLE

Une Assemblée générale annuelle est souhaitable et habituellement nécessaire en vertu des réglementations gouvernementales pour la création d'associations qui désirent s'incorporer. Ces règles déterminent les mandats des administrateurs et la période de communication aux membres des rapports d'activités pour leur discussion et approbation ainsi que pour les élections.

The annual meeting of the members of the Corporation shall be held at the head office of the Corporation or elsewhere in Canada as the Board of Directors may designate, in May of each year, unless such date shall be changed by the Board of Directors, and may be held as a constituent of the Conference of Learned Societies and if so is subject to the regulations of said conference where said do not conflict with this by law or the Corporations Act. At such meetings the members shall receive a report of the Board of Directors. Association of Canadian Archivists

The Society shall hold an annual meeting at such time and place as the council shall determine, and special meetings may be called by the council. Notice of each meeting of the Society shall be mailed by the executive director at least thirty (30) days before the date of the meeting. One hundred individual members shall constitute a quorum for the transaction of business, but a smaller number may adjourn to another day. Resolutions passed at the annual business meeting which request the council to take a specific action must be formally considered and voted upon by council in a timely fashion. The membership shall be notified of the results of that deliberation in the first mailing sent to the membership following the final council decision. If ten percent (10%) of the membership disagrees with council's decision, and files a petition to that effect

with the executive office, a mail ballot shall be conducted through the next mailing to the membership and the results of this ballot shall be binding. Society of American Archivists.

Alljährlich soll, alle zwei Jahre muß der Vorstand eine Mitgliederversammlung einberufen, die in der Regel mit dem Deutschen Archivtag verbunden wird. Die Einberufung hat spätestens vier Wochen vor dem Zusammentritt unter Bekanntgabe der Tagesordnung zu erfolgen. Bei Festlegung der Tagesordnung müssen Anträge von Mitgliedern berücksichtigt werden, wenn sie spätestens 8 Wochen vor dem Zeitpunkt der Mitgliederversammlung mit mindestens 10 Unterschriften gestellt werden. Verein deutscher Archivare

VII. RÉUNIONS

Il est important de déterminer les règles régissant les procédures lors des réunions afin d'en assurer le déroulement ordonné et le respect des règles démocratiques. Les décisions de l'association seront respectées si elles sont perçues comme découlant de la volonté de la majorité des membres. Les détails relatifs au fonctionnement sont habituellement prévus dans les règlements et visent des domaines tels que :

Les réunions spéciales

Special meetings of the Corporation may be called by a majority of the Board of Directors and by the Board of Directors on behalf of the members upon the receipt of a request in writing signed by not less than one-third of the members. Association of Canadian Archivists..

Les élections

Les élections sont annoncées par le Président trois mois avant l'Assemblée générale. Les candidats se font connaître 6 semaines avant le scrutin au Président en lui indiquant à quel titre ils sont candidats. Le Président diffuse immédiatement les listes auprès de tous les membres de l'Association. L'Association des Archivistes Français

L'élection a lieu au scrutin secret et majoritaire à un tour. Le vote par correspondance est admis. L'Association des Archivistes Français.

Le quorum

Les quorums sont nécessaires pour certaines questions. Les matières les plus importantes ou fondamentales requièrent qu'une plus grande proportion de membres soient présents lors de la réunion.

The quorum for any meeting of the members of the Corporation shall be 25 members in good standing present in person. Association of Canadian Archivists

Die ordnungsgemäß einberufene Mitgliederversammlung ist bezüglich der in der Tagesordnung angegebenen Punkte beschlußfähig. ... Mit einfacher Mehrheit wird von der Mitgliederversammlung a) der Vorsitzende und der stellvertretende Vorsitzende gewählt, b) die Bestätigung der Vertreter der Fachgruppen ausgesprochen, c) der Jahresbeitrag festgesetzt, d) die Bestellung der Rechnungsprüfer vorgenommen und Entlastung erteilt, e) über alle sonstigen Punkte der Tagesordnung beschlossen, soweit nicht eine qualifizierte Mehrheit dazu nötig ist. Eine Zweidrittelmehrheit der Mitgliederversammlung ist erforderlich zur a) Ernennung von Ehrenmitgliedern, b) vorzeitigen Abberufung eines Vorsitzenden oder eines Vorstandsmitgliedes, c) zur Beschlußfassung über Satzungsänderungen und Auflösung des Vereins, d) Entscheidung über Berufungen gegen die Ablehnung von Mitgliedschaftsanträgen und gegen den Ausschluß aus dem Verein. Verein deutscher Archivare

Les propositions et votes

À toutes les réunions des membres de la corporation, toutes les questions seront décidées par une majorité de voix à moins d'exception spécialement prévue dans l'Acte de la Corporation ou par ces règlements.

Only individual members in good standing of the Corporation shall be entitled to vote at meetings of the Corporation, and shall have the equal right to exercise one vote. Association of Canadian Archivists

Abwesende persönliche und institutionelle Mitglieder können ein abwesendes Mitglied schriftlich mit der Abgabe der Stimme bei den Wahlen sowie bei Beschlüssen betrauen. Ein Mitglied kann jedoch nur bis zu fünf Stimmen auf sich vereinen. Verein deutscher Archivare

Les règles de procédure.

Les règles de procédures sont nécessaires pour ordonner des questions telles que les Rapports de l'Exécutif et des comités, les propositions procédurales, les demandes d'amendement, les ajournements. Elles peuvent être définies spécifiquement pour l'association ou réglées par l'usage de règles de procédures qui sont disponibles dans des publications préparées dans d'autres contextes.

Where these By-laws, or the Rules and Regulations enacted under them, do not provide otherwise, proceedings of meetings of the members and of the Board of Directors shall

be governed by Bourinot's Rules of Order as revised by J.G. Dubroy. Association of Canadian Archivists

VIII. DISSOLUTION

Il est nécessaire de prévoir la disposition des biens de l'association dans le cas où elle devrait cesser d'exister. Un tel article prend normalement le forme d'une recommandation telle que le transfert des actifs à une association professionnelle connexe ou un organisme charitable. Les derniers administrateurs ou individus qui ne seraient pas directement engagés dans la gestion de l'association sont ceux à qui l'on demande de prendre charge de ces questions.

In the event of the dissolution of the Society, its property, funds, and other assets shall pass to whatever agency or agencies may be designated by the council in office at the time of dissolution. Society of American Archivists

Die Auflösung des Vereins muß von einer zu diesem Zweck einberufenen Mitgliederversammlung mit Zweidrittelmehrheit beschlossen werden. Bei Auflösung oder Aufhebung des Vereins oder bei Wegfall der satzungsmäßigen Zwecke fällt das Vereinsvermögen zu gleichen Teilen an die zu diesem Zeitpunkt bestehenden Archivsschulen in der Bundesrepublik Deutschland, die vorhandene Vermögenswerte und künftige Erträge aus den Publikationen des Vereins im Sinne des gemeinnützigen Vereinszwecks unmittelbar und ausschließlich für die fachwissenschaftliche Förderung des Archivwesens zu verwenden haben. Verein deutscher Archivare

IX. ARCHIVES

Il est préférable de prévoir des directives sur la garde des archives et leur accès, qui normalement devrait être libre, y compris leur versement à une institution d'archives compétente.

The records of the Society and of its committees shall be preserved by the officers and the executive director and shall be promptly turned over by them and by the chairs of committees to their successors. Non-current records shall, by direction of the council, be appraised and those of continuing value shall be deposited for preservation in a repository selected by it, and council shall determine a policy for access to these records. Society of American Archivists

X. AMENDEMENTS

On doit prévoir un processus d'amendement des statuts et des règlements. On recourt souvent à un comité des statuts à titre de comité permanent de l'association pour initier régulièrement une révision des statuts, afin de recevoir officiellement des membres les recommandations d'amendement des statuts et règlements ainsi que pour coordonner leur présentation aux membres.

Les Statuts ne peuvent être modifiés qu'après avis du Conseil et à la suite d'un vote de l'Assemblée générale émis par la majorité des deux tiers des membres présents et à condition que ceux-ci représentent au moins le quart des membres de l'Association à jour de leur cotisation. Si cette proportion n'est pas atteinte, l'Assemblée générale est convoquée de nouveau dans le délai de six mois, ses décisions étant valables quels que soit le nombre des membres présents. Association des archivistes français

The Council is authorized and directed to prepare, adopt, or amend such by-laws as may be desirable to regularize the administrative practices of the Society. A copy of the current bylaws shall be available to any member upon request to the executive director. any part of the by-laws shall be subject to review by the membership at an annual business meeting of the Society and may be changed by a majority vote of those attending. (Amendments to the constitution may be recommended by a majority vote of the council or proposed in writing by at least 25 members of the Society....4 months prior to the annual meeting. Copies of the proposed amendments are to be mailed by the executive director to all members at least 30 days in advance of the meeting at which they are to be considered. If approved by the council, the amendment may be adopted by a majority of the members present and voting at the annual business meeting of the Society ... or 2/3 vote of members present at the annual business meeting of the Society.) Society of American Archivists.

Anträge des Vorstandes oder einzelner Mitglieder auf Satzungsänderungen sind den Mitgliedern rechtzeitig mit der Tagesordnung ... im Wortlaut bekanntzugeben. Die Beschlußfähigkeit steht der Mitgliederversammlung zu. Verein deutscher Archivare