

ARTICLES OF ICA/SPA

As adopted by the First Annual Delegate Meeting at Cagliari, 4 October 1977, amended by the Second, Third, Twenty-Fourth and Thirty-Second Annual Delegate Meetings at Nairobi, 12 October 1978, Gosier/Guadeloupe, 7 November 1979, Reykyavik, 13 October 2001, Malta 20 November 2009 and Girona 13 October 2014, approved and ratified by the Executive Committee of the International Council on Archives at Lyon, 1977, Dar-es-Salaam, 1978, San Juan/Puerto Rico, 1979, Beijing, 2002, Seoul, 2010 and Bali, 2015.

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 17 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 n° 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 4.1.b of the ICA 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 SPA Bureau (formerly called Steering Committee) and take part in their election.

The membership of the Section is administered by the ICA Secretariat in accordance with Article 17.2.f of the Constitution.

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 Bureau 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 the ICA Annual Conference.

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

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

7. The Bureau

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

Among these members:

- a chair
- up to two vice- chairs
- up to two secretaries
- at least three other members.

The members of the Bureau must be representatives of member associations of SPA. Members of the Bureau 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 Bureau 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 Bureau meets twice a year to organize and undertake SPA projects and activities, or at other times upon the request of one-third of its members as specified in Article 17.2.d of the ICA Constitution. Bureau 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 Bureau member has not participated for three (3) consecutive meetings, the Bureau 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 Bureau are English and French.

8. Officers

The chair, vice-chair, and secretary(ies) are the officers of SPA elected by SPA members during the meeting at the quadrennial ICA Congress. Elections between the quadrennial congresses are effected by the Bureau.

The chair of SPA ensures that the programmes and activities of SPA are developed in accordance with the ICA Constitution and in cooperation with the Programme Commission.

The SPA secretary(ies) handle general correspondence and all officers are responsible for the administration of SPA.

9. Reports

The Section must:

- a. report to the Programme Commission on the execution of allocated parts of the professional programme in accordance with Article 17.4 of the ICA Constitution; and
- b. submit an annual activity report to the ICA Secretariat, including plans for the forthcoming year in accordance with Article 18.a of the ICA Constitution.

10. Records

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

11. Finances

SPA will manage its own budget which it operates under the supervision of the Vice-President Finance in accordance with Article 17.3 of the ICA Constitution.

12. Amendments

These articles may be amended by the Annual Meeting or Plenary Assembly on the recommendation of the Bureau. Amendments must be approved by the Executive Board in accordance with Article 17.2.e of the ICA Constitution.