

## INTERNATIONAL COUNCIL ON ARCHIVES CONSTITUTION

Approved 20 October 2021

Full text in force as of the constitutional review of 21 September 2022

### PREAMBLE

Archives constitute the memory of nations and societies, shape their identity, and are a cornerstone of the information society. By providing evidence of actions and transactions, archives support administration and underlie the rights of individuals, organisations and states. By guaranteeing citizens' rights of access to official information and to knowledge of their history, archives are fundamental to identity, democracy, accountability and good governance.

In recognition of these fundamental values of archives, this Constitution establishes The International Council on Archives which shall commit itself to:

- Encourage and support the development of all archives in all countries, in co-operation with other organisations, including international agencies, government and non-governmental
- Establish, maintain and strengthen relations between archivists of all countries and between all institutions, professional bodies and other organisations, public, private, wherever located, which are concerned with the administration or preservation of records and archives, or with the professional training of archivists, especially through information exchange
- Foster the collaboration of members of the international archives and records community, in partnership with other like-minded individuals and organisations to:
  - Promote, organise and co-ordinate best practices, the development of standards and other activities in the field of records and archives management; and
  - Facilitate the interpretation and use of archives by making their content more widely known and by encouraging greater access to them.

### 1. Name, Registered Office, Legal Status, Fiscal Year, Working Languages

- 1.1. The organisation's name is: International Council on Archives and the abbreviation is ICA.
- 1.2. ICA has its registered office in Paris, France.

- 1.3. ICA is an international non-governmental and non-profit making organisation governed by the French law relating to associations of 1 July 1901.
- 1.4. ICA's fiscal year is based on the calendar year (begins January 1 and ends December 31)
- 1.5. The ICA may receive funds from:
  - 1.5.1. Membership fees;
  - 1.5.2. Revenue from ICA products and services sold or licensed;
  - 1.5.3. Earnings from ICA goods and securities of any kind;
  - 1.5.4. Institutional, organisational or State grants;
  - 1.5.5. Donations received, provided these do not compromise the autonomy of the organisation.
- 1.6. The working languages of ICA are English and French. However, in order to encourage multilingualism, the General Assembly may adopt further working languages in ICA communications provided that all additional costs are met by the members interested.
- 1.7. This Constitution may be revised or amended only at an Extraordinary General Assembly.
- 1.8. In the event of the dissolution of ICA, the Extraordinary General Assembly shall determine the method of winding up and shall distribute the assets of ICA in conformity with the aims and objectives set out in article 2.

## **2. Aims and Objectives**

- 2.1. The aim of ICA is to promote the efficient and effective management and use of records, archives and data in all formats and its preservation as the cultural and evidentiary heritage of humanity, through international cooperation, by the sharing of professional experiences, research and ideas on the management and organisation of archives and archival institutions.
- 2.2. The long-term objectives of ICA are to:
  - 2.2.1. Encourage and support the development of archives in all countries, in cooperation with other intergovernmental and international non-governmental organisations and businesses;
  - 2.2.2. Promote, organise and coordinate the development of best practice and standards and other activities in the field of records, archives and data management;

- 2.2.3. Establish, maintain, and strengthen relations between archivists and records/data/information managers of all countries and between all archival and information institutions, professional bodies and other organisations, along with allied professions;
- 2.2.4. Encourage and inspire, worldwide, the work of archival institutions, professional bodies and organisations, public and private, concerned with the administration or preservation of archives, records and data, or with professional training; and,
- 2.2.5. Facilitate the interpretation and use of records, archives and data by making them more widely known and by encouraging their greater use within the established legal frameworks.
- 2.2.6. In order to achieve its aims and objectives, ICA may organise conferences, congresses and other events.
- 2.2.7. In order to achieve its aims and objectives, and to make the best use of its resources, ICA may sell or license its products and services.

### **3. Membership**

- 3.1. ICA is composed of institutions and individuals of any nationality interested in achieving its aim and objectives.
- 3.2. Institutions are represented by their official representative or by any person specially authorised for this purpose.

#### **3.3. *Members***

- 3.3.1. The following institutions or individuals may become members of ICA if they subscribe to the aims and objectives of the organisation:
  - 3.3.1.1. Central archive directorates, federal archival institutions, or national archival institutions that are governed by primary legislation and are responsible for the development of national or federal archival policies and programmes (Category A);
  - 3.3.1.2. Territorial, national or international associations concerned with the administration or preservation of records and archives or in archival training and education (Category B);
  - 3.3.1.3. Local, provincial, state, or territorial archival institutions in a federal context; national or international archival or records administration institutions that are not governed

by primary legislation; autonomous archival institutions; archival operational units within commercial or not-for-profit non-government organisations; and institutions that deliver archival training and education (Category C); and,  
3.3.1.4. Individuals of all nationalities who are at present or have been in the past professionally involved in the information management or heritage fields (Category D).

#### **3.4. *Membership and Voting Rights***

3.4.1. All members, categories A, B, C, and D, in good standing, and members of the Executive Board in good standing, have the right to vote at General Assemblies and in ICA elections as well as to stand for election.

3.4.2. The votes of members in the different categories will be weighted in accordance with a system set out in the Internal Regulations.

#### **3.5. *Becoming a member***

3.5.1. The Executive Board approves all applications for membership in Category A on the recommendation of the Executive Director.

3.5.2. Applications for membership in categories B, C and D are accepted once the application process is complete, and are not subject to any further approvals.

3.5.3. When in doubt as to the applicable category of membership, the Elected Officers decide, and their decision is final.

#### **3.6. *Membership Dues***

3.6.1. Membership dues are subject to the following provisions:

3.6.1.1. They are paid annually for the calendar year.

3.6.1.2. There is a scale which fixes the dues for the various categories of members, as approved by the General Assembly.

#### **3.7. *Loss of Membership***

3.7.1. Membership of ICA shall be ended by:

3.7.1.1. Failure to pay dues for two consecutive years;

3.7.1.2. Resignation notified in writing, sent to the Executive Director of ICA;

- 3.7.1.3. The death of individual members;
- 3.7.1.4. The dissolution of a member institution;
- 3.7.1.5. A member acting in such a way that, in the view of the Executive Board, (s)he has caused damage to the reputation of ICA.

### **3.8. *Affiliate members***

- 3.8.1. Organisations that are formal ICA partners or have an interest in archives work or the profession and want to support the ICA mission, but do not identify as archival institutions, may apply for Affiliate member status. Decisions concerning affiliate membership status are taken by the Elected Officers on the recommendation of the Executive director.

## **4. General Assemblies**

### **4.1. *Common Provisions for Ordinary and Extraordinary General Assemblies***

- 4.1.1. General Assemblies shall be convened by the President, with a notice issued at least two (2) months before the date of the meeting.
- 4.1.2. The President shall chair General Assemblies.
- 4.1.3. All members in good standing as defined in article 3 have the right to speak and vote.
- 4.1.4. General Assemblies may pass resolutions only on matters on the agenda.
- 4.1.5. General Assemblies may meet in ordinary or extraordinary session. Once they are passed, resolutions are binding on all members of ICA.
- 4.1.6. Members may be represented by another member holding a special proxy for this purpose. No member shall hold more than two (2) proxies.
- 4.1.7. The President may invite non-members to speak at General Assemblies.
- 4.1.8. Voting shall be by show of hands or by online voting. It may be by secret ballot at the request of one third (1/3) of voting members present. Voting shall occur during the meeting.

4.1.9. The quorum at Ordinary and Extraordinary General Assemblies shall be set at five per cent (5%) of the total voting membership. To be valid, the quorum must include voting members from at least three of the following four geographical groupings of the world.

- i. Africa and the Arab Countries
- ii. Asia and Oceania
- iii. Europe and North America
- iv. Latin America and the Caribbean.

4.1.10. General assemblies shall be prepared in accordance with the internal regulations.

#### **4.2. Ordinary General Assemblies**

4.2.1. The Ordinary General Assembly, which shall be held at least once a year, will exercise the powers stated below, in accordance with the specified quorum and majority.

##### **4.2.2. Powers**

4.2.2.1. It shall decide on the strategic direction of ICA, receive and approve the President's report on the activities of ICA.

4.2.2.2. It shall approve the accounts and the report of the Vice-President Finance for the year ended. It shall also approve the auditor's annual report.

4.2.2.3. It shall approve the annual budget for the coming year, submitted by the Vice-President Finance on behalf of the Executive Board, as well as setting membership dues.

4.2.2.4. It shall appoint a statutory auditor and deputy auditor, who are registered on the list held by the court of appeal in the location of the organisation's registered office.

4.2.2.5. It shall approve, on the recommendation of the Executive Board, the establishment of regional branches involved in implementing the policy of ICA in their region.

4.2.2.6. It may, on the recommendation of the Executive Board, amalgamate, split or abolish regional branches.

4.2.2.7. It may, on the recommendation of the Executive Board, create sections at the request of members of ICA who share professional interests or are concerned with professional activities of a similar nature. It may also amalgamate, split or abolish sections.

4.2.2.8. It may, on the recommendation of the Executive Board, establish committees responsible for specific sectors of the programme of ICA and grant them the power to act within specific terms of reference. It also has the power to amalgamate, split or abolish committees.

4.2.2.9. It may, on the recommendation of the Executive Board, appoint ICA Fellows who have given distinguished service to ICA or to the cause of archives at the international level. Such appointments shall be for life. The process for the handling of nominations for Fellowships by ICA members is set out in the Internal Regulations.

4.2.2.10. It shall, on the recommendation of the Executive Board, appoint members of the Evaluation Commission.

#### 4.2.3. *Quorum and Majority*

4.2.3.1. Quorum is set at five percent (5%) of membership. To be valid, the quorum must include voting members from at least three of the following four geographical groupings of the world.

- i. Africa and the Arab Countries
- ii. Asia and Oceania
- iii. Europe and North America
- iv. Latin America and the Caribbean.

4.2.3.2. If there is no quorum, the Ordinary General Assembly may sit as a consultative session.

4.2.3.3. The Executive Board will be empowered to take essential decisions in the interests of the organisation until such time as another Ordinary General Assembly can be arranged.

4.2.3.4. Decisions shall be by a simple majority of votes of those present or represented by proxies.

#### 4.3. **Extraordinary General Assemblies**

##### 4.3.1. *General*

4.3.1.1. Extraordinary general assemblies shall be convened whenever it is considered necessary by the President, in consultation with the Vice-Presidents and the Executive Director.

- 4.3.1.2. In addition, a majority of the members of the Forum of National Archivists may require the President to call an Extraordinary General Meeting, in writing.
- 4.3.1.3. An Extraordinary General Assembly will also be convened if thirty per cent (30%) of all voting members, as set out in article 4.1.9, request it.
- 4.3.1.4. An Extraordinary General Assembly should take place within three (3) months of the decision to call it, with a notice to members at least two (2) months before the date of the Assembly.

#### 4.3.2. *Powers*

- 4.3.2.1. Extraordinary General Assemblies have the power to amend the constitution, dissolve ICA, distribute its assets, or to merge ICA with another body, or more generally to address any issue that is judged to be of serious concern.

#### 4.3.3. *Quorum and Majority*

- 4.3.3.1. Quorum is ten percent (10%) of membership. To be valid, the quorum must include voting members from at least three of the following four geographical groupings of the world.
- i. Africa and the Arab Countries
  - ii. Asia and Oceania
  - iii. Europe and North America
  - iv. Latin America and the Caribbean.

- 4.3.3.2. If there is no quorum, the Extraordinary General Assembly shall be re-convened again at least two (2) months later.

- 4.3.3.3. Decisions shall be by a two-thirds (2/3) majority of members present or represented by proxies.

## 5. **Elected Office-Holders and their Powers**

### 5.1. ***Powers and Terms***

- 5.1.1. The President is the senior elected office-holder of the organisation; he is elected by voting members of ICA.



5.1.2. There shall be two Vice-Presidents, for Finance and for the Programme, who shall be elected in the same way.

5.1.3. All three office-holders shall have a mandate of four (4) years that shall be staggered. They may seek one renewal of their mandate, for a further four (4) years. Elections should be spread out in order to avoid a vacancy.

5.1.4. The Vice-President Finance shall act as President in the event of the temporary vacancy of the President's post or incapacity of the President.

5.1.5. Failing this, this responsibility shall be given to the Vice-President Programme.

5.1.6. The Elected Officers have general responsibility for strategic decisions between meetings of the Executive Board and the General Assembly.

## 5.2. **President – Role and Responsibilities**

5.2.1. The President is the organisation's leader. Working in close consultation with the two elected Vice-Presidents and the Executive Director, (s)he gives the organisation's strategic direction and oversees the proper governance of the organisation in accordance with the decisions taken by the General Assembly as the sovereign body of the organisation. Acting in the name and on behalf of the Executive Board, the President has the following duties:

5.2.1.1. representing ICA in all civil matters, and having full authority to make commitments on its behalf, consistent with ICA policies, Internal Regulations and decisions of the General Assembly;

5.2.1.2. representing ICA in court. S(he) may be replaced only by a representative acting in accordance with a special power of attorney or delegation;

5.2.1.3. bringing, on his/her own initiative, any lawsuits to defend the interests of ICA, permitting any transactions, and bringing any claims;

5.2.1.4. proposing Internal Regulations for ICA, drafted by the Executive Director, for approval by the Executive Board.

5.2.1.5. ensuring that the proper material and administrative operation of the organisation is carried out by the Executive Director under his/her direction. In particular,

- (s)he shall ensure that minutes of the meetings of the Executive Board and the General Assemblies are prepared.  
(S)he shall keep, or have kept under his/her control, the registers of the organisation, including the minutes of meetings and the constitution and internal regulations.  
(S)he shall make, or have made under his/her control, the declarations to the Prefecture, and the publications in the French Official Gazette, in accordance with legal and regulatory provisions.
- 5.2.1.6. presenting the President's report on the activities of ICA to the General Assembly;
  - 5.2.1.7. chairing the General Assembly, the Executive Board, the Congress and the Biennial Conference of ICA.
  - 5.2.1.8. convening meetings, virtual or physical, of the elected Vice-Presidents (Finance, Programme), the Executive Director and other office-holders as appropriate, in order to ensure the smooth operation of the organisation. This group will also be collectively responsible for the implementation of adequate working conditions for the organisation's salaried staff.
  - 5.2.1.9. For the performance of the mandate, the President may delegate in writing, his/her authorities and signature to a Vice-President or the Executive Director, and may terminate, in writing, the said delegations of power at any time.
  - 5.2.1.10. Any action or commitment exceeding the scope of the powers defined above must be authorised in advance by the Executive Board, or by the Internal Regulations, and must be consistent with the Constitution.
  - 5.2.1.11. The President of ICA may be authorised by the Executive Board to appoint persons to perform specific assignments or tasks. (S)he may freely terminate their appointment at any time.

### **5.3. *Vice-President Finance – Role and Responsibilities***

- 5.3.1. The Vice-President Finance exercises oversight of, and is ultimately responsible for, the management of all funds belonging to ICA. In particular, the Vice-President Finance will carry out the following duties:
  - 5.3.1.1. preparing budget proposals to submit to the Executive Board and the General Assembly;

- 5.3.1.2. drawing up scales of membership dues for the approval in turn of the Executive Board and the General Assembly;
- 5.3.1.3. reporting on the management of the accounts to the Executive Board and the General Assembly;
- 5.3.1.4. drawing up, or having drawn up under his/her control, the annual accounts of ICA; and,
- 5.3.1.5. ensuring that arrangements are in place for the effective management of ICA's accounts in accordance with professional best practice.

5.3.2. The Vice-President Finance may delegate in writing, his/her authorities and signature to the Executive Director, and may terminate, in writing, the said delegations of power at any time.

#### **5.4. *Vice-President Programme – Role and Responsibilities***

- 5.4.1. The Vice-President Programme has ultimate responsibility for projects and other initiatives that are included in the ICA's professional programme, and also for the alignment of these activities with the organisation's strategic objectives. In particular, the office-holder will carry out the following duties:
- 5.4.1.1. chairing the Programme Commission (PCOM) and, with the support of the Programme Officer and the Training Officer, ensuring that decisions to fund or to endorse particular projects are taken by PCOM in accordance with clear criteria, which are impartially and transparently applied.
  - 5.4.1.2. exercising oversight of, and is ultimate responsible for, the programmes under the responsibility of the Programme Commission.
  - 5.4.1.3. liaising with the Regional Branches, the Forum of National Archivists, the Forum of Professional Associations and Sections concerning their professional activities so that they match the organisation's overall strategy.
  - 5.4.1.4. coordinating the work of the expert groups created by the Programme Commission for the development of professional best practices.
  - 5.4.1.5. supporting the Executive Director in the development of partnerships with other organisations with similar objectives for mutual benefit.
  - 5.4.1.6. overseeing the development of the professional content for ICA Conferences and Congresses.

5.4.1.7. taking a lead in the professional development and outreach of ICA.

5.4.1.8. reporting on the programmes and actions of the Programme Commission to the Executive Board and the General Assembly.

5.4.2. The Vice-President (Programme) may delegate in writing, his/her authorities and signature to the Executive Director or to members of the Programme Commission, and may terminate, in writing, the said delegations of power at any time.

### **5.5. *Elected Officers-General***

5.5.1. The Elected Officers have general responsibility for:

5.5.1.1. oversight of operations of the ICA; and,

5.5.1.2. strategic and operational decisions between meetings of the Executive Board and the General Assembly.

5.5.2. Elected Officers' collective roles and responsibilities are subject to report and ratification by Executive Board and must be consistent with the constitution and internal regulations. They include:

5.5.2.1. planning of general assemblies and of ICA conferences and congresses;

5.5.2.2. financial decisions;

5.5.2.3. adjusting decisions taken by Executive Board in situations where changes are required due to unforeseen circumstances;

5.5.2.4. appointing of interim office-holders as required; and,

5.5.2.5. other decisions as needed.

5.5.3. Records of Elected Officers' meetings will be kept and presented at the next meeting of the Executive Board.

## **6. Other Elected Officer Positions**

### **6.1. *Chair of Sections and Chair of Branches***

6.1.1. The Chair of Sections is chosen amongst the Professional Section chairs to represent the interests of this group. The Chair of Branches is chosen amongst the Branch chairs to represent the interests of this group.

6.1.2. The Chair of Sections and the Chair of Branches are responsible to:

- 6.1.2.1. conveying information from the sections and branches to the ICA Secretariat and vice versa;
- 6.1.2.2. bringing proposals for the establishment, amalgamation, or dissolution of sections or of branches; and,
- 6.1.2.3. coordinating the work and the governance budget of the sections or the branches.

## 6.2. **Member at Large Category D**

6.2.1. Member at Large Category D is chosen from and amongst the Category D members as defined under section 3 and represent the interests of that group. This position is also a member of the Executive Board.

6.2.2. Member at Large are responsible to represent the interests of their membership category.

## 7. **Executive Director**

- 7.1. The Executive Director is the most senior member of the ICA Secretariat, and, as such, advises the elected officers on, and is responsible for, the implementation of the broad goals, strategies and policies set by the Elected Officers, the Executive Board and the General Assembly.
  - 7.2. The Executive Director is also responsible, after consultation with or direction from the Elected officers, for establishing and maintaining external partnerships in line with ICA's strategy and mission statement.
  - 7.3. The Executive Director has managerial authority over the staff and financial resources of the ICA and is responsible for their effective efficient and ethical deployment, subject to the budget and to policies set from time to time by the Elected Officers, Executive Board and the General Assembly.
  - 7.4. Other duties and functions may be assigned to the Executive Director by the Elected Officers as needed.
  - 7.5. The procedures for the appointment of the Executive Director shall be specified in the Internal Regulations.
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## **8. Executive Board**

### **8.1. Composition**

8.1.1. The Executive Board comprises:

8.1.1.1. The President

8.1.1.2. The two elected Vice-Presidents;

8.1.1.3. The President of the Forum of National Archivists;

8.1.1.4. The President of the Forum of Professional Associations;

8.1.1.5. Presidents of the regional branches,

8.1.1.6. Chairs of those sections, with members in at least three of the four different geographical groupings making up ICA as set out in article 4.1.9;

8.1.1.7. A representative of the host country for the ICA Secretariat;

8.1.1.8. The Member at Large for membership category D.

### **8.2. Powers**

8.2.1. The Executive Board directs ICA and its constituent bodies in relation to the aim and objectives of the organisation by:

8.2.1.1. overseeing the implementation of the policies and programme agreed by the General Assembly.

8.2.1.2. deciding on the preferred option for the date of the General Assembly of ICA, the Conferences, the Congresses, and the Forum of National Archivists;

8.2.1.3. establishing general priorities for ICA communications, in consultation with PCOM;

8.2.1.4. recommending ICA's budget for the approval of the General Assembly, and oversee its implementation;

8.2.1.5. approving the verified accounts for the fiscal year ended;

8.2.1.6. being informed of the approval of memberships in categories A, B and C;

8.2.1.7. approving the Internal Regulations of ICA and ensure that these are published promptly;

8.2.1.8. authorizing actions and commitments exceeding the scope of powers specific to the Elected Officers and, more generally, any delegation of powers;

8.2.1.9. recommending the amount of the annual membership fee for the approval of the General Assembly;

8.2.1.10. recommending the creation, amalgamation or dissolution of regional branches and sections for the approval of the General Assembly;

- 8.2.1.11. recommending the appointment of ICA Fellows for the approval of the General Assembly;
- 8.2.1.12. recommending the appointment of members of the Evaluation Commission for the approval of the General Assembly;
- 8.2.1.13. reviewing the reports of the President, Vice-Presidents and Executive Director before approval by the General Assembly.
- 8.2.1.14. ensuring the organisation of conferences and congresses is undertaken in accordance with the Internal Regulations.

### 8.3. **Operation**

- 8.3.1. Executive Board meetings shall be prepared in accordance with the Internal Regulations.
- 8.3.2. The Executive Board shall meet on the initiative of and shall be convened by the President and shall normally meet twice a year.

### 8.4. **Voting**

Voting shall be by show of hands or by online voting.

### 8.5. **Proxies**

Members may be represented by another member holding a special proxy for this purpose. No member shall hold more than one (1) proxy.

### 8.6. **Quorum and majority**

- 8.6.1. Quorum is fifty per cent (50%) of the members of the Executive Board.
- 8.6.2. Decisions shall be by a simple majority of votes of members present. In the event of a tie, the President shall have the tie-breaking vote.

## 9. **Elections**

- 9.1. Elections shall be organised for each elected post (the President, the two Vice-Presidents, member at large D, chair of branches and chair of sections), and shall be subject to provisions as detailed in the Internal Regulations.

- 9.2. There shall be an Elections Officer elected by and from the Executive Board.
- 9.3. Those who receive the highest number of votes are elected.
- 9.4. In the event of a tie, the election will be determined by the drawing of lots by the tied candidates.
- 9.5. Newly elected members shall take up their posts at the end of the General Assembly immediately following the ballot in which they were elected.

## **10. Evaluation Commission**

- 10.1. The Evaluation Commission is composed of a Chair and four members. The Commission shall elect a vice chair and a secretary from its members. Members of the Commission shall hold no other function in ICA.
- 10.2. The Evaluation Commission is responsible for evaluating the ICA programme, its internal and external communications, and its governance. If appropriate, it will make recommendations for improvement.
- 10.3. The Evaluation Commission informs the Executive Board about its findings and reports to the General Assembly.
- 10.4. The Evaluation Commission will, at the request of elected officers and/or the Executive Director, study and make recommendations on specific topics.
- 10.5. The Chair of the Evaluation Commission shall have access to all documents produced by ICA and may attend or be represented at the meeting of any ICA body.
- 10.6. The members of the Evaluation Commission are appointed for a term of four (4) years, based on a system of rotation, so that continuity is maintained.
- 10.7. Meetings of the Evaluation Commission shall be prepared in accordance with the internal regulations.



## 11. Programme Commission

### 11.1. *Membership*

- 11.1.1. The Programme Commission (PCOM) comprises the following voting members:
  - 11.1.1.1. The Vice-President Programme, who act as Chair, and is elected by the members as part of the ICA general elections in accordance with Article 9;
  - 11.1.1.2. A maximum of five (5) Strategic Programme Liaisons, elected by PCOM;
  - 11.1.1.3. One (1) New Professional Representative, elected by PCOM;
  - 11.1.1.4. Seven (7) PCOM Representatives, elected by ICA members.
- 11.1.2. PCOM members are elected for a term of 4 years, except for the New Professional representative, who is elected for two years.
- 11.1.3. The Executive Director, and secretariat members as assigned, attend PCOM meetings to advise and support.
- 11.1.4. PCOM meeting preparation and member election procedures for all positions are set out in the Internal Regulations.
- 11.1.5. ICA members or employees of category A, B, or C members, along with any members from category D may self-nominate for any of the PCOM positions. Additionally, any candidate for the New Professional Representative position must be either a student enrolled in archival, information, or record management studies or have been a practicing professional for less than five years in total.
- 11.1.6. Individuals may hold a PCOM position for a maximum of two terms, but one term is standard. The VP Programme must be consulted if a second term is contemplated, in accordance with the election procedures set out in the Internal Regulations. The VP Programme can also initiate a re-offering when the circumstances call for a second term.

## 11.2. **Powers**

11.2.1. The Programme Commission is responsible for the preparation and execution of the professional and technical programme of ICA, for coordinating the activities of regional branches, sections and committees, and for the professional content of ICA international congresses, conferences, seminars and symposia.

11.2.2. It also creates expert groups in the main areas of professional activity, provides them with terms of reference, monitors their progress and dissolves them as appropriate.

11.2.3. The organisation of conferences and congresses is undertaken in accordance with the Internal Regulations.

## 11.3. **Quorum and majority**

11.3.1. Quorum is set at fifty percent (50%) of its members, with decisions made according to majority vote.

## 12. **Member fora**

### 12.1. **Forum of National Archivists (FAN)**

#### 12.1.1. *Membership*

12.1.1.1. There shall be a Forum of National Archivists (FAN) that consists of all those members which are national archival institutions, as set out in article 3 and as advised by the Executive Director of the ICA.

#### 12.1.2. *Objectives*

12.1.2.1. FAN is empowered to develop high-level strategic responses to the contemporary challenges of managing archives.

12.1.2.2. FAN aims to support all members of the ICA by developing strategic responses that may be applied by all levels of membership and not just those eligible for membership of FAN.

12.1.2.3. FAN is autonomous in that it determines its own agenda and priorities. FAN works within the ICA and with other ICA bodies through the FAN President's membership on the ICA's Executive Board. It communicates with ICA members through reports to the General Assembly and conferences and where appropriate through collaboration

with PCOM as well as with the ICA's expert groups and sections.

#### 12.1.3. *Operations*

12.1.3.1. Provisions for all FAN processes including elections and terms of reference are in the Internal Regulations.

### 12.2. **Forum of Professional Associations (FPA)**

#### 12.2.1. *Membership*

12.2.1.1. There shall be a Forum of Professional Associations (FPA) that consists of all those members which are category B, as set out in article 3 and as advised by the Executive Director of the ICA.

12.2.1.2. Forum members must be Category B members of ICA in accordance with Article 3 of the ICA Constitution.

#### 12.2.2. *Objectives*

12.2.2.1. The aims of the Forum are:

12.2.2.1.1. to contribute to the strategic positioning of the ICA through the FPA chair's seat on the Executive Board;

12.2.2.1.2. to promote closer collaboration of all records management and archival professional associations;

12.2.2.1.3. to gather and disseminate information about the activities of all records management and archival professional associations;

12.2.2.1.4. to encourage and assist the establishment of new professional records management and archival associations;

12.2.2.1.5. to carry out projects which support advocacy efforts and promote issues of importance to ICA's association members and allied associations;

12.2.2.1.6. to exploit the vast resources that lie in FPA member associations when it comes to strategies for, and activities within, digitalization:

- i. its impact on the archives and records profession,
- ii. knowledge about the value chain of records and information,
- iii. its impact on the work of professional associations.

### 12.2.3. *Operations*

12.2.3.1. Provisions for all FPA processes including elections and terms of reference are in the Internal Regulations.

## **13. Regional branches**

### 13.1. **General**

13.1.1. Members wishing to promote the aims of ICA and strengthen cooperation within a particular transnational geographical area, may group themselves into regional branches, subject to the final approval of the General Assembly.

13.1.2. Before requesting establishment as a regional branch by the General Assembly, members shall be entitled to group themselves in a provisional regional branch for no more than eight (8) years.

13.1.3. Provisional and established regional branches must observe the relevant articles of this Constitution and the Internal Regulations.

### 13.2. **Professional Activities**

13.2.1. Regional branches may be invited by the Programme Commission to take responsibility for parts of the policy and programme of ICA.

13.2.2. Regional branches must report to the Programme Commission on the execution of allocated parts of the professional programme.

### 13.3. **Operations**

13.3.1. Conditions for membership, creation, dissolution, organisation and operation of branches are set out in the Internal Regulations.

## **14. Sections**

### 14.1. **Membership**

14.1.1. Members of ICA sharing common professional interests or similar professional activities and wishing to further the aims of ICA and to strengthen cooperation between them may group themselves in sections.

#### 14.2. **Professional Activities**

14.2.1. Sections shall draw up their work programme in cooperation with the Programme Commission.

14.2.2. Sections may be invited by the Programme Commission to take responsibility for parts of the programme of ICA.

14.2.3. Sections must report to the Programme Commission on the execution of allocated parts of the professional programme.

#### 14.3. **Operations**

14.3.1. Conditions for creation, dissolution, membership, organisation and operation of sections are set out in the Internal Regulations.

### **15. Expert Groups**

#### 15.1. **Establishment and Dissolution**

15.1.1. Expert groups on any matter of professional interest or concern may be established by the Executive Board, on the recommendation of the Programme Commission, which also sets their terms of reference.

15.1.2. They must not exceed the terms of reference given without authorization from the Programme Commission.

15.1.3. They may be dissolved by decision of the Executive Board.

15.1.4. The chair of each Expert Group shall be appointed by the Executive Board for a specific term which may be renewed.

15.1.5. Conditions for the operation of the expert groups and for the selection of their members are set out in the Internal Regulations.

### **16. Fund for International Archival Development (FIDA)**

16.1. There shall be a Fund for International Archival Development (FIDA) to provide assistance to archive professionals and institutions working in challenging conditions, normally in under-resourced countries or regions. FIDA is run by a group of Trustees who are appointed by the Executive Board.

16.2. The organisation and resources of the Fund for International Archival Development and the selection of its Trustees are defined in the Internal Regulations.