CONSTITUTION

OF THE EURASIAN REGIONAL BRANCH OF
THE INTERNATIONAL COUNCIL ON ARCHIVES (EURASICA)

According to the Article 42 of the Constitution of the International Council on Archives (ICA), as well as based on the decision of the XIVth session of the ICA General Assembly (Seville, September 25, 2000) concerning the establishment on the initiative of the state-participants of Commonwealth of Independent States a special branch for the Eurasian region in the structure of the ICA;

Taking into account the wish of the countries of the Eurasian region to contribute to the international and regional co-operation, to promote knowledges and experience in the field of culture, science and education;

The present Constitution is adopted:

1. Name

The name of the branch shall be the Eurasian Regional Branch of the International Council on Archives (in abbreviated form EURASICA)

2. Objectives and Functions

The purposes of EURASICA correspond to the general objectives of the ICA, namely:

2.1. To establish, support and develop relations between the national archival services of the region, as well as between all institutions and organisations, which are concerned with the storage, use and management of archives;

2.2. To support measures on preservation and protection of the archival heritage of the region, to improve methods of its management;

2.3. To extend access to the archives of the region, to prepare and distribute informational materials on their holdings, to stimulate the use of archives in the region;

2.4. To co-ordinate activities of archives in the region;

2.5. To improve professional training of archivists in the region;

2.6. To organize scientific conferences, seminars, symposiums and other meetings on certain subjects of mutual interest in the region.

3. Membership

3.1. Membership of the branch is divided into the following categories:

Category A: National/territorial archives directorates and national associations of archivists, which are category A and B members of the ICA (voting members);

Category B: Institutions concerned with the management and preservation of documentation or with the professional training of archivists;

Category C: Present or past staff members of any archival, scientific institution or training centre;

Category D: Persons, who have made outstanding contribution in the archival field of the countries of region or who have rendered significant service to the archival profession may be elected as honorary members of EURASICA by the General Conference.

3.2. The abeyance of membership in the ICA of any organisation being the ICA member in category A or B automatically entails the abeyance of membership in EURASICA.

3.3. The affiliation of new members of EURASICA is carried out by the Executive Board of the branch on the basis of the written application directed to its address. In accordance with article 42 (c) of the ICA Constitution, other members of ICA from outside the EURASICA region may join the branch and those who are ICA category A and B members have the right to vote as provided in article 16 of the ICA Constitution.

Any member may withdraw from EURASICA by writing notice addressed to the Chairman. Such notice shall take effect on the 31-st of December of the year of its submission. Thus up to the moment of the withdrawal all financial obligations of the bearer of the notice are kept, the rest of the paid dues for the current year is not refunded.
4. Membership Fees

4.1. Membership dues shall be determined by the General Conference. Thus for the category A branch members are accounted the dues, which they pay to the ICA within the limits agreed with the ICA Executive Committee.

4.2. As a payment of membership dues the financing of actions held according to the plans of the branch can be set off.

4.3. No dues shall be paid by honorary members.

5. Structure

The Structure of EURASICA forms a General Conference, Executive Board and a Secretariat. On the initiative of the members of branch the Executive Board may establish professional bodies (section and committees) on some directions of archival activity.

6. General Conference

6.1. All branch members have the right to attend the General Conference of EURASICA.

6.2. The General Conference shall adopt the Constitution of branch, determine policies and basic directions of activities of EURASICA. It shall take decisions on projects of the programs submitted to it by the Executive Board.

6.3. The General Conference shall consider reports of the Executive Board, other branch bodies.

6.4. Any member has the right to submit proposals to the General Conference as a rule through the Executive Board.

6.5. The General Conference shall elect members of the Executive Board and nominate the Chairman of the branch by the recommendation of the Board.

6.6. The presence of a majority of voting members at the General Conference shall constitute a quorum.

6.7. Each country may have at the General Conference three votes. Two of them belong to the national/territorial archival directorates (branch members in the category A), one vote belongs to the national/territorial association of archivists. Decisions shall be made by a simple majority of voting members.

6.8. The General Conference may deprive the member of voting, if dues are more than one year in arrears.

6.9. The General Conference shall meet in ordinary sessions biannually. It may meet in extraordinary sessions, if it decides to do so, or if summoned by the Executive Board, or on the demand of at least two-thirds of the voting members.

6.10. At the General Conference the place and time of the ordinary session shall be determined. The General Conference shall nominate also place and time of an extraordinary session. If for any reasons it fails to take the decision at the General Conference, the place and time of the extraordinary session of the General Conference shall be decided by the Executive Board.

6.11. The General Conference on the recommendation of the Executive Board may invite or admit as observers at its sessions representatives of international organisations, state and other establishments and individuals. Observers shall not have the right to vote.

7. Executive Board

7.1. The Executive Board shall be elected by the General Conference from among the representatives of voting members of branch. It shall consist of a Chairman, Deputy Chairman, Executive Secretary, and other members.

7.2. Members of the Executive Board shall serve from closing of the session of the General Conference, on which they were elected, until closing of the next ordinary session. The officials of branch may be re-elected to the same post, but shall not serve consecutively for more than two terms in the same office.
7.3. In case of leaving of a member from the Executive Board, the vacancy for the rest of that term shall be filled by appointment of the Executive Board after consultation with the organisation, which was represented by the former member of the Board.

7.4. The Executive Board shall manage the branch in periods between the sessions of the General Conference except matters, which are covered exclusively by the conference’s terms of reference.

7.5. The Executive Board shall prepare the agenda of the General Conference, submit the working program of the branch and make proposals to its budget.

7.6. The Executive Board shall be responsible for carrying out the program adopted by the General Conference.

7.7. The Executive Board shall take decisions on admission of new branch members and submits them to the General Conference.

7.8. According to decisions of the General Conference the Executive Board shall adopt its own working rules, and shall also have power to make rules and regulations governing the procedures for the conducting of the General Conference, which are subject to approval of the majority of voting members of EURASICA.

7.9. The Executive Board shall meet not less than once a year. It may meet in special sessions on the initiative of the Chairman or on demand of the majority of the members of the Board.

7.10. The Executive Board shall send a report on its activities since the last General Assembly of the ICA to the ICA Secretary General three months prior to the opening of the session of the next General Assembly.

7.11. Members of the Executive Board shall exercise the powers delegated to them by the General Conference on behalf of EURASICA as a whole.

7.12. The presence of the majority of the members at the meeting of the Executive Board shall constitute a quorum.

8. Secretariat

8.1. The Secretariat may consist of so much staff as may be required for maintenance of branch’ activities. Its location is to define by the General Conference.

8.2. The Executive Secretary is the head of Secretariat. He shall be responsible to the Chairman and the Executive Board. The Executive Secretary shall be responsible for the communications with the Secretary-General of ICA.

8.3. The Secretariat shall administer and be the custodian of all the properties of EURASICA.

9. Budget

9.1. The Executive Board shall approve the budget of branch and distribute financial obligations among the members of EURASICA.

9.2. The Treasurer is responsible for budget implementation.

9.3. The Treasurer on behalf of the branch and with the approval of the Executive Board may receive any donations, gifts, bequests and subventions directly from international and other organisations, foundations, institutions and associations or from individuals.

9.4. The Treasurer shall annually present a report on the charges of branch to the Executive Board.

9.5. The Treasurer shall present a financial report to the General Conference.

10. Communications
10.1. EURASICA has its own publication “Newsletter of the Eurasian Branch of ICA”. The staff of the bulletin’s editorial board and its editor-in-chief shall be nominated by the Executive Board. The editor-in-chief may be a member of the Executive Board.

10.2. Official languages of EURASICA are Russian and English.

11. Relations with the International Council on Archives

11.1. EURASICA shall work in close collaboration with the ICA and its bodies in the pursuit of their common aims and objectives.

11.2. The Chairman of EURASICA is according to the Constitution of the ICA an ex-officio member of the Executive Committee of the ICA.

11.3. The Chairman of EURASICA shall represent the ICA in the region.

11.4. The Chairman of EURASICA shall inform the Secretary General of the ICA on any changes in the structure, composition and terms of reference of the branch.

11.5. EURASICA shall invite the President and Secretary General of the ICA to attend the meetings of the Executive Board and sessions of the General Conference.

12. Relations with other regional branches of the International Council on Archives

EURASICA shall maintain close contact with other regional branches of the ICA. Representatives of these branches may participate in the work of managing bodies of EURASICA as observers.

13. Amendments

Amendments to this Constitution shall become effective upon receiving the approval of the General Conference by a two-thirds majority. The draft texts of proposed amendments shall be communicated by the Executive Secretary to the members in categories A and B not less than three months prior to the session of the General Conference.

14. Interpretation

13.1. Both texts of this Constitution (Russian and English) shall be regarded as official.

13.2. All questions or disagreements concerning the interpretation of this Constitution shall be considered at the General Conference of EURASICA under its adopted rules and procedures.