

## Regulations of ICA/SPO

Update Adopted by the ICA Executive Board in Panama, 28<sup>th</sup> March 2011

### Preamble

The establishment of a section on sports archives within the ICA is a response to the recognized need to highlight much more strongly the protection of the archival and documentary wealth within the sporting field. The world of archivists, librarians, museums and documentalists is influenced by the evolutions and the development within sport, and by the increasing interest within the academic world to study sport as a social, political and economic phenomenon and movement. The protection of the documentation of sport history must be increased by involving also representatives of the sporting world, such as managers, trainers, association directors, media specialists, patrons, sponsors, the Olympic movement as well as the athletes themselves.

### History

The Provisional Section on Sports Archives (ICA/SPO) was formed at the 15<sup>th</sup> International Congress on Archives in Vienna (Austria), 23-29 August 2004, after several previous efforts. A preliminary planning meeting had been held in Madrid in April 2004 and two business meetings during the congress in Vienna. The regrouped and enlarged section Bureau held its first meeting in Turin 16 - 18 April 2005. The second Bureau meeting was held in Abu Dhabi (United Arab Emirates) in connection with the CITRA congress, from 24 November to 1 December 2005, the third meeting in Barcelona, 27 - 30 September 2006, the fourth in Turin, 15 May 2007 and the fifth in Roubaix, 21-23 February 2008. SPO was given the status of a permanent section during the Annual General Meeting, which was held in Kuala Lumpur 25-26 July 2008.

### I. Mandate

Within the general objectives of ICA as set out in article 2 of the Constitution, the goals of ICA/SPO are:

- To involve all representatives of the sporting world in the promotion of the identity and history of sports, by developing the necessary partnerships with them.
- To promote preservation, research and accessibility of archives and documentation of sports around the world, with the assistance of new communication technology.
- To identify the archival and documentary fonds of all media, both those already well-organised, and those which are not yet protected and could be at risk.

- To share heritage and culture experiences beyond the specialized circles of archivists, documentalists and historians, by introducing innovative cooperation with local, national and international sports movements.

## II. Membership

Any ICA member or member of an ICA member institution or of an ICA association is eligible for membership in ICA/SPO.

Members of the Section have the right to vote in section meetings.

## III. Correspondents

To encourage full and open communication with other professions, organizations and institutions, individuals who are not ICA members but who share the goals of the Section shall be welcomed as ICA/SPO correspondents (corresponding members), by request to the Section Secretary.

Section correspondents shall have a voice in Section meetings and discussions but they shall not have a vote.

## IV. Member Meeting

The Section shall hold its Member Meeting at least every second year.

## V. Other Meetings

The ICA/SPO Bureau shall convene additional meetings whenever necessary.

## VI. Section bureau

Between Member Meetings, the work of the Section shall be directed by its Bureau. The Bureau shall consist of a Chair/President, up to two Vice-Chairs/Presidents, up to two Secretaries, a Treasurer and not more than six other members.

The Bureau shall meet at least once a year and whenever convened by its President (Chair) or upon the request of one-third of its members. The Bureau meetings are lead by the Chair/President, or, in his/her absence by one of the Vice-Presidents/Chairs. At least half of the Bureau has to be present at a meeting, to make decisions in name of the Section.

## VII. Committees and Working Groups

The Bureau may appoint committees or working groups to undertake certain duties within the mandates of the Section. Each committee or working group shall operate within the specific mandate established for it in accordance with the Bureau and shall report to the Bureau.

## VIII. Nominations

In consultation with as many Section members as possible, the Bureau shall establish a list of nominees for Chair and the other Bureau positions. The list of nominees shall be distributed to members of the Section far enough in advance of the elections to permit additional nominations. The Bureau shall establish a process to receive these nominations and to include them in the election process.

#### IX. Elections

The Officers and Bureau members shall be elected by majority vote of Section members for a four year period between the ICA congresses. The vote shall be conducted by written ballot of all members of the Section in advance of the meeting in the year of the ICA Congress. Those elected shall take office at the same meeting and shall hold office until the next meeting in an ICA Congress year. In case of resignation during the term of office, a replacement shall be elected by majority vote of Bureau members.

#### X. Responsibilities of the Bureau

- The Chair, in co-operation with the Vice-Chair(s), shall be responsible for the overall coordination of Section activities and initiatives; for convening meetings of the bureau and for representing the Section, along with the Vice-Chair(s).
- The Vice-Chair(s) shall be co-responsible, along with the President/Chair, for the coordination of Section activities and initiatives; to lead Bureau meetings whenever the President/Chair is unable to attend; to take on any additional areas of responsibility according to decisions of the Bureau; also responsible for maintaining relations with the branches.
- The Secretary (Secretaries) shall be responsible for maintaining the list of members and corresponding members of the Section, for conducting communication within the Section, for taking minutes during the Bureau meetings. If needed, two separate Secretaries shall represent each of the official ICA working languages (English and French).
- The Treasurer shall be responsible for any Section budget and for managing any Section bank account, along with the President/Chair or Vice-President/Chair.
- The other Bureau members shall provide advice and assistance to Section officers and shall develop and manage the Section program, projects and initiatives, working with others in and beyond the Section as appropriate; take on additional areas of responsibility according to decisions by the Bureau.
- All elected Bureau members are expected to actively participate in the work of the section. Constant non-attendance in Bureau meetings, or the section work in general, may lead to exclusion from the Bureau. At every Bureau meeting the Section chair will put forward Bureau members who have not contributed enough or attended meetings. Bureau members will discuss and vote on a course of action.

#### (XI. Amendments)

These articles may be amended by a simple majority by the Member Meeting. The amendments will be put into effect after approval by the Executive Board of the ICA.

#### (XII. Enactment)

The present articles take effect after approval by the Executive Board of the ICA.