



Constitution

Preamble

The International Council on Archives Section on Architectural Records (ICA/SAR) is established in recognition that:

--Architectural documentation is a key element of our cultural heritage, being the testimony of how architecture has been created, built, managed, and used and, in some cases, the only record of the existence of former structures or of un-built projects; and that

--Increasing access to more and better authentic architectural records can be a powerful strategy for:

- improving the quality of an organization's technical and administrative performance and reinforcing organizational culture and identity;
 - enhancing public awareness of the quality of architecture and the built environment and the importance of protecting architectural heritage;
 - promoting scientific and technical research on architecture and allied fields;-
- encouraging the use of records and archives as resources for education and cultural fruition.

Furthermore, ICA/SAR believes that its aims should be carried out in the broad spirit of the definition that William Morris gives to architecture as encompassing all activities relating to "the molding and altering to human needs of the very face of the earth itself."

History

ICA/SAR was formed at the quadrennial ICA Congress in Seville, Spain, in September 2000. The long-standing efforts of its predecessors, the ICA Committee on Architectural Records and the Working Group on Architectural Records helped make this possible.

I. Mandate:

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

- to encourage the identification, preservation, and dissemination of architectural records in offices, in the hands of private individuals, and in local or national agencies, in order to render them accessible to the public and to researchers;
- to promote the knowledge and application of best archival practice;
- to encourage the allocation of resources to organizations responsible for architectural documentation;
- to be a forum for all persons involved in the care of architectural records;
- to represent the views and interests of architectural archives within the International Council on Archives;
- to maintain links and to develop joint projects with the international community of persons and organizations interested in documents of architecture.

II. Membership:

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

Members of the Section have the right to vote.

III. Correspondents:

To encourage full and open communication with other professions and organizations, individuals who are not ICA members but who share the goals of the Section shall be welcomed as ICA/SAR 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. Quadrennial Business Meeting:

The Section shall hold its quadrennial business meeting at the official time scheduled and published by ICA during the quadrennial ICA congress.

V. Other Meetings:

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

VI. Section Bureau:

Between quadrennial business meetings, the work of the Section shall be directed by its Bureau. The Bureau shall consist of nine members: a President (Chair), a Secretary appointed by the President from among elected Bureau members, and seven other elected members. As set out by ICA, the President may serve only one consecutive term, and other Bureau members only two consecutive terms in the same position.

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.

VII. Committees and Working Groups:

The Bureau may appoint committees or working groups to undertake any aspect of the Section program. Each committee or working group shall operate in accordance with the specific mandate established for it by 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 President (Chair) and for eight 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 President and eight Bureau members shall be elected by majority vote of Section members. The vote shall be conducted by written ballot of all members of the Section in advance of the quadrennial business meeting of the Section. Those elected shall take office at the quadrennial business meeting and shall hold office until the following quadrennial business meeting. In case of resignation during the term of office, a replacement shall be selected by majority vote of Bureau members.

The President (Chair) shall appoint a Secretary from among the elected members of the Bureau.

X. Responsibilities of the Bureau

The President (Chair) shall be responsible for the overall coordination of Section activities and initiatives; for convening meetings of the Bureau and for representing the Section.

The Secretary shall be responsible for maintaining the list of members and corresponding members of the Section, for conducting communications within the Section, and for any Section budget.

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.

Approved by the ICA/SAR Bureau

Lisbon, Sunday 14 March 2004