

**INTERNATIONAL COUNCIL ON ARCHIVES
EURBICA**

**Constitution adopted by the General Assembly of Eurbica
Amended and approved by the ICA Executive Board in Seoul (6 September 2016)**

Whereas Article 16 of the 2012 Constitution of the International Council on Archives (ICA) approved in Brisbane provides that ICA members wishing to promote the aims of ICA and strengthen cooperation within a particular transnational geographical area may group themselves into regional branches of ICA;

and

Whereas at the Inaugural Assembly held in Florence on May 29, 2001, it was resolved to form a regional branch of the ICA for the European region with objectives and functions consistent with the Constitution and activities of the ICA;

and

Whereas since the constitution adopted in 2001, the environment in which ICA operates has been and still is changing profoundly, and since this changing environment requires the archives sector to be adaptable and flexible and also to set new standards and priorities, the Constitution of EURBICA is being amended as follows:

I - NAME

1. The name of this Organization is the European Regional Branch of ICA (EURBICA).

II - OBJECTIVES AND FUNCTIONS

2. The purpose of EURBICA shall be to carry out the general objectives of the ICA (<http://www.ica.org/124/our-aims/mission-aim-and-objectives.html>) in a European context and to reflect the views and priorities of the members of the Region. EURBICA is bound by the general provisions of the ICA constitution, the relevant parts of which are annexed to this document (Annex 1)

III - MEMBERSHIP

3. Membership of EURBICA represents all European members of ICA, according to articles 4 and 6 of the ICA's constitution.

IV - ORGANIZATION

4. EURBICA shall include a General Assembly and an Executive Board, with one of the members of its Executive Board acting as president of Eurbica.

V - GENERAL ASSEMBLY

Composition

5. All members domiciled or working in the EURBICA region have the right to participate in the General Assembly of EURBICA.

Functions

6. The General Assembly
 - shall determine the policies and activities of EURBICA
 - shall verify the activity reports submitted by the Executive Board
7. Any member has the right to submit written proposals to the General Assembly through the Executive Board.
8. The General Assembly shall elect the members of the Executive Board and, upon recommendation of the Board, shall endorse the appointment of its Chair/President at the next ordinary meeting of the General Assembly

Procedure

9. The ordinary meetings of the General Assembly will take place biennially via electronic means. Extraordinary face-to-face meetings can be summoned by the Executive Board, or on the demand of at least one third of the voting members.

Voting

10. Members of ICA entitled to vote at the ICA annual meeting and who are also members of the branch, are entitled to vote at the branch general assembly.
11. Decisions are taken by a simple majority of the participating voting members.

Quorum

12. The participation of ten percent of the voting members at a meeting via electronic means of the General Assembly shall constitute a quorum. In default of a quorum, a second similar meeting is called, to be held no later than four weeks after the first meeting, in which second meeting, regardless of the number of present members, valid decisions can be taken.

VI - EXECUTIVE BOARD

Composition

13. The Executive Board shall be elected for four years, by the General Assembly. It shall consist of a Chair/President and as many other members (including substitutes) as considered necessary. The Chair/President and any other elected officer will be elected for a term of four years. Incumbent board members and all elected officers including the Chair/President shall be eligible for immediate re-election, albeit no more than once. The Executive Board is empowered to co-opt additional specialist members for designated tasks.
14. In the event of the death or resignation of a member it is at the discretion of the Executive Board either to start the procedure for the election of a new member immediately, or to wait until the expiry of the four year term. Irrespective of the duration of their office, all EB members must be (re-)elected at the same time.

Functions

15. The Executive Board shall have as principal function to manage the online presence of Eurbica. As editorial board it is responsible for the dissemination of information about professional events, new projects, training opportunities and job offers by all suitable electronic means (including websites, newsletters, and social media).

16. The Executive Board can also engage in organizing workshops and conferences, and in developing or supporting the development of co-operative projects (and also provide funding)
17. The president of the Executive Board (or substitute) represents Eurbica within the ICA Executive Board
18. The Executive Board will be responsible and accountable to the ICA Vice President Finance for its own operating budget and may raise fund for its activities and projects
19. The Executive Board may draw up its own internal regulations to clarify existing constitutional provision

Meetings

20. The Executive Board shall meet in ordinary session at least once a year. Meetings of the governing board may also be held by telephone or video conference, provided each participating board member can hear the deliberations and can be heard by the other board members.

Quorum

21. The presence of half of the members of the Executive Board shall constitute a quorum.

VII - BUDGET

22. The Executive Board shall approve temporarily and give final effect to the budget, under the reservation that the General Assembly will finally approve the budget.
23. The Executive Board has responsibility for all funds belonging to EURBICA.

VIII - AMENDMENTS

24. Proposals for amendments to this Constitution shall become effective upon receiving the approval of the General Assembly by a two-thirds majority. The draft texts of proposed amendments shall be communicated to the voting members at least one month in advance.

IX – TERMINATION OF THE ACTIVITIES OF EURBICA

25. EURBICA may terminate its activities or give up the title of regional branch, following a decision taken in General Assembly. The decision must be communicated to the President of the ICA. In the event that the activities of EURBICA are terminated, its remaining assets after dissolution and the satisfaction of all debts and liabilities shall be paid and applied by EURBICA.

X - APPROVAL

26. The constitution has been approved by the General Assembly of EURBICA, organized by electronic procedure and validated on the 9th of June 2018.

ANNEX 1

EXTRACT FROM 2012 ICA CONSTITUTION

X - REGIONAL BRANCHES

Article 16

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 Ordinary General Assembly.

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 years. Provisional regional branches must observe the relevant articles of this Constitution.

Regional branches shall be subject to the following conditions:

Section 1 - Membership

- a) Any institution or individual qualifying for membership under article 4 should become a member of ICA before joining a regional branch. The membership of regional branches shall be administered by the ICA Secretariat;
- b) Members of ICA shall be free to join a regional branch in addition to the branch for their own geographical area, subject to the agreement of the bureau of the additional regional branch they wish to join;
- c) Regional branches and the Secretariat may conclude an agreement, whereby the branch pays an aggregate amount to cover the ICA membership fee for all institutional members of the branch;

Section 2 – Organization and Operation

- a) Regional branches may establish their own regulations, which must be consistent with this constitution and be approved by the Executive Board
- b) A regional branch may register its legal status in one of the countries in the region
- c) Institutional members of regional branches elect their president and substitute (who will serve on the Executive Board in case of absence), secretary general and other officers, who together make up the Bureau which is responsible for managing the branch's activities and programmes
- d) The term of a president of a regional branch shall not exceed four years, renewable once
- e) Regional branches may establish an administrative secretariat, responsible to the branch secretary general.
- f) The programme and activities of the regional branch must be consistent with this Constitution
- g) Regional branches are free to work in other languages but shall communicate with the ICA Secretary General in English or in French.
- h) Any regional branch which terminates its activities or gives up the title of regional branch must inform the President of ICA.
- i) Any regional branch ceasing to fulfill the aim and objectives set out in articles 2 and 3, or which is no longer in compliance with this constitution or which acts in such a way as to cause damage to the reputation of ICA, may be deprived of the right to use the name of ICA by a simple majority vote of the General Assembly, and will no longer be recognized as a regional branch. Procedures relating to this provision will be set out in the Internal Regulations

Section 3 - Finance

Regional branches shall be responsible for their own operating budget. All regional branches must send their accounts for the year ended and draft budget for the following year to the Vice President Finance on an annual basis.

Regional branches are entitled to apply for grants from ICA funds.

Section 4 – Professional Activities

Regional branches may be invited by the Programme Commission to take responsibility for parts of the policy and programme of ICA. Regional branches must report to the Programme Commission on the execution of allocated parts of the professional programme.