

Note: these “Draft Articles” served as the Section’s “Bylaws” from 1996 until they were superseded by amendments made at the 16 August 2007 SUV Annual General Meeting (Plenary Assembly) in Dundee Scotland.

Provisional Section of University and Research Institution Archives

ICA/SUV

DRAFT Articles

As adopted by the General Assembly at Beijing [1996] and approved by the Executive Committee of the International Council on Archives.

1. NAME OF THE SECTION

The name of this organization is: Section of University and Research Institution Archives (ICA/SUV).

2. LEGAL STATUS

The SUV is a section of the International Council on Archives (ICA) in accordance with Article 34 of the Constitution of ICA.

3. GENERAL OBJECTIVES

This section shall be open to archivists working in universities, colleges, academies of science and letters, learned societies, and research institutions.

In accordance with the general objectives of the ICA the aims of ICA/SUV are:

3.1 to promote communication and cooperation between archives in universities, colleges, academies of science and letters, learned societies, and research institutions and among archivists working in those archives in the member countries of the ICA.

3.2 to gather and disseminate information about the creation and administration of archives in above named institutions, and about the role of archives in relation to their host institution and to society at large, and about the administrative policies and procedures which they have developed.

3.3 to assist in the development and strengthening of archives in the above named institutions through symposia, publications, and consultation.

3.4 to cooperate with other bodies of the ICA in assisting archives in the above named institutions to document more adequately their institutions and to improve their archival service.

4. MEMBERSHIP

ICA/SUV accepts both institutional and individual members.

4.1 Any archives from the above named institutions which is or becomes a member (category C) of the ICA becomes an institutional member of ICA/SUV. Institutional members of ICA should nominate a representative to SUV; these representatives need not pay for an individual membership to ICA.

4.2 Any archivist or staff member of an archives in the above named institutions, or other archivist or individual who has a connection to an archives in the above named institutions, or other archivist or individual who has a connection to an archives in the above named institutions, who is or becomes an individual member (category D) of the ICA may also become a member of the ICA/SUV.

4.3 All institutional and individual members have the right to speak and to vote in the Plenary Assembly of ICA/SUV.

5 THE PLENARY ASSEMBLY

The Plenary Assembly, in which representatives of institutional members and all individual members of ICA/SUV have the right to speak and to vote, meets at least once every four years within the framework of an International Congress on Archives. Its tasks consist of:

5.1 planning the program of ICA/SUV and controlling its execution.

5.2 controlling the financial affairs of ICA/SUV and determining membership fees.

Decisions are made by a simple majority of the voting members present. Archivists and staff of the above (art. 3) named institutions as well as other interested archivists and related professionals who are not members of ICA, may attend the Plenary Assembly of ICA/SUV as observers.

6. THE STEERING COMMITTEE

The Steering Committee of ICA/SUV consists of a chair, secretary, and between four and ten elected members. All members of the Steering Committee must be either individual members or representatives of institutional members of ICA/SUV. The members of the Steering Committee are elected by a simple majority of the members for a term of four years, which may be renewed one consecutive time. Members may serve no more than eight consecutive years. If a member retires or ceases to be a member of ICA/SUV during the term, the Steering Committee may appoint a successor to complete the term. The Steering Committee meets as often as necessary, preferably once each year, to conduct the implementation of the program determined by the Plenary Assembly and to initiate and promote activities within the framework of the Section.

7. THE CHAIRMAN AND THE SECRETARY

In accordance with article 34 of the Constitution of the International Council on Archives, the Chairman and Secretary are appointed by the President of the ICA upon nomination by the Section for a term of four years, which may be renewed for one additional consecutive term of four years. The Chairman submits a quadrennial report to the Executive Secretary three months ahead of each ordinary meeting of the General Assembly of the ICA. The Secretary manages the current business of the Section and keeps its records and moneys. The accounts of the Section are audited by the Treasurer of the ICA.

8. COMMISSIONS

Ad hoc commissions, to carry out specific tasks of the Section may be set up by the Steering Committee, to which they should report.

9. PUBLICATIONS

ICA/SUV may undertake publications within the ICA's publications program.