

CONSTITUTION OF THE ASSOCIATION OF COMMONWEALTH ARCHIVISTS AND RECORDS MANAGERS

*As amended by unanimous vote at the ACARM Annual General Meeting
Mexico City, 25 November 2017*

NAME

- 1 The name of the organisation shall be the Association of Commonwealth Archivists and Records Managers

AIMS

- 2 The aims of the Association shall be:
 - i. To promote the development of professional archival and records management standards in the Commonwealth;
 - ii. To reinforce the importance archives and records should have in the national heritage and in programmes of national development;
 - iii. To promote the development of professional archival and records management education and training throughout the Commonwealth;
 - iv. To provide a forum for archivists and records managers who share a common heritage to compare, exchange, share and develop their common experience;
 - v. To encourage the dissemination of information, e.g. copies of archival material, amongst member institutions;
 - vi. To promote the use of records and archives in understanding the activities and impact of the Commonwealth and British colonialism over time; and
 - vii. To encourage the formation and continued development of professional and archival records management associations in individual countries of the Commonwealth.

MEMBERSHIP

- 3 Membership of the Association shall be in four categories: institutional, individual, associate and honorary.
 - i. **Institutional membership.** National, subnational or non-government institutions or repositories, or other specialised repositories in Commonwealth countries, and also national or subnational associations of archivists and records managers are eligible for institutional membership. Voting rights at general meetings of the Association shall be limited to one vote for each institutional member. Votes may be cast in person, by proxy or by post.

- ii. **Individual membership.** Practicing archivists or records managers or any other interested persons are eligible for individual membership. Voting rights at general meetings shall be one vote for each individual member. Votes may be cast in person, by proxy or by post.
- iii **Associate membership.** Individuals who are students, retired professionals and non-professionals/interested persons are eligible for associate membership. Their subscription rates shall be half those of individual membership rates. Associate members have the right to speak at meetings of the Association but do not have voting rights.
- iv **Honorary membership.** The Executive Committee shall have power to nominate Honorary Members of the Association. Nominations should be restricted to people who have made a significant contribution to the Association and to its aims. Nominations shall be voted upon at Annual General Meetings. Honorary members have the right to speak at meetings of the Association but do not have voting rights.

The Executive Committee shall have power to fix annual subscriptions and other dues. The scales of annual subscriptions shall be reported to the Annual General Meeting, which shall have the power to advise the Executive Committee on this matter.

Any member wishing to resign or withdraw from membership must give one year's notice in writing to the Executive Committee. Resignation or withdrawal does not relieve the member from the obligation to pay dues for the financial year in which resignation or withdrawal takes place.

GOVERNMENT

- 4 An Annual General Meeting shall be held, whenever possible in association with appropriate Commonwealth meetings, with the ICA International Congress on Archives or with ICA Annual Conferences, or at any other suitable occasion as determined by the Executive Committee.

The Executive Committee shall also have the power to call a general meeting at any other time than the Annual General Meeting.

The Annual General Meeting that coincides with the year in which the ICA International Congress on Archives is held (every four years) shall be the general meeting at which the election of Association officers shall take place.

- 5 The Executive Committee, elected at the four-yearly Annual General Meeting by a simple majority, shall consist of ten positions, namely a Chair, a Vice-Chair, a Secretary and Treasurer, and seven other members, having regard to the Association's membership and its geographical distribution. Members of the Executive Committee shall not be eligible for election for more than two consecutive terms of four years each.

The Executive Committee shall have power to determine the affairs of the Association but must report its decisions to the membership each year, together with an audited statement of financial affairs. A quorum for meetings of the Executive Committee shall be half its elected number.

The Executive Committee shall meet as often as it determines necessary for the proper conduct of the Association's affairs, and may undertake and consider any proposal it sees fit for the furthering of the aims of the Association, save only that it has no power to commit the Association financially to expenditures exceeding £2000 without the agreement of the membership at an Annual General Meeting.

Vacancies on the Executive Committee for whatever cause may be filled temporarily by co-option, subject to approval by the next Annual General Meeting.

The Executive Committee may establish such sub-committees, working groups or meetings as it sees fit and may initiate and publish the results of the Association's work. The establishment of any standing committee of the Association will need the approval of the Annual General Meeting.

The Executive Committee shall have the power to seek and receive grants for the support of the work of the Association.

AMENDMENT OF THE CONSTITUTION

- 6 The constitution may be amended by a proposal submitted to the membership in advance of an Annual General Meeting, approved by two thirds of the voting membership, being those voting members present at the meeting, represented by proxy or having voted through a postal vote.

DISSOLUTION

- 7 In the event of the dissolution of the Association for any reason whatsoever, after any outstanding liabilities have been paid off, the residue of any monies and possessions at the time of dissolution shall pass to the Commonwealth Foundation, or its successor body, to be applied, wherever possible, for the promotion of archival work and study, save only that the unexpended portion of any monies received from other grant-giving agencies should first be returned to those agencies.

INTERPRETATION

- 8 Any question of interpretation of this Constitution or any clause in it shall be decided by the Executive Committee and its decision shall be binding on members.