

THE REVISED IASSIST CONSTITUTION

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PUBLIC ARCHIVES CANADA

Proposed Constitutional Changes

At the IASSIST annual meeting held in Washington, D.C., in May 1980, the general membership approved the establishment of a Constitutional Review Committee to review the Association's constitution of 1978 and to propose changes. As the Chairman of the Committee, I undertook a thorough review of the 1978 constitution, received recommendations and changes proposed by Association members, and incorporated changes approved by the membership at the 1979 and 1980 annual meetings concerning the establishment of Standing Committees as well as Action and Interest Groups. The proposed changes were submitted to the members of the Administrative Committee for their detailed review in the spring of this year. The proposed Constitution and By-Laws which are described in the following pages incorporate most of the changes suggested by Administrative Committee members. For a comparison of these proposals with the 1978 constitution, members are referred to the IASSIST Newsletter, Volume 2, Number 1 (Winter 1978).

The suggestion has been made that the proposed changes do not ensure a sufficient degree of continuity in the governance of the Association. It has been proposed that such continuity could better be attained as a result of the election of the Administrative Committee members on a rotational basis and through the Vice-President succeeding to the Presidency. In order to provide the members of the General Assembly with a clear choice on this issue, I have prepared specific Articles

which are outlined after the main body of the Constitution and By-Laws.

As I shall be unable to attend the annual meeting of the Association in Grenoble, I would suggest the following course of action: that a motion be made, and seconded, that the proposed Constitution and By-Laws be approved in their entirety; that an Article by Article review of the Constitution and By-Laws then follow, at which time amendments can be made, seconded, and perhaps passed; and after the Article by Article review has been completed, the membership approve the Constitution and By-Laws as amended. Under most Rules of Order, it is customary for the General Assembly to move into Committee of the Whole in order to undertake a detailed review of an Association's Constitution and By-Laws.

I would like to express my appreciation to all of those who have taken the time and patience to review the proposals and make suggestions. It is my hope that the result is a Constitution with related By-Laws which reflect more accurately the views of the membership.

Harold Naugler
Ottawa, Canada
July 1981

INTERNATIONAL ASSOCIATION FOR SOCIAL
SCIENCE INFORMATION SERVICE AND
TECHNOLOGY/L'ASSOCIATION
INTERNATIONALE POUR LES SERVICES ET
TECHNIQUES D'INFORMATION EN SCIENCES
SOCIALES

CONSTITUTION AND BY-LAWS

(Proposed Changes: September 1981)

ARTICLE I - NAME

The name of this organization shall be the INTERNATIONAL ASSOCIATION FOR SOCIAL SCIENCE INFORMATION SERVICE AND TECHNOLOGY/L'ASSOCIATION INTERNATIONALE POUR LES SERVICES ET TECHNIQUES D'INFORMATION EN SCIENCES SOCIALES, hereafter referred to as "IASSIST".

ARTICLE II - HEADQUARTERS

The official headquarters of IASSIST will be located with the Treasurer.

ARTICLE III - OBJECTIVES

All activities of IASSIST will be based upon the following objectives:

- 3.1 To encourage and support the establishment of local and national information centers for machine readable data.
- 3.2 To foster international exchange and dissemination of information regarding substantive and technical developments related to machine readable data.
- 3.3 To coordinate international programs, projects, and general efforts that provide a forum for discussion of issues

relating to machine readable data.

- 3.4 To promote the development of standards for machine readable data.
- 3.5 To encourage educational experiences for personnel engaged in work related to these objectives.

ARTICLE IV - ACTIVITIES

To accomplish the objectives of IASSIST, some or all of the following activities may be conducted:

4.1 COMMITTEES AND GROUPS

Committees may be established and groups of members organized to undertake specific tasks, to find solutions to specific problems, to develop and compile relevant materials for specific projects, and to disseminate information on specific subjects.

4.2 CONFERENCES, WORKSHOPS, SEMINARS, TRAINING SESSIONS

Members may convene organized efforts on any subject consistent with IASSIST objectives.

4.3 PUBLICATIONS

A newsletter will be published and regularly circulated to all members, as well as to others wishing to subscribe. Other kinds of publications may be produced on occasions.

4.4 COOPERATION WITH OTHER ORGANIZATIONS

Efforts will be made to cooperate with other organizations in joint projects and activities when these are consistent with IASSIST objectives.

4.5 OTHER

Other activities that advance the objectives of IASSIST may be undertaken from time to time.

ARTICLE V - MEMBERSHIP

5.1 The membership shall consist of regular and student members.

5.2 Regular and student memberships shall be open to such persons as are interested in supporting the objectives of IASSIST.

5.3 Membership in IASSIST shall include a subscription to the Newsletter.

5.4 Resignations of any members shall become effective immediately upon receipt by the Treasurer of IASSIST. Resignation shall imply forfeiture of the annual membership fee.

ARTICLE VI - FINANCES

6.1 The fiscal year of IASSIST shall begin 1 January and end 31 December.

6.2 Membership fees for regular and student members shall be paid annually to the Treasurer by

1 March of each fiscal year.

6.3 The rate of membership fees may be changed by a two-thirds vote of the members on a mail ballot, such ballots to be undertaken between October and December of any calendar year, the results of such ballots to go into effect on 1 March of the following year.

ARTICLE VII - GOVERNANCE

7.1 GENERAL ASSEMBLY

IASSIST shall consist of a General Assembly composed of all regular and student members. The General Assembly will be organized by geographic regions.

7.2 FUNCTIONS OF THE GENERAL ASSEMBLY

The General Assembly will establish general policies for IASSIST and elect the members of the Administrative Committee, as well as the officers of the Association. Each region will, in addition, elect its own administrative officer who will be known as the Regional Secretary.

7.3 ADMINISTRATIVE COMMITTEE

The Administrative Committee will be the executive body of IASSIST, and shall be composed of those members elected by the General Assembly from its membership. The composition of the Administrative Committee will reflect the geographic distribution of the members of

IASSIST and will be based on the number of members in each geographic region. The Administrative Committee will also include the Regional Secretaries. The members of the Administrative Committee, including the Regional Secretaries, will serve a three-year term and may be considered for re-election for no more than three consecutive terms.

7.4 FUNCTIONS OF THE ADMINISTRATIVE COMMITTEE

The Administrative Committee will implement policies, develop future directions, and coordinate activities for IASSIST. The Administrative Committee will organize the General Assembly into geographic regions, determine the number of Administrative Committee members from each geographic region, and call meetings of the General Assembly at least once every year. The Administrative Committee will also establish Committees and Groups as required.

7.5 OFFICERS OF THE ASSOCIATION

The General Assembly will elect from among its membership the officers of IASSIST: PRESIDENT, VICE-PRESIDENT, SECRETARY, and TREASURER. The officers shall serve a three-year term and may be considered for re-election for no more than two consecutive terms.

7.6 ROLE OF THE OFFICERS

The officers of IASSIST will be responsible for the conduct of business of the ASSOCIATION between meetings of the Administrative Committee.

ARTICLE VIII - MEETINGS

- 8.1 The annual meeting of the General Assembly shall be held at a time and place chosen by the Administrative Committee.
- 8.2 Special meetings of the General Assembly may be called by the Administrative Committee.
- 8.3 The Secretary shall give notice to the members as to the time and place of the annual meeting or special meeting not less than two months prior to the scheduled meeting.
- 8.4 A quorum shall consist of 20 members.

ARTICLE IX - ELECTIONS

- 9.1 A Nominations and Elections Committee will be appointed by the Administrative Committee.
- 9.2 The Nominations and Elections Committee shall conduct an election in each geographic region for officers of IASSIST, members of the Administrative Committee, and the Regional Secretaries. Members within each designated geographic region shall only be entitled to nominate and vote for the Regional Secretary in their home region. However, all members will be entitled to

nominate and vote for the officers of IASSIST and the other members of the Administrative Committee.

- 9.3 A public call for nominations will be sent out by the Nominations and Elections Committee. Voting will be conducted by mail ballot. Elections will be held every three years.

ARTICLE X - AMENDMENTS

The Constitution of IASSIST may be amended by a two-thirds vote of the members on a mail ballot, such ballots to be undertaken between October and December of any calendar year, the results of such ballots to go into effect at the following year's annual meeting of the General Assembly, provided that:

- 10.1 notice of the proposed amendments shall have been given in writing to the Standing Committee on Constitutional Review with the written support of at least five(5) members in good standing of the ASSOCIATION; and
- 10.2 two month's notice of the proposed amendments is given in writing to all members of the ASSOCIATION prior to the conduct of the mail ballot.

ARTICLE XI - TERMINATION

IASSIST may be dissolved by a majority of the members. All property and funds of IASSIST will be transferred to the International

Social Science Council upon dissolution.

ARTICLE XII - BY-LAWS

SECTION 1

DUTIES OF THE PRESIDENT

12.1 The President shall:

- (i) be the principal officer of IASSIST;
- (ii) provide leadership and guidance in the realization of IASSIST's objectives;
- (iii) preside at all meetings of the General Assembly and the Administrative Committee;
- (iv) be an ex-officio member of all Standing Committees and shall coordinate their activities;
- (v) represent IASSIST in its dealings with external bodies and agencies, particularly those at the international level; and
- (vi) report on the state of IASSIST at each annual meeting of the General Assembly.

SECTION 2

DUTIES OF THE VICE-PRESIDENT

12.2 The Vice-President shall:

- (i) perform the duties and exercise the powers of the President in the absence

or disability of the latter;

- (ii) assist the President in recommending measures to further the objectives of IASSIST when and as often as requested;
- (iii) be an ex-officio member of all Action and Interest Groups and coordinate their activities, and be responsible for proposing the Coordinators to the Administrative Committee and maintaining regular contact with such Action and Interest Groups throughout the year; and
- (iv) in the event of the resignation, death, or incapacity of the President, succeed as acting President for the duration of the then President's term.

SECTION 3

DUTIES OF THE SECRETARY

12.3 The Secretary shall:

- (i) attend meetings of the Administrative Committee and meetings of the General Assembly and shall record all facts and minutes of all proceedings in the books kept for that purpose;
- (ii) be responsible for the maintenance of IASSIST's records and for its general correspondence;

- (iii) be an ex-officio member of the Nominations and Elections Committee to maintain lists of nominees for office and to assist in the preparation and distribution of ballots;
- (iv) be an ex-officio member of the Standing Committee on Constitutional Review to maintain notices of proposed amendments to the Association's constitution and to assist in the preparation and distribution of ballots;
- (v) give notice of all meetings of the General Assembly and of the Administrative Committee; and
- (vi) perform such other duties as may be prescribed by the Administrative Committee or President.

SECTION 4

DUTIES OF THE TREASURER

12.4 The Treasurer shall:

- (i) have the custody of the funds and securities of IASSIST and shall keep full and accurate accounts of receipts and disbursements in books belonging to IASSIST and shall deposit all monies and other valuable effects in the name and to the credit of IASSIST and in such depositories as may be designated by the Administrative Committee

- from time to time;
- (ii) disburse the funds of IASSIST as may be ordered by the Administrative Committee;
 - (iii) render to the Administrative Committee at its various meetings, or whenever the members of the Administrative Committee may require it, an account of all his/her transactions as Treasurer and of the financial position of IASSIST;
 - (iv) prepare a written report for submission to the General Assembly at its annual meeting;
 - (v) provide the Standing Committee on Membership with up-to-date mailing lists of all members in good standing in each of the geographic regions; and
 - (vi) perform such other duties as may from time to time be determined by the Administrative Committee.
- (ii) provide leadership and guidance in the realization of IASSIST's objectives in their respective regions;
 - (iii) represent IASSIST in its dealings with external bodies and agencies, particularly those at the national level;
 - (iv) serve as members of the Standing Committee on Membership;
 - (v) attend all meetings of the General Assembly and the Administrative Committee; and
 - (vi) work closely with the Program Director of the Annual Meeting when the latter is scheduled in their particular region.

SECTION 6

DUTIES OF APPOINTIVE OFFICIALS

12.6.1 The Editor of the Newsletter shall:

- (i) be appointed by the President of IASSIST, on the advice of the Standing Committee on Publications and with the consent of the Administrative Committee, for a term of three calendar years which may be renewed;
- (ii) serve on the Standing Committee on Publications; and

SECTION 5

DUTIES OF THE REGIONAL SECRETARIES

12.5 The Regional Secretaries shall:

- (i) be the primary officers of IASSIST in their respective regions, working closely with the President of IASSIST;

(iii) be responsible for the regular preparation, publication, and distribution of IASSIST's official Newsletter.

12.6.2 The Program Director of the Annual Meeting shall:

- (i) be appointed by the President of IASSIST with the consent of the Administrative Committee;
- (ii) set up and organize the next annual meeting following the appointment;
- (iii) be responsible for keeping the Administrative Committee regularly informed of all preparations; and
- (iv) work closely with the Regional Secretary in the region in which the annual meeting is to be held.

SECTION 7

COMMITTEES

12.7.1 The Administrative Committee at the time of the annual meeting of the General Assembly shall appoint and/or confirm Standing Committees and shall appoint and/or confirm Chairpersons of the said Standing Committees.

12.7.2 Standing Committees shall advise the Administrative Committee on matters of policy within their particular sphere, and shall

have a Chairperson appointed for a three-year term which may be renewed, two members drawn from the regular membership of IASSIST appointed for a three-year term which may be renewed, one member of the Administrative Committee appointed for a three-year term which may be renewed unless representation from the Administrative Committee is already included in the composition of the Standing Committee in another capacity, and such officers as are designated ex-officio members.

12.7.3 The Standing Committees of IASSIST are the following:

- (i) CONSTITUTIONAL REVIEW COMMITTEE: responsible for receiving proposals for the enacting, amending, and repealing of the by-laws of IASSIST and for preparing revised articles and by-laws for members' approval, as well as for undertaking an annual review of the constitution and by-laws and proposing amendments as it deems appropriate.
- (ii) EDUCATION COMMITTEE: responsible for the development and advancement of professional programs in education and training and for advising the Administration Committee on the criteria for the approval and certification of such programs.

(iii) MEMBERSHIP COMMITTEE: responsible for recruiting membership in IASSIST, maintaining an up-to-date mailing list of all members in good standing in each of the geographic regions, and for recommending alterations in the classes of membership and dues. This Committee's membership shall also include the Regional Secretaries.

(iv) NOMINATIONS AND ELECTIONS COMMITTEE: responsible for receiving nominations for the election of the Administrative Committee, the Regional Secretaries, and the officers of IASSIST, distributing ballots and electoral information according to regulation, and for recommending alterations in procedures.

(v) PUBLICATIONS COMMITTEE: responsible for advising the Administrative Committee on general publications program policy and for reviewing manuscripts submitted for publication. This Committee's membership shall also include the Editor of the Newsletter.

Groups and for every Action Group so appointed a Coordinator shall be named.

12.8.2 A minimum of three(3) members of IASSIST may make application to the Administrative Committee for the establishment of an Action Group at least one month prior to the annual meeting of the General Assembly.

12.8.3 Action Groups shall be expected to undertake specific tasks, to find solutions to specific problems, or to develop and compile relevant materials for specific projects. The mandate or terms of reference of Action Groups shall be clearly defined, including the resources and time required and the specific nature of the output or product.

12.8.4 Action Groups shall report to the Administrative Committee through the Vice-President on matters relating to their particular sphere, and shall have a Coordinator appointed for a one-year term which may be renewed, two or more members of IASSIST appointed for a one-year term which may be renewed, one member of the Administrative Committee appointed for a one-year term which may be renewed, and such officers as are designated ex-officio members.

SECTION 8

ACTION GROUPS

12.8.1 The Administrative Committee, at the time of the annual meeting of the General Assembly, may appoint Action

SECTION 9

INTEREST GROUPS

- 12.9.1 The Administrative Committee, at the time of the annual meeting of the General Assembly, may appoint Interest Groups and for every Interest Group so appointed a Coordinator shall be named.
- 12.9.2 A minimum of five(5) members of IASSIST may make application to the Administrative Committee for the establishment of an Interest Group at least one month prior to the annual meeting of the General Assembly.
- 12.9.3 Interest Groups shall be expected to disseminate information on specific subjects and to serve as a forum of discussion between as well as during annual meetings.
- 12.9.4 Interest Groups shall report to the Administrative Committee through the Vice-President on matters relating to their particular sphere, and shall have a Coordinator appointed for a one-year term which may be renewed, four or more members of IASSIST appointed for a one-year term which may be renewed, and such officers as are designated ex-officio members.

SECTION 10

NOMINATIONS AND ELECTIONS PROCEDURES

Any regular member in good standing is eligible to hold office in IASSIST.

12.10.1 The Administrative Committee

- (i) Every three years, commencing in 1981, the Administrative Committee shall be elected from a slate of candidates put forward by the Standing Committee on Nominations and Elections.
- (ii) During the first two weeks of October in any election year, any member in good standing may submit in writing to the Nominations and Elections Committee, the names of as many as five(5) persons for the Administrative Committee regardless of the geographic region in which the nominees reside.
- (iii) All nominations must be accompanied by a written statement from the nominees declaring their willingness to stand for election; the signatures of two(2) additional members in good standing who have agreed to co-sponsor the nomination; and an outline of the qualifications of the nominees.
- (iv) The Nominations and Elections Committee will compile a list of nominees and mail ballots to the membership during the first two weeks of November in

any election year.

- (v) All members in good standing, regardless of the geographic region in which they reside, shall be eligible to vote for a limited number of nominees from each geographic region. The number of nominees from each region will be specified on the ballot, based on each region's percentage of the total membership of IASSIST. Voting will take place over a period of one month during any election year, but in no instance will it extend beyond mid-December.
- (vi) The results of the election shall be announced by the end of December in every election year. The results shall be published in the first issue of the Newsletter following the election.
- (vii) Newly elected members of the Administrative Committee shall take office after the annual meeting of the General Assembly following the elections.

12.10.2 The Regional Secretaries

- (1) Every three years, commencing in 1981, the Regional Secretaries shall be elected from a slate of candidates put forward by the Standing Committee on Nominations and Elections.

- (ii) During the first two weeks of October in any election year, any member in good standing in a particular geographic region may submit in writing to the Nominations and Elections Committee, the name of a person for Regional Secretary who must reside in the same geographic region as the nominator.
- (iii) A nomination must be accompanied by a written statement from the nominee declaring his/her willingness to stand for election; a statement indicating that the nominee has institutional support to undertake the duties; the signatures of two(2) additional members in good standing from the same geographic region who have agreed to co-sponsor the nomination; and an outline of the qualifications of the nominee.
- (iv) The Nominations and Elections Committee will compile lists of nominees and mail appropriate ballots to the membership of each geographic region during the first two weeks of November in any election year.
- (v) All members in good standing in each geographic region shall be eligible to vote for the Regional Secretary for that particular geographic region. Voting will take

place over a period of one month during any election year, but in no instance will it extend beyond mid-December.

(vi) The results of the election shall be announced by the end of December in every election year. The results shall be published in the first issue of the Newsletter following the election.

(vii) Newly elected Regional Secretaries shall take office after the annual meeting of the General Assembly following the elections.

12.10.3 The Officers of the Association

(i) Every three years, commencing in 1981, the officers of IASSIST - the PRESIDENT, VICE-PRESIDENT, SECRETARY, and TREASURER - shall be elected from a slate of candidates put forward by the Standing Committee on Nominations and Elections.

(ii) During the first two weeks of October in any election year, any member in good standing may submit in writing to the Nominations and Elections Committee, the name of a person for the position of PRESIDENT and/or VICE-PRESIDENT and/or SECRETARY and/or TREASURER.

(iii) All nominations must be accompanied by a written statement from the nominees declaring their willingness to stand for election; a statement indicating that the nominees have institutional support to undertake the duties; the signatures of two(2) additional members in good standing who have agreed to co-sponsor the nomination; and an outline of the qualifications of the nominees.

(iv) The Nominations and Elections Committee will compile a list of nominees and mail ballots to the membership during the first two weeks of November in any election year.

(v) All members in good standing, regardless of the geographic region in which they reside, shall be eligible to vote for the PRESIDENT, VICE-PRESIDENT, SECRETARY, and TREASURER. Voting will take place over a period of one month during any election year, but in no instance will it extend beyond mid-December.

(vi) The results of the election shall be announced by the end of December in every election year. The results shall be published in the first issue of the Newsletter following the election.

(vii) Newly elected officers shall take office after the annual meeting of the General Assembly following the elections.

(Other or Alternative Proposals
Ensuring Greater Continuity in the
Governance of the Association)

ARTICLE VII - GOVERNANCE

7.3 ADMINISTRATIVE COMMITTEE

The Administrative Committee will be the executive body of IASSIST, and shall be composed of those members elected by the General Assembly from its membership. The composition of the Administrative Committee will reflect the geographic distribution of the members of IASSIST and will be based on the number of members in each geographic region. The Administrative Committee will also include the Regional Secretaries. The members of the Administrative Committee, including the Regional Secretaries, will serve a four-year term and may be considered for re-election for no more than two consecutive terms. The members of the Administrative Committee, excluding the Regional Secretaries, will be elected on a rotational basis, half of the members from each geographic region being elected every four years and half being elected every two years between.

7.5 OFFICERS OF THE ASSOCIATION

The General Assembly will elect from among its membership, the officers of IASSIST: PRESIDENT, VICE-PRESIDENT, SECRETARY, and TREASURER. The President and Vice-President shall serve a two-year term, the Vice-President automatically

succeeding to the Presidency of the Association after the expiration of his/her term. The Secretary and Treasurer shall serve a two-year term and may be considered for re-election for no more than two consecutive terms.

ARTICLE IX - ELECTIONS

9.3 A public call for nominations will be sent out by the Nominations and Elections Committee. Voting will be conducted by mail ballot. Elections will be held every two years for the positions of Vice-President, Secretary, and Treasurer, and for half of the membership of the Administrative Committee.

ARTICLE XII - BY-LAWS

SECTION 2

12.2 The Vice-President shall:

- (v) automatically succeed to the Presidency of the Association after his/her two-year term of office.

SECTION 6

DUTIES OF APPOINTIVE OFFICIALS

12.6.1 The Editor of the Newsletter shall:

- (i) be appointed by the President of IASSIST, on the advice of the Standing Committee on Publications and with the consent of the Administrative Committee, for a term of two calendar

years which may be renewed;

SECTION 7

COMMITTEES

12.7.2 Standing Committees shall advise the Administrative Committee on matters of policy within their particular sphere, and shall have a Chairperson appointed for a two-year term which may be renewed, two members drawn from the regular membership of IASSIST appointed for a two-year term which may be renewed, one member of the Administrative Committee appointed for a two-year term which may be renewed unless representation from the Administrative Committee is already included in the composition of the Standing Committee in another capacity, and such officers as are designated ex-officio members.

SECTION 10

NOMINATIONS AND ELECTIONS PROCEDURES

12.10.1 The Administrative Committee

- (1) Every two years half of the Administrative Committee shall be elected from a slate of candidates put forward by the Standing Committee on Nominations and Elections. During the 1981 election year, members will vote for a full slate of Administrative Committee

candidates, half of the elected candidates to serve for four years and half to serve for two years. The number of votes cast for each candidate will determine the length of office. Thereafter, commencing in 1983, the procedure for a rotational Administrative Committee will be in effect.

12.10.2 The Regional Secretaries

- (ii) Every four years, commencing in 1981, the Regional Secretaries shall be elected from a slate of candidates put forward by the Standing Committee on Nominations and Elections.

12.10.3 The Officers of the Association

- (i) Every two years the VICE-PRESIDENT, SECRETARY, and TREASURER shall be elected from a slate of candidates put forward by the Standing Committee on Nominations and Elections. During the 1981 election year, members will vote for a full slate of officers - PRESIDENT, VICE-PRESIDENT, SECRETARY, and TREASURER. All officers will serve for two-year terms, except the VICE-PRESIDENT who will automatically succeed to the Presidency at that time. Thereafter, commencing in 1983, the procedure for the Vice-President succeeding to the Presidency after his/her two-year term of office will be in effect.