
Message from the President

The Revised Constitution

As many members know, the review and revision of the Constitution of IASSIST has taken several years to complete. The Constitution was approved at the May 18, 1983 Business Meeting in Philadelphia. Several calls were made to the membership prior to the meeting for input, criticisms and changes, and many members took the time to provide written comments. Some minor changes were suggested at the meeting last May, and these have been incorporated.

As I have mentioned several times, work on the review of any constitution is difficult and time consuming. However, the importance of a good, well structured constitution cannot be stressed enough. The transfer of the Treasurer this year from Ed Hanis at the University of Western Ontario to Jackie McGee at RAND Corporation in Santa Monica has underlined some of the difficulties which confront international organizations. Some of these kinds of difficulties can be overcome if the constitution is clear and well structured.

The revised constitution has defined the composition of the Administrative Committee, the Officers of the Association, and their functions. Article XII provides a more detailed description of the Duties of the President, Vice-President, Regional Secretariats and Appointive Officials. Section 5 of Article XII sets up five Standing Committees and outlines the composition of those committees.

I would hope that at the next IASSIST Business Meeting members interested in serving on these committees could be identified and the committees could begin to take an active role in advising the Administrative Committee and the membership on matters within their scope of responsibility. This can provide an opportunity for more participation from the membership. Each Standing Committee requires two members from the regular membership of IASSIST. Any member interested in serving on one of the committees should contact either the Secretariat in the region or a member of the Administrative Committee. The Nominations and Elections Committee will be active in 1984 as the election of the Administrative Committee is slated for the fall of 1984.

I hope that all members will take the time to read the constitution and will think seriously about taking an active role on the committees. Many people were involved in the review and revision of the constitution, and I would like to thank all of them for their work. Particular thanks go to Harold Naugler, who prepared the first draft, and to the Constitutional Review Committee chaired by Carolyn Geda, who spent considerable time working through all the detailed changes.

Ms. Sue Gavrel
President, IASSIST

ARTICLE I - NAME

The name of this organization shall be the INTERNATIONAL ASSOCIATION FOR SOCIAL SCIENCE INFORMATION SERVICES AND TECHNOLOGY/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 social science machine-readable data.
- 3.2 To foster international exchange and dissemination of information regarding substantive and technical developments related to social science machine-readable data.
- 3.3 To coordinate international programs, projects, and general efforts that provide a forum for discussion of issues relating to social science machine-readable data.
- 3.4 To promote the development of standards for social science 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 with the approval of the Administrative Committee on a national or regional basis and the submission of an appropriate report:

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 material 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, and shall be open to such persons as are interested in supporting the objectives of IASSIST.

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

5.3 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 or during the Business Meeting of the General Assembly. Mail ballots will be undertaken between October and December of any calendar year. The results of such ballots or votes will go into effect on 1 March of the following year. In the event of a vote during the Business Meeting of the General Assembly, the membership will be

informed prior to the Business Meeting and proxy ballots will be made available.

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. The establishment of a region must be approved by the Administrative Committee.

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 at least 10 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 Regional Secretaries; the immediate past-President of IASSIST; the President and Vice-President; and the Treasurer, the Editor, and the Secretary-Archivist, the last three individuals having been appointed by the President with approval of the Administrative Committee.

The elected members of the Administrative Committee, including the Regional Secretaries, will serve a three-year term and may serve 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 Nominations Committee will propose candidates for the offices of President and Vice-President, to be voted upon by

the General Assembly. These officers shall serve a three-year term and may serve no more than three 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.

7.7 EXECUTIVE COMMITTEE

The Executive Committee will consist of the Officers, plus other members of the Administrative Committee as required and designated by the Officers.

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 40 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.

In the event that competitive circumstances do not exist for a Regional Secretary, the Regional Secretary may be appointed by 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 a branch of UNESCO to be determined by the Administrative Committee.

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 REGIONAL SECRETARIES

12.3 The Regional Secretaries shall:

- (i) be the primary officers of IASSIST in their respective regions, working closely with the President of IASSIST;
- (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 4

DUTIES OF APPOINTIVE OFFICIALS

12.4.1 The Secretary-Archivist shall:

- (i) be appointed by the President of IASSIST with the approval of the Administrative Committee.
- (ii) 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;
- (iii) be responsible for the maintenance of IASSIST's records and for its general correspondence;
- (iv) 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;
- (v) 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;
- (vi) give notice of all meetings of the General Assembly and of the Administrative Committee or President.

12.4.2 The Treasurer shall:

- (i) be appointed by the President of IASSIST with the approval of the Administrative Committee.
- (ii) 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;
- (iii) disburse the funds of IASSIST as may be ordered by the Administrative Committee;
- (iv) 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;
- (v) prepare a written report for submission to the General Assembly at its annual meeting;

- (vi) provide the Standing Committee on Membership with up-to-date mailing lists of all members in good standing in each of the geographic regions;
- (vii) maintain current membership lists which shall be published once per year and provided when needed for the official purposes of the ASSOCIATION and
- (viii) perform such other duties as may from time to time be determined by the Administrative Committee.

12.4.3 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
- (iii) be responsible for the regular preparation, publication, and distribution of IASSIST's official Newsletter.

12.4.4 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 5

COMMITTEES

12.5.1 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.

12.5.2 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.

12.5.3 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 and for recommending alterations in the classes of membership and dues. This Committee's membership shall 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, tallying the ballots, reporting on the results of the tally, 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.

SECTION 6

ACTION GROUPS

12.6.1 The Administrative Committee, at the time of the annual meeting of the General Assembly, may appoint Action Groups and for every Action Group so appointed a Coordinator shall be named.

12.6.2 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.

12.6.3 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.

12.6.4 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 7

INTEREST GROUPS

12.7.1 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.

12.7.2 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.

12.7.3 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.

12.7.4 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 8

NOMINATIONS AND ELECTIONS PROCEDURES

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

12.8.1 The Administrative Committee and the Officers

(i) Every three years, commencing in 1984, the Administrative Committee, President and Vice-President shall be elected from

a slate of candidates put forward by the Standing Committee on Nominations and Elections.

- (ii) During the fall of any election year, any member in good standing may submit in writing to the Nominations and Elections Committee, the names of as many as seven (7) persons for the slate of candidates 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 and an outline of the qualifications of the nominees.
- (iv) The Nominations and Elections Committee will compile a list of nominees which shall be reviewed by the Administrative Committee and will mail ballots to the membership during the fall/winter of 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 and the Officers shall take office after the annual meeting of the General Assembly following the elections.

12.8.2 The Regional Secretaries

- (i) Every three years, commencing in 1984, the Regional Secretaries shall be elected from a slate of candidates put forward by the Standing Committee on Nominations and Elections.
- (ii) During the fall of 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; 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 fall/winter of 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.

