



## **CONSTITUTION**

*Amended by the General Assembly at Helsingør on 22 June 1995 (see Fontes 43/2 (1996), p162-3); at Oslo on 12 August 2004 (see Fontes 49/1-2 (2002), p16-17); at Antwerp on 18 July 2014. Revised by General Assembly, Rome, 8 July 2016.*

### **Article I – Name and Headquarters**

1. The name of this Association shall be the International Association of Music Libraries, Archives and Documentation Centres (IAML), hereinafter referred to as the Association.
2. The headquarters shall be established at the office of the Secretary General.

### **Article II – Purposes**

1. The Association is an international organization of institutions and individuals.

As an independent, non-governmental, non-profit-making organization, it shall have the following purposes:

- a) To encourage and promote the activities of libraries, archives and documentation centres concerned with music and music materials, to strengthen cooperation among institutions and individuals working in these fields and to publish information concerning their work.
- b) To promote a better understanding of the cultural importance of music libraries, archives and documentation centres both nationally and internationally
- c) To support and facilitate the realization of projects in music bibliography, music documentation and music library science at national and international levels.
- d) To promote the availability of all publications and documents relating to music, including particularly to encourage international exchange and lending.
- e) To encourage and support the development of standards in all areas that concern the Association.
- f) To promote the availability of suitable professional education and training
- g) To further the bibliographical control of music materials of all kinds.
- h) To support the protection and preservation of musical documents of all periods.
- i) To cooperate with other organizations in the fields of librarianship, bibliography, archival science, documentation, music and musicology.
- j) To arrange an annual international congress of its members.
- k) To publish an official journal dealing with all matters of professional interest.

### **Article III – Members**

1. The Association consists of three categories of members: institutional members, individual members and honorary members.

a) The following may be institutional members: music libraries, music archives, music documentation centres, sound recording libraries and sound archives, publishing firms and dealers, as well as other institutions and organizations wishing to further the goals of the Association.

b) The following may be individual members: all persons wishing to further the goals of the Association.

The following may be elected honorary members of the Association by the General Assembly: all persons who have rendered notable service to the Association.

2. Any individual member or representative of an institutional member may hold office in the Association.

#### **Article IV – Dues**

The membership dues shall be determined by the General Assembly.

#### **Article V – Administration**

The Association shall be governed by the General Assembly and the Board.

##### **The General Assembly**

1. The General Assembly shall comprise all the members, and shall be held once a year, during the Association's congress. The General Assembly shall receive annual reports from the President, the Secretary General, the Treasurer, projects undertaken jointly with other bodies, editors of the Association's publications, representatives to other bodies or organizations, and from others as requested by the Board. The agenda shall be prepared by the Secretary General and the General Assembly shall be chaired by the President.

2. The General Assembly shall have the right to make fundamental decisions that relate to the operational issues and aspirations of the Association, and to any challenges it faces. Its powers shall include

a) approval of the Treasurer's report and the budget for the coming year, increases in dues, and any exceptional expenses

b) committing the Association to any contractual obligation, on recommendation of the Board appointment to the positions of Secretary General, Treasurer, editor of a IAML publication and any others that involve payment of a stipend, on recommendation of the Board.

c) election of honorary members, on recommendation of the Board

d) the establishment or dissolution of any Institutional or Subject Section, Study Group, Project Group, Committee or Subcommittee, on recommendation of the Board

e) changes to the Constitution and Rules of Procedure the location and timing of future congresses, on recommendation of the Board.

3. When voting at the General Assembly, each individual, honorary and institutional member shall have one vote. It is the responsibility of institutions to designate their representatives. A personal member may also cast a vote as an institutional member. Apart from resolutions relating to changes to the Constitution (see Article IX), all resolutions shall be adopted by a simple majority of the votes. Proxy votes on issues brought to the attention of members before the General Assembly shall be permitted from members unable to attend.

4. At a General Assembly the Chair of the Constitution Committee, or other officer who is not chairing the meeting, shall advise and rule as necessary on matters of procedure.

## **The Board**

5. The Board shall be the executive committee of the Association. The Board shall consist of the President, the President-Elect or Past- President, the four Vice-Presidents, the Secretary General and the Treasurer.
6. The Board shall at its discretion make and implement decisions when not specifically limited by the Constitution.
7. The Board shall normally meet at least twice a year, once during the annual congress and once midway between congresses. Five members shall constitute a quorum.
8. The President and the Vice-Presidents shall be elected by the members of the Association. Every member of the Association shall have the right to nominate candidates for the offices of President and Vice-President. The Board shall encourage nominations reflecting the diversity of the Association's membership.
9. Elections for President and Vice-President shall be held every three years. The President shall be elected to serve for six years, one year as President-Elect, three years as President, and two years as Past- President. A President may not be re-elected. Vice-Presidents shall be elected for a three-year term, and may be re-elected, but may not serve more than two consecutive terms.
10. If the President resigns or dies in office during the first or second year in that office, the Board shall appoint one of the Vice-Presidents Acting President. If the death or resignation occurs during the President's third year in office, the President-Elect shall become President. If the President- Elect resigns or dies before assuming the Presidency, the Board shall appoint one of the Vice-Presidents Acting President-Elect. When one of the Vice-Presidents becomes Acting President or Acting President-Elect, or if a Vice-President resigns or dies in office, the Board shall appoint a replacement Vice-President from the members of the Association. All Acting appointments must be confirmed at the next General Assembly.
11. The Secretary General and the Treasurer shall be appointed by the General Assembly from the members of the Association for a specific term.
12. The President shall be the principal officer of the Association and shall represent it in legal matters and in contacts with other organizations.
13. The Secretary General shall be responsible for the administrative and organizational work of the Association. The Treasurer shall administer the Association's funds. They shall both report to the Board and the General Assembly. They shall consult with the President on all matters of policy.

## **Article VI – National and Multinational Branches**

1. The members residing in a country may form a National Branch of the Association. Members from more than one country may form a Multinational Branch.
2. The principal purpose of the National and Multinational Branches shall be to accomplish at branch level such tasks as the Association undertakes internationally and to collaborate in all the activities that the Association deems necessary, as well as to serve national needs in areas that concern the Association.
3. National and Multinational Branches shall submit their constitutions to the Association. They shall not conflict with that of the Association.
4. A Forum of National Representatives shall advise the Board on matters of national concern and other issues facing the Association.

## **Article VII – Institutional and Subject Sections, Study Groups, Project Groups, Committees, Subcommittees and Joint Commissions**

1. To advance the work of the Association, the Board shall establish permanent or temporary groups as defined below. The Board shall periodically review the work of these groups and shall recommend to the General Assembly that they be discontinued when appropriate.
2. Terms of reference shall be created for each Section or Group, Committee and Subcommittee and maintained in a separate document that can be modified by a simple majority vote of the General Assembly.
3. Institutional Sections shall be concerned with issues particular to different types of institutions, such as research libraries, public libraries etc. Sections shall be open to all members and have no fixed membership.
4. Subject Sections shall be concerned with professional issues such as bibliography, cataloguing, service and training which are relevant to more than one type of institution. Sections shall be open to all members and have no fixed membership.
5. Study Groups may be formed to address narrowly defined issues of ongoing importance to the parent section. They are created on the recommendation of the relevant Section, and require approval by the Board and General Assembly. Study Groups shall be open to all members and have no fixed membership.
6. Project Groups may be formed to carry out specific assignments within a finite timeframe. They are created on the recommendation of the relevant Section and require approval by the Board and the General Assembly. Project Groups shall be open to all members and have no fixed membership.
7. Committees may be established to advise the Association on issues of interest and relevance to the whole Association. They are created on the recommendation of the Board and require approval by the General Assembly. Committees have a fixed membership. A Constitution Committee shall be established to advise the Association on matters of governance, and a Publications Committee shall be established to provide general oversight and coordination of all of the Association's publications.
8. Subcommittees may be formed to address narrowly defined issues that fall within the scope of the parent Committee. They are created on the recommendation of that Committee and require approval by the Board and the General Assembly. Subcommittees have a fixed membership.
9. Joint Commissions may be formed between IAML and other organizations. IAML members on such commissions shall represent the interests of the whole Association and shall be appointed by the Board.
10. A Forum of Sections, consisting of the Chairs of these groups, shall oversee the planning of the annual congress programme and advise the Board on other matters relating to their particular areas of interest.

## **Article VIII – Finances**

Subject to the requirements of this Constitution, the Rules of Procedure and the decisions of the Board, all income--dues, grants, gifts and legacies, or any other revenue--and expenditure of the Association shall be managed by the Treasurer.

## **Article IX – Changes**

The Constitution may be changed only by a two-thirds majority of the General Assembly. Proposals for changes must be supported by at least five members. Such proposals must

reach the Secretary General not later than six months before the meeting of the General Assembly. They must then be reviewed by the Constitution Committee and the Board and circulated to members for comment for a period of at least four weeks. The final version to be voted on shall be distributed to the membership no less than one month before the General Assembly

#### **Article X – Relationships with other organizations**

To further common interests the Association may enrol as a member of, or seek affiliation or enter into formal collaboration with, international organizations pursuing similar objectives in the fields of librarianship, bibliography, archival science, documentation, music and music scholarship.

#### **Article XI - Rules of Procedure**

The implementation of this Constitution and the management of the Association shall be determined by the General Assembly, on recommendation of the Board, in Rules of Procedure. Changes in the Rules of Procedure may be made following the same process as changes in the Constitution, except that only a simple majority is required in the General Assembly.

#### **Article XII – Publications**

1. The official journal and any other periodical issued by the Association shall be sent to each member regularly and free of charge. The Editors of these publications shall be appointed by the General Assembly, on recommendation of the Board, for a specific term.
2. Other publications issued by the Association shall require the approval of the Board.

#### **Article XIII – Dissolution**

1. The Association may be dissolved only by a meeting of the General Assembly expressly convened for this purpose and with a two- thirds majority of the votes cast.
2. In the event of the dissolution of the Association its property shall pass, in accordance with the aims stated in Article II, to a recognised cultural institution in the field of music bibliography, music librarianship, or the like

#### **Article XIV – Languages and interpretation**

1. The official languages of the Association shall be English, French and German.
2. This Constitution and the Rules of Procedure shall be published in these languages. In case of dispute, the English text shall be authoritative.