

(As revised at the CESSDA General Assembly April 2nd, 2004 in Dublin)

CESSDA

ARTICLES OF GOVERNANCE

Organization Name and Definition

This organization is known as the *Council of European Social Science Data Archives* (CESSDA). Generally, data organizations actively engage in archiving data and provide the social science community with computerized numeric information, data, documentation and with support for secondary analysis.

Article I: Objectives

1. To promote the acquisition, archiving and distribution of data throughout Europe.
2. To promote projects and procedures for enhancing exchange of data and technologies among data organizations.
3. To stimulate the development and the use of these procedures throughout Europe.
4. To encourage new data organizations to further these objectives.
5. To promote the integration of the European database.
6. To associate and cooperate with other international organizations sharing similar objectives.

Article II: Membership

Membership is limited to those institutions and organizations within Europe having the capacity and expertise to further the CESSDA objectives.

Article III: General Assembly

The General Assembly is the body of CESSDA. The Assembly is composed of one voting representative assigned by each member organization. The representative may designate an alternative. The Assembly should meet at least once a year. Elections and decisions on policy-recommendations are taken by a simple majority vote of members attending a given meeting, provided a quorum is present. A quorum consists of one third of the members. If a quorum is not present at a meeting, a mail ballot can decide a vote.

Article IV: Functions of the General Assembly

1. To approve all matters of general policy.
2. To elect an Executive Committee from the representatives of its member archives, comprising at least a President, Vice President and General Secretary.
3. To decide on CESSDA membership.
4. To discuss and approve plans of activities.
5. To discuss and approve any changes to the Cessda Transborder Data Access Agreement
6. To designate an Admissions Committee.
7. To encourage cooperative projects by task forces of member archives, and to keep the membership informed of these activities.

8. The assembly can elect honorary members of the Executive Committee. Honorary members are elected for two years.

Article V: The Executive Committee

The Executive Committee will consist of not less than three and not more than five representatives elected from the General Assembly at an annual meeting or by mail ballot. The term of office is two years. Reelection is possible. Members of the Executive Committee can only serve as long as they represent a member organization.

Article VI: Functions of the Executive Committee

1. To conduct the business of CESSDA between meetings of the General Assembly.
2. To convene meetings of the General Assembly; it is obliged to convene a General Assembly upon request of one third of CESSDA members.
3. To initiate projects of European interest.
4. To implement procedures for financial administration and control of CESSDA business.
5. To inform membership about activities and decisions.

Article VII: Admission of New Members

An Admissions Committee of three members, designated by the Assembly, shall recommend membership based on the criterion indicated in Article II. New members are admitted by majority vote of the General Assembly.

Article VIII: Membership Obligations

1. To support inter-archival data transfer.
2. To circulate reports of current activities, archive holdings, services, and plans for new activities;
3. To cooperate in CESSDA generated projects, and to present a progress report at the annual meeting of the General Assembly.
4. To support training and information exchange in methods and techniques of data service and secondary analysis.
5. To adhere to financial arrangements approved by the Assembly and implemented by the Executive Committee.
6. To adhere to the Cessda Transborder Data Access Agreement

Article IX: Amendments

Articles may be amended by a two-thirds majority vote of the membership.