



DLM Forum Constitution



I. Preamble

In 1996 by initiative of the EC the DLM Forum was initiated. The DLM Forum is a community of Public Archives and interested parties in archive, records and document and information lifecycle management throughout the EU. In 2002 at the third DLM Forum conference in Barcelona the community recommended to launch the European DLM Network. In 2004 the DLM Forum was founded as a constitutional organisation and a DLM Network EEIG, established in 2003 provides the legal entity to administer the Forum

II. Definitions / Declarations

- i "DLM" shall mean "Document Lifecycle Management"
- ii "DLM EEIG" shall mean the "DLM Network European Economic Interest Group" registered in England under registered number GE202.
- iii For the avoidance of doubt "Archives" refers to an organisation or institution and "archives" refers to the content organised in a collection.
- iv For "he" read "he" or "she". No gender preference is implied.

III. IT IS AGREED:

- 1) The name of the Forum shall be the "DLM Forum" (referred to in this constitution as "the DLM Forum").
- 2) The DLM Forum was established on 1st January 2004
- 3) The DLM FORUM has the following goals –
 - a) to establish a strategic network to bring together individuals and organisations from both the public and private sector involved in Document Lifecycle Management
 - b) to provide a formal and sustainable entity to support the Forum members in fulfilling their roles and responsibilities and to raise awareness in the field of Document Lifecycle Management
 - c) to provide technology and knowledge transfer and information services, appropriate practice guidelines, benchmark indicators and information, educational, skills development and research opportunities.
- 4) The DLM FORUM shall, inter alia, have the following objectives –
 - a) to provide for information services (on-line information portal, list-serv, publications, discussions forum, news, dynamic document archive);
 - b) to provide for technology & knowledge transfer (technology watch, standards, legislation and policy monitoring, consultancy, connecting technology providers with users, partnership development);
 - c) to provide for education & skills development (conferences, seminars and exhibitions, workshops and training sessions, managed learning environments);
 - d) to provide for research (user needs analysis, economic modeling, ontology development, knowledge engineering, classification, information retrieval).
- 5) Membership
 - a) Membership of the DLM Forum is available to the National Archives of any member state of the European Union or any acceding country.
 - b) Membership is also available to any state, department of state, organisation, institution, company, partnership, firm or association involved in Document Lifecycle Management which applies for Membership and where membership is approved by the DLM Forum.
 - c) Membership is also available to individuals where there is a bona fide reason for them being members and where membership is approved by the DLM Forum.
 - d) Each member is to be represented by an assigned delegate.
- 6) Voting
 - a) Each Member which is a National Archive institution shall have five votes at any General meeting.
 - b) Any member who does not represent a National Archive shall have one vote at any General Meeting.
 - c) Individual Members will have no vote.



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- 7) Finance of the DLM Forum
 - a) The financial year of the DLM Forum shall be the calendar year.
 - b) The membership fees are defined in Appendix 1. They can only be modified by the Forum in General Meeting and must be notified to members in writing.
- 8) Meetings of the DLM Forum
 - a) The DLM Forum shall hold an annual general meeting not later than four months after the end of each financial year.
 - b) At least 10 members of the DLM Forum, or the Executive Committee, may at any time require the Secretary to convene a general meeting of the DLM Forum.
 - c) In convening such a meeting the Secretary shall give not less than 21 days notice to members.
 - d) To transact any business a General Meeting must comprise of representatives of at least 25% of the membership at the time. Where less than 25% of the members attend, the meeting may not proceed and all members should be given notice of not less than 21 days of any re-arranged meeting. At the re-arranged meeting the original business may be conducted regardless of the number of members present.
- 9) Executive Committee
 - a) The DLM Forum shall be represented by an Executive Committee comprising of not less than five and not more than seven representatives of members and one assigned representative of the DLM EEIG.
 - b) The Executive Committee shall be elected by and from the Membership.
 - c) Each member shall have as many votes as there are vacancies in the Executive Committee.
 - d) The Executive Committee may make bye-laws governing elections including provision to phase retirements and those bye-laws must be adopted by the DLM Forum in General Meeting prior to any election taking place except in the case of the first election.
 - e) Executive Committee members may be co-opted by the Executive Committee to fill vacancies as they arise from time to time but any co-opted member must retire and, if willing, seek election at the first General Meeting subsequent to the co-option.
 - f) An assigned delegate of a member on the Executive Committee shall cease to be on the Executive Committee if he resigns from, or if he ceases to hold office in, the Member from which he is assigned.
 - g) Each member of the Executive Committee shall have one vote. The Chair shall have a second, or casting, vote in the event of equality.
- 10) Chair and Chair-elect
 - a) The Executive Committee shall, at its first meeting in each financial year, elect a Chair from amongst its own number, to hold office until the first meeting in the following financial year.
 - b) The Executive Committee shall also elect a Vice Chair and a Secretary.
 - c) No person may hold the office of Chair, or of Vice Chair, for more than two consecutive years. In the event of the Chair or Vice Chair or Secretary resigning or ceasing to be a member of the Executive Committee, the Committee shall have power to elect a replacement to serve for the remainder of the term, this period of office not counting for the purpose of the requirement in the previous sentence.
 - d) The Executive Committee will decide who may represent the DLM Forum on public issues as necessary from time to time.
- 11) Reporting
 - a) The Forum shall publish an annual report on its activities and a list of subscribing members which will both be in English. Both these documents will be published on the Forum's website with the membership list being updated at least once every three months.
- 12) Committees and Panels
 - a) The Executive Committee may establish and maintain sub-committees and project groups, and may delegate matters to them.
 - b) The Executive Committee may appoint technical panels to advise and assist it.
- 13) DLM EEIG
 - a) The Executive Committee shall direct the DLM EEIG who shall be responsible to it for the administration and management of the Forum.
 - b) The Executive Committee provides the budget for the DLM EEIG to undertake administration and management responsibilities for the DLM Forum.



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c) The DLM EEIG is the legal entity which will represent the DLM Forum and which will contract commercial services or enter into agreements on behalf of the DLM Forum.

14) Revision of the Constitution

a) This constitution may be amended by the DLM Forum, provided that at least 75% of the votes of the DLM Forum members present at the meeting are cast in favour of amendments of which prior notice has been given.

See Appendices 1 and 2 which follow:

Ends
R.C.Crumpton
12th January 2004



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Appendix 1

Membership Fees (effective 1st January 2004 until further notice)

Paragraph 7b refers

National Archives	€ 750	5
Regional and local public Archives	€ 750	1
Commercial Archives / Company Archives	€ 750	1
Universities	€ 250	1
Public agencies	€ 250	1
Regulatory bodies	€ 250	1
Standardisation bodies	€ 250	1
Associations (large)	€ 750	1
Associations (small)	€ 250	1
Suppliers (large)	€ 2500	1
Suppliers (small)	€ 750	1
Consultants (large)	€ 2500	1
Consultants (small)	€ 750	1
Sponsors/Donors starting from	€ 2500 up	1
Single persons of the DLM community	€ 250	-
Honorary members	€ 0	-



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Appendix 2

Membership Application Procedure

Paragraph 5 refers

1. Applicants shall complete a Membership Application Form and will send it to the Secretary.
2. If the applicant is a National Archive of an EU member state or an acceding country then the application is deemed to be approved and it will be processed and invoiced.
3. The Secretary will circulate any other applications to all members (paragraphs 5b and 5c refer). Where any objection is raised by an existing member it should be raised within one month.
4. If no objection is received within one month, the application is approved, processed and invoiced.
5. If any objection is received within the one month period, the application must go before Executive Committee where there needs to be a 75% majority in favour for the application to be successful.
6. There will be a right of appeal to members in General Meeting in respect of membership decisions made by the Executive Committee.
7. If approved, application is processed and invoiced, if not, application is rejected.