

2006/DIV.10
(Original: English)

Rules for National Committees

Introduction

To promote and protect the interests of ICOM and the international museum community, as well as the persons and other entities who support museum programs, these Rules are designed to assure that National Committees provide maximum benefits to all parties. Except where stated otherwise, these rules are intended as minimum requirements.

These rules are indicative of the matters that normally should be addressed in the statute governing the activities and organization of a National Committee of ICOM, but each National Committee will need to take into account national legal requirements and practices.

1. Name, Registered Office, and Structure

- (a) The national organization shall be identified by the name of the host Nation/State (i.e., name National Committee of ICOM). The official address and registered office of the National Committee shall be as determined by the elected Board, but in all instances the location shall be within the physical and political boundaries of the host State except when authorized by the Executive Council.
- (b) National Committees should be organized as legally incorporated or structured non-governmental organizations, and the officers should be elected by the organizational membership in accordance with the ICOM Rules for National Committees.

2. Role and Responsibilities

The responsibilities of the National Committee are to foster cooperation, mutual assistance and the exchange of information among its members and in particular to:

- (i) Support and promote the aims and objectives of ICOM among professional museum workers and museums in the host State, and contribute to the realization of ICOM's programs both within that State and elsewhere;
- (ii) Promote membership of ICOM among professional museum workers and museums in the host State;

- (iii) Be the principal instrument of communication between ICOM and the members in the host State by establishing consistent and practical methods for sharing information, including regular newsletters and/or on-line access;
- (iv) Ensure the management of ICOM's interests within the host State;
- (v) Represent the interests of the members, including professional interests, to the ICOM Secretariat;
- (vi) Cooperate with the International Committees of ICOM and make arrangements with national and international museum organizations (where they meet ICOM's basic requirements) to address the needs of the museum profession. These arrangements should be self-determined by the museum community of the host country and developed to serve the interests of the museums and museum professionals;
- (vii) Provide an open and democratic approach to museum professionalism by being an inclusive forum for all qualified members of the museum profession.

3. Membership

- (a) The membership of the National Committee shall include all persons admitted to membership of ICOM as Individual, Student, or Supporting Members and organizations admitted as Institutional Members, resident or located in the host State, together with any members of ICOM resident in other States who are affiliated with the host State National Committee as determined by the ICOM *Statutes*.
- (b) An Honorary Member of ICOM resident in the host State shall be entitled to participate in the activities of the National Committee but may not hold any office or vote.
- (c) A person or institution wishing to join ICOM shall complete a membership application in the prescribed form and forward it to the National Committee for consideration.
- (d) Any person or institution meeting the criteria for membership set out in the ICOM *Statutes*, and who is not dealing (buying or selling for profit) in cultural property shall be eligible for membership of the National Committee.
- (e) The Executive Board of the National Committee shall consider all applications as soon as practicable after they are received. Upon acceptance of the application by the Executive Board, the applicant shall be notified and is forthwith liable to pay the annual subscription determined by the Executive Council for the proper category of membership. Upon receipt

by the National Committee of the annual subscription, membership rights accrue to the Member.

- (f) Membership of ICOM and of a National Committee may be terminated only in accordance with the ICOM *Statutes*.

4. Annual Subscription

- (a) A member of the National Committee shall be liable each year to pay an annual subscription to ICOM, at a rate determined by the Executive Council for the category of membership to which the member belongs.
- (b) In addition to the annual subscription determined by the Executive Council the National Committee may impose a surcharge that shall be clearly identified as such for the purposes of the National Committee.
- (c) Upon receipt of the annual subscription from a new member, the National Committee shall advise ICOM headquarters of the membership details and shall transmit to ICOM an amount equal to the annual subscription determined by the Executive Council as defined by the ICOM *Statutes*.
- (d) Upon receipt of a membership card embossed with a membership number from the ICOM Secretariat, the National Committee shall attach a sticker indicating that the subscription for the current year has been paid and promptly send it to the member.
- (e) Each year upon receipt of the amount notified to an existing member, the National Committee shall provide the member with a sticker for attachment to the ICOM card indicating that the subscription for the current year has been paid, and shall transmit the amount determined by the Executive Council to ICOM headquarters no later than 1 April in the year to which the subscription relates.
- (f) Subscriptions become due on 1 January in each year and are payable to the National Committee no later than 1 April. The National Committee shall inform the ICOM Secretariat of the names of any members whose subscription is not paid by 1 April in the year in which it is due. Such members may be denied membership services and shall not have the right to participate in the activities of the National Committee. They may not seek election to, or participate in the work of the Executive Board nor vote on any matter before the Committee until the subscription is paid. In the event that a member's subscription is not paid by 31 July of the year in which it is due, the member's membership of ICOM shall cease.

5. Finances

- (a) The National Committee may raise such monies for its own purpose, as it considers necessary by such means as are legal and appropriate, including

the imposition of charges for events and conferences and the sale of goods and publications.

- (b) The National Committee shall be entitled to retain and use for its own purposes any additional monies received from members as a surcharge to the annual subscription imposed.
- (c) The National Committee may receive grants and donations and accept underwriting from sponsors in support of its operations and activities.
- (d) All money received by the National Committee shall be deposited in a bank account established for the purpose and all payments made on behalf of the Committee shall be made from that bank account.
- (e) The funds of the National Committee are distinct from and will be kept separate from any funds that are the property of ICOM in its international capacity and that are deposited in a special bank account.
- (f) The National Committee shall keep proper accounts of all money received and expended on an annual basis. The accounts shall be audited annually and presented to the members of the National Committee at its annual plenary meeting.

6. Meetings of the National Committee

- (a) The National Committee shall hold such meetings, as it considers necessary for the attainment of its objectives.
- (b) At least once in each calendar year, a plenary meeting of the members of the National Committee shall be held. At least 28 days notice of the convening of the annual plenary meeting shall be given to members of the National Committee.
- (c) A member unable to attend the annual plenary meeting may designate in writing another member of the Committee as a proxy and such a proxy shall, for the duration of the meeting have all the rights of the member, including the right to vote on behalf of the member.
- (d) The plenary meeting shall be the annual business meeting of the National Committee. Its agenda shall include the following items:
 - (i) an annual report on the work of the Committee, including details of its relationship with other components of ICOM and the National Commission for UNESCO (where one exists) and with any Associations representing the museum profession at the national level;
 - (ii) presentation of the audited annual accounts;
 - (iii) election of Executive Board members to fill any vacancies;

- (iv) review and endorsement of the annual program of the National Committee for the following year.
- (e) The quorum for the annual plenary meeting shall be 10% of the voting members of the National Committee present personally or by proxy, provided that at least five voting members of the Committee are present in person.
- (f) At meetings of the National Committee each member shall be entitled to one vote on any matter before the National Committee, but may also exercise proxy votes on behalf of other members. An Institutional Member may, in writing, designate a person to vote on its behalf.

7. Management of the National Committee

- (a) The affairs of the National Committee shall be managed by an Executive Board elected by the members. The Executive Board shall consist of a Chairperson and at least three other persons, including such additional office-bearers as the Committee considers necessary. Members of the Executive Board shall be elected for a period not exceeding three years and may not be elected for more than two consecutive terms of three years.
- (b) The chairperson shall be elected separately from the other members of the Board. The chairperson and the other members of the Board shall be elected for three years, and their mandate can be renewed once. A member of the Board may subsequently be elected chairperson. However, no chairperson/member of the Board may remain in office for more than twelve consecutive years.
- (c) Any member of ICOM in good standing who is a member of the National Committee, including a designated representative of an Institutional Member is eligible to stand for election to the Executive Board, subject to the limitations imposed by the ICOM *Statutes*.
- (d) If a member of the Executive Board ceases to hold office for any reason during the period between annual plenary meetings, the position may be filled by co-option of another member of the National Committee until the next annual plenary meeting is held, when the vacancy shall be filled by election. A person elected to fill such a vacancy shall serve for a period not exceeding the term of the person being replaced, but such service shall not be counted for the purposes of office limitations defined in the *Statutes*.
- (e) A member of the Executive Board shall cease to hold office if the member:
 - (i) resigns,
 - (ii) ceases to be a member of ICOM for any reason,

- (iii) is no longer a member in good standing,
- (iv) is no longer a resident of the host State.
- (f) The Executive Board shall meet as often as it deems necessary but not less than twice in each year.
- (g) The quorum for a meeting of the Executive Board shall be at least two-thirds (66.6%) of the total membership of the Board.

Note: The question whether a member of an Executive Board can be represented by a proxy is a matter for decision by each National Committee. The Rules should include appropriate provisions. If proxies are to be allowed they should be limited to persons who are members in good standing of the National Committee or in the case of designated representatives of Institutional Members, another person designated by that Institution.

8. Amendments to Rules

- (a) The Rules of the National Committee shall be adopted at the first plenary meeting of the National Committee and may be amended at any subsequent annual plenary meeting of the National Committee.
- (b) Any suggested amendments to the Rules must be proposed and seconded by members of the National Committee in good standing. The text of any proposed amendments, together with any explanatory material, shall be notified to the members of the National Committee at least 28 days prior to the annual plenary meeting at which they are to be considered.
- (c) Proposed amendments may be further amended at the annual plenary meeting at which they are considered, but only if the further amendment is minor in nature. The Chairperson of the meeting shall decide whether a further amendment is of a minor nature.
- (d) Adoption and amendment of the Rules shall require a three-quarters (75%) majority of the members present and voting, and then only if at least one-third (33.3%) of the members of the Committee are present at the meeting, either personally or by proxy.

9. Dissolution of the National Committee

- (a) The National Committee shall be dissolved if the Executive Council of ICOM withdraws recognition under the terms defined in the *Statutes*.
- (b) In the event that the National Committee is dissolved, the residual assets shall be referred to the Executive Council of ICOM for disposition according to relevant national laws.