

STATUTES OF THE INTERCOM

Article 1

Name and Legal Status

1. The name of the International Committee is the International Committee for Museum Management hereafter referred to by the acronym "INTERCOM".
2. INTERCOM was established in accordance with the ICOM Statutes and Internal Rules to foster professional standards of leadership and management throughout the world.
3. INTERCOM is a component of ICOM and is not entitled to operate as a separate legal entity. INTERCOM must operate within the generally accepted framework of the organization with respect to the Committee's specific theme. INTERCOM is subject to the ICOM Statutes, the ICOM Internal Rules, the Code of Ethics for Museums and relevant decisions of the General Assembly and the Executive Board.
4. INTERCOM is represented by the Chair.

Article 2

Mission

INTERCOM works toward the development of sound museum management throughout the world. The Committee's main concerns are the managerial aspects of policy formulation, legislation and resource management. It also watches over the implementation of ICOM's Code of Ethics for Museums.

INTERCOM's interests include, but are not limited to: governance; not-for-profit management practice in a theoretical framework; international law as it relates to museums; human and financial resource management; reputation management and the financing of museums.

Article 3

Aims and Objectives

INTERCOM shall be a principal instrument for the work of ICOM and for the realization of its programmes of activity. It is a channel of communication between ICOM members with similar professional interests. INTERCOM is jointly responsible for the development and implementation of ICOM's programmes and of activities related to its specific mandate. Furthermore, the Committees provide valuable advice to the Executive

Board, the Advisory Council, and the Director-General on matters relevant to ICOM's mission and programmes.

INTERCOM aims to:

- To provide an organised framework within which specialists interested in leadership and museum management may meet and work on an interdisciplinary and international levels.
- To promote / foster / disseminate / develop / high standards in leadership and management of museums

INTERCOM implements following tasks:

(A) supports the aims and objectives of ICOM in particular with reference to the current Strategic Plan of the organization.

(B) contributes to the realization of ICOM's programs and activities and actively participates in the ICOM calls.

(C) formulates and carries out a program of activities related to management and leadership in museums.

(D) provides a forum for communication, co-operation and information exchange among ICOM members and other relevant stakeholders concerned with the topic of museum management and leadership.

(E) advises ICOM Executive Board, Advisory Council, and Director General on matters regarding managerial issues, serving as a source of professional expertise.

(F) represents the interests of its members within ICOM.

(G) co-operates within the ICOM network (National Committees and Regional Alliances of ICOM and with other International Committees and Affiliated Organizations) in matters related to INTERCOM mission and the broader interests of ICOM.

Article 4

Membership

(A) Membership in INTERCOM is open to all ICOM members in good standing upon request and without undue delay or restrictions. INTERCOM must maintain a membership of at least fifty (50) and the Committee membership list is maintained by ICOM on behalf of the Committee and for its purposes.

(B) Members of INTERCOM are members of ICOM, either individual members or representatives of institutional members, who have nominated INTERCOM as the

International Committee of which they wish to be members. Any ICOM member shall be allowed to choose INTERCOM as her/his designated International Committee.

(C) Members of ICOM wishing to join INTERCOM shall update their personal data in the ICOM database by ticking INTERCOM as their international committee in their personal space on the ICOM Website.

(D) Members have all rights and obligations listed in ICOM Statutes and Internal Rules including, but not limited to, the right to:

- (i) participate in INTERCOM activities and programs;
- (ii) participate and vote in INTERCOM Plenary Sessions;
- (iii) vote for INTERCOM Executive Board elections;
- (iv) stand for election to the INTERCOM Executive Board;
- (v) propose programs and activities.

(E) Members should regularly update their contact information. A valid e-mail address is regarded as the official way of communication with INTERCOM. All members must provide current e-mail addresses. In case a member does not have an e-mail address, she/he should give a valid mobile number or postal address.

(F) While working with personal data from its member, INTERCOM takes all the necessary measures to respect of the provisions of national and international legislations, especially comply with the European Union General Data Protection Regulation (GDPR).

(G) General information shall be distributed to INTERCOM members on a regular basis as a membership service while an optional fee may be charged for non-members receiving equivalent information. INTERCOM accept no responsibility if a member does not receive current information regarding INTERCOM activities due to lack of a valid e-mail address or postal address.

(H) Membership in INTERCOM shall cease if the member:

- (i) resigns from the Committee,
- (ii) is no longer a member of ICOM.

Article 5

Meetings

Annual conference

(A) INTERCOM shall hold an Annual conference with a (1) Plenary Session with its members at least once a year. INTERCOM Plenary Session, composed of all voting members of INTERCOM in good standing, is the supreme policy making body. INTERCOM shall determine the venue and arrangements.

(B) Annual conferences are to be organized and held in different countries, to fairly distribute host countries and increase possibilities for participation of members worldwide. To ensure the proper legal and financial management of funds associated with its annual meeting and to certify the proper audit of related accounts, INTERCOM shall establish an agreement of cooperation with an entity in the host country (a museum, university, foundation, the ICOM National Committee, or similar public-oriented body). In accordance with the ICOM Statutes, the INTERCOM Chair or designated representative shall inform the ICOM National Committee (if one exists) in the host country of the forthcoming event.

(C) The Chair shall set the agenda of the annual meeting, in consultation with the Board. An official invitation to the annual meeting shall be sent at least sixty (60) days before the date of the meeting to all members of INTERCOM. The official invitation shall include the date, time and place of the meeting, as well as the agenda. Documents shall be made available in sufficient time for reflection and debate among INTERCOM's members, preferably at the time of the official invitation.

Triennial Plenary Session

(D) INTERCOM will meet every third year at the time and place of the ICOM General Conference.

(E) Invitation to the Triennial Plenary Session shall be sent to all INTERCOM members at least sixty (60) days before the meeting and shall include the date, time and place of the Triennial Plenary Session, as well as the agenda. Its agenda shall include the following items:

- (i) report on the work of the Committee during the preceding triennium;
- (ii) report on the finances of the Committee for the preceding triennium;
- (iii) review of the draft triennial program of ICOM and adoption of the work program of the Committee for the forthcoming triennium;
- (iv) review of activities of working groups and renewal of their mandates if appropriate;
- (v) adoption of a budget policy for the following triennium;
- (vi) election of the Executive Board and officers.

Voting rights and proxy

(F) At Plenary Sessions, each ICOM member in good standing who is member of INTERCOM shall have the right to vote and shall have, for that purpose, one vote. An Institutional Member may, in writing, designate a person to vote on its behalf.

(G) A voting member is entitled to carry up to five (5) proxies for absent voting members of INTERCOM. Voting Members giving a proxy must be up to date with the payment of their membership fees.

Meetings

(H) INTERCOM may organise a wide range of activities to fulfil its mission and achieve its objectives: conferences, workshops, local and regional meetings and other activities that seem appropriate to promote INTERCOM and/or museum education and cultural action.

(I) INTERCOM may accept as participants in its meetings or conferences and include in its communication network other members of ICOM as well as non-members.

Online meetings and proxy

(J) Conferences, Plenary sessions and meetings may be held in person or online.

(K) Electronic voting may be used whenever technically and logistically possible.

Quorum

(L) The quorum for a plenary session of INTERCOM shall be fifty per cent (50%) of its members. If this quorum is not obtained, the plenary session shall be convened again at the same place within a period of twenty-four (24) hours. Regardless of the number of members present and being represented at that time, the plenary session shall have the power to deliberate. The plenary session decisions shall be subject to a simple majority between the members present and being represented.

Article 6

Working Groups

(A) INTERCOM may establish working groups for specific purposes and depending on the needs of its program or on request by members. INTERCOM Executive Board shall define the mission, term of office, membership and duration, when establishing a new working group.

(B) Each working group shall appoint a Convener from among its members, who shall be a voting member of INTERCOM. The Convener shall report progress on its mandate at each Plenary Session and at INTERCOM Executive Board meeting, on the request of the Board.

(C) During the Plenary Session, the need for each working group shall be reviewed and its mandate renewed if necessary.

Article 7

The INTERCOM Executive Board

Composition of INTERCOM Executive Board

INTERCOM shall be managed by an Executive Board of at least five (5) members and up to eight (8) members elected at the Triennial Plenary Session. The elected members include the following officers:

1. Chair,
2. Secretary,
3. Treasurer

Board members not holding office should be known as Ordinary Board member(s).

Election of INTERCOM Executive Board

(B) Elections shall be held every third year, preferably during the ICOM Triennial Conference. All members of the Board must be approved by a simple majority of votes between the members present and being represented.

(C) The Chair shall be elected separately from the other members of the Board. The Chair and the other members of the Board shall be elected for three (3) years, and their mandate can be renewed once (1). A member of the Board may subsequently be elected Chair. However, no Chair/member of the Board may remain in office for more than twelve (12) consecutive years.

(D) Only members of INTERCOM in good standing, including a designated representative of an institutional member, are eligible to stand for election to the Executive Board subject to the limitations imposed by ICOM Statutes and Internal Rules and provided her/his active participation in INTERCOM activities at least one year prior to elections.

(E) A call for candidates shall be sent to all members at least four (4) months prior the Triennial Plenary Session. All candidates should submit their written and signed application at least one month prior to the election. Elections for the board members, officers and Chair are made at the time of the Plenary Session either in writing or from the floor.

(F) The Chair of the Committee may not at the same time serve as Chair of a National Committee or an Affiliated Organisation or a Regional Alliance or as a member of the Executive Board.

Meetings of INTERCOM Executive Board

(H) The Board shall meet at least once every year and as often as necessary, either in person or in virtual meetings.

(I) The presence of one-third of the Executive Board members constitutes a quorum. Decisions are taken by a simple majority.

(J) The Board may establish different task force among the board members who will perform the activities in designated fields (promotion, publication, web, membership, exhibitions, etc.).

(K) The Board may invite observers to its meeting who can offer advice on the subject under discussion. The observers do not have voting rights.

Termination of office and vacancies

(L) A member of the INTERCOM Executive Board shall cease to hold office if she or he:

- (i) resigns,
- (ii) ceases to be a member of ICOM for any reason,
- (iii) is no longer a member in good standing, according to ICOM Statutes
- (iv) is no longer a member of the Committee

(M) In case of vacancy of the Chair's office, the Board shall appoint the Secretary to assume this function until the following election of the Board.

(N) In case of vacancy of the Secretary/Treasurer office, the Board shall appoint one of its Ordinary Members to assume this function until the following election of the Board.

(O) In case of vacancy of a position of Ordinary Member, the position shall remain vacant until the following election of the Board provided that they are at least 5 Board Members.

Article 8

Role and Responsibilities of the INTERCOM Board

(A) The Chair of the Committee shall ensure that the Committee's activities do not compromise ICOM. The officers shall be responsible for the day-to-day running of INTERCOM. All the INTERCOM Executive Board shall be responsible for managing the affairs of the Committee and for ensuring that the requirements of the ICOM Statutes and Internal Rules and INTERCOM Statutes are met.

(B) INTERCOM's Board, represented by the Chair, shall fulfil its financial obligations, as described in Article 11, and shall ensure that the financial accountability does not compromise ICOM.

(C) In accepting their office, the members of the Board undertake to devote sufficient time and to find the means necessary to carry out their functions. All members of the Board are expected to actively advocate for INTERCOM's programmes of activities and participate in the efforts to promote the committee's work.

(D) The Board is also responsible for:

- The overall management and functioning of INTERCOM, according to the aims and mission
- The proper preparation of the annual meetings, such as but not limited to, securing the venue and logistical arrangements and for the negotiations of the agreement of cooperation with the host entity;
- The annual reporting to the ICOM Secretariat (report of activities and financial report)
- The conservation of INTERCOM's archives

(E) The INTERCOM Executive Board shall, prior to any meeting of the Committee in a Country or State, ensure that no impediment will be placed in the way of any member of the Committee attending the meeting, by the Government of the host Country/State.

(F) The INTERCOM Executive Board, shall, when requested to do so by the Director General of ICOM, transmit a report on the work of the Committee for the preceding triennium to the Director General for submission to the ICOM Executive Board, the Advisory Council and the General Assembly of ICOM.

(G) The INTERCOM Executive Board shall, when requested by the Director General and after consulting as far as practicable with the members of the Committee, designate five voting members of the Committee to vote on its behalf at the General Assembly of ICOM and in the election of the ICOM Executive Board or, if the Committee does not expect to be represented at the Assembly, advise the Director General of its intention by mail.

(H) The INTERCOM Executive Board shall ensure that members of INTERCOM are kept fully informed of the work of the Board, particularly if changes made in the Triennial programme, of its plans for the activities of the Committee and of any other matter relevant to the work and functions of the Committee.

Article 9

Seat of the Committee and Its Offices

(A) At the end of the term of office, each officer will transmit all records and relevant files to the new relevant officer.

Article 10

Archives

(A) INTERCOM shall maintain archives at a location to be determined by its Executive Board.

(B) For its archives, INTERCOM shall complete and keep records of financial accounts and expenditures, annual financial reports, annual reports of activities and minutes and proceedings of the Board, annual meetings and, if relevant, meetings of the working groups. Such records will be maintained by the Board in electronic and hard copy form and will be communicated to the ICOM Secretariat for its archives.

Article 11

Finances

(A) The Executive Board of INTERCOM shall ensure that the Committee financial management does not compromise ICOM (payments to the countries subject to an embargo: prohibited to use the banking system; ensure that ICOM can only pay for services or buy products from companies duly registered in their countries; each transaction shall be justified (invoice, receipt, official letter).

(B) INTERCOM shall submit an annual report of activities and an annual financial report to ICOM. Upon the submission of these reports INTERCOM is eligible to receive a subsidy from ICOM. ICOM may withhold the subsidy if the annual report is not delivered or is incomplete.

(C) Since an International Committee is not a separate legal entity, INTERCOM may establish an agreement of cooperation with a legal entity in the host country of its meetings to ensure proper financial management of all funds associated with the annual conference, Triennial Plenary session and meetings, ensure the proper audit of accounts and verify final distribution of residual funds. The organizing entity may be a museum, university, foundation, the ICOM National Committee, or similar public-oriented body.

(D) INTERCOM is entitled to raise funds for its operations, as it considers necessary. It may not impose any annual membership subscription on ICOM members, but is entitled to request fees for special activities or services rendered. In this context, INTERCOM may impose such charges for participation in meetings as it deems necessary to cover the costs of the meeting.

(E) INTERCOM may accept sponsorship and apply for subventions, grants and other supports for its activities and projects.

(F) Where INTERCOM's Executive Board, represented by the Chair, needs to engage itself in a contractual agreement, a request for a delegation of authority should be asked to the ICOM President.

(G) All the money received by INTERCOM 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. The INTERCOM bank account is the sub-account of ICOM.

(I) The financial activities of INTERCOM are managed by the Chair and the Treasurer. All financial transactions must be approved by the Chair of INTERCOM.

(J) The Treasurer shall keep proper accounts of all monies received and expended on an annual basis, and shall present to the members a report on the finances of the Committee at each plenary session.

(K) All transactions (inflows and outflows) must be processed through the sub-account opened under the umbrella of ICOM and INTERCOM cannot open other bank accounts.

(L) INTERCOM cannot establish labour contracts and purchase fixed assets (photocopier, laptop, camera).

(M) Travel expenses covered by INTERCOM cannot include per diems and all reimbursements could be based on invoices only.

(N) INTERCOM may maintain a reserve fund to ensure continued development of the Committee.

Article 12

Representation on ICOM Advisory Council and General Assembly

INTERCOM is represented at the ICOM Advisory Council by its Chair or its appointed representative, and at the ICOM General Assembly as determined by the ICOM Statutes and Internal Rules.

Article 13

Dissemination of Information

General information on INTERCOM activities shall be distributed on a regular basis as a membership service and may be published on the web page. The information are shared in the working language of INTERCOM and when possible translations in French and Spanish will be provided.

Information regarding meetings will be publicly announced at least 60 days in advance.

Article 14

Languages

(A) The working language of INTERCOM is English. INTERCOM endeavours to use French and Spanish whenever possible.

(B) Participants in INTERCOM meetings may present papers and speak in one of ICOM's three official languages only if a translation in the working language of INTERCOM is provided by host organiser.

Article 15

Amendments to the Statutes

(A) The present Statutes may be amended at any annual Plenary Session

(B) Suggested amendments to the Statutes must be proposed and seconded by voting members of the Committee in good standing. The decisions are taken by a two thirds (2/3) majority of the members present and represented.

(C) The text of any proposed amendment, together with any explanatory material, shall be sent to the voting members of the Committee at least four (4) months prior to the plenary Session at which they are to be considered.

(D) A proposed amendment may be further amended at the Plenary Session at which it is considered but only if the further amendment is of a minor nature and does not affect the substance of the proposed amendment. The Chair of the meeting shall decide whether a further amendment is of a minor nature.

(D) When the Plenary Session is convened to adopt and amend the Statutes, the quorum shall be fifty per cent (50%) of its members, as stated in article 5 (L). The adoption and

the amendments of the Statutes are adopted by a two-thirds majority of voting members present and represented.

(E) The provisions of ICOM Statutes and/or decisions of the ICOM Executive Board are to take in account in any case of dispute.

Article 16

Dissolution or suspension of the Committee

(A) The majority of the members of INTERCOM or the ICOM Executive Board may decide that INTERCOM may be suspended or dissolved if the Committee is no longer function effectively or has acted in violation of the ICOM Statutes or the Internal Rules or the Code of Ethics for Museum, and failed to comply with such norms despite formal notice from the Executive Board.

(B) In the event that the dissolution of INTERCOM is declared, the ICOM Executive Board shall appoint one or two liquidators. Any remaining assets shall be transferred to ICOM Secretariat.