

ICOMOS

international council on monuments and sites

ICOMOS Statutes

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Preamble

Established in 1965, the International Council on Monuments and Sites, ICOMOS, is an international non-governmental organisation under French law (Law of 1 July 1901 relating to contract of association). ICOMOS is an associate partner of the United Nations Educational, Scientific and Cultural Organisation (UNESCO).

The ICOMOS Ethical Principles complement these Statutes and the ICOMOS Rules of Procedure and should be adhered to in conjunction with them.

All terms used in these Statutes to designate a person with responsibilities are to be interpreted as implying that women and men are equally eligible to exercise such responsibilities.

1 Name and Headquarters

Article 1 - Name

An association was established in 1965 for an unlimited duration under the name of the International Council on Monuments and Sites, hereinafter designated by the initials ICOMOS.

The name and the initials are interchangeable; such use is exclusively reserved for functions authorised by and on behalf of ICOMOS and its members.

Article 2 - Headquarters

The ICOMOS headquarters is in Charenton-le-Pont, in the Paris region, France. This may be transferred by a decision of the General Assembly.

2 Aims and Activities

Article 3 - Aims

ICOMOS shall be the international organisation concerned, at an international level, with furthering cultural heritage conservation as defined below in its tangible and intangible aspects.

- a Cultural heritage conservation: generic term encompassing the protection, conservation and management of monuments, groups of buildings and sites.
- b Monument: a structure with its setting, fixtures and fittings which is of historical, architectural, archaeological, artistic, aesthetic, scientific, social, ethnological, anthropological, cultural or spiritual value. This definition shall include works of monumental sculpture or painting, and elements and structures of an archaeological nature, inscriptions, caves and combinations of such features.
- c Group of buildings: group of structures freestanding or joined together and their surroundings, built or natural, which because of their architecture, planning, homogeneity or place in the landscape, are of historical, archaeological, artistic, aesthetic, scientific, social, ethnological, anthropological, cultural or spiritual value.
- d Site: topographical areas and landscapes, the work of man, of nature or the combined work of man and nature, including historic parks and gardens, which are of historical, architectural, archaeological, artistic, aesthetic, scientific, social, ethnological, anthropological, cultural or spiritual value.
- e Protection, conservation and management: all activities relative to monuments, groups of buildings and sites in their tangible and intangible aspects, in particular their study, inventory, preservation, protection, conservation, restoration, refurbishment, use, enhancement, management and interpretation, as well as the study and practice of traditional building techniques.

Article 4 - Activities and actions

To achieve this aim, ICOMOS shall:

- a Provide a forum for discussion and reflection linking public authorities, institutions, professionals and any individual concerned with the aims of the association and ensure their representation with international institutions and organisations;
- b Gather, study and disseminate information concerning principles, techniques and policies for cultural heritage conservation;
- c Co-operate at national and international levels in the creation and development of documentation centres charged with cultural heritage conservation;
- d Encourage the adoption and implementation of international conventions, recommendations and other standard setting texts concerning cultural heritage conservation;

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- e Co-operate in the preparation of training programmes in cultural heritage conservation;
- f Provide institutional advice;
- g Manage technical assistance projects;
- h Establish and maintain close co-operation with UNESCO, the International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM, Rome), regional centres sponsored by UNESCO, and other international or regional institutions and organisations pursuing similar goals;
- i Provide advice on and support the implementation of the Convention concerning the Protection of the World Cultural and Natural Heritage, or 'World Heritage Convention', adopted by UNESCO in 1972;
- j Encourage and instigate other activities consistent with its Statutes.

3 Members

Article 5 - Membership categories

- a ICOMOS shall have four categories of members: Individual Members, Institutional Members, Affiliates and Honorary Members.
Individual members shall constitute the majority of the membership.
 - 1 Individual membership shall be open to individuals with expertise in one or more areas related to the aims of the association as defined in Article 3 and to students who have chosen a discipline in one of these areas.
 - 2 Institutional membership shall be open to institutions and organisations of any kind with expertise in one or more areas related to the aims of the association defined in Article 3 and those that own or have in their charge monuments, groups of buildings or sites.
 - 3 The Affiliate category shall be open to individuals, institutions and organisations who are interested in cultural heritage conservation and wish to support the aims and activities of the association as defined in Articles 3 and 4.
 - 4 Honorary membership shall be conferred by the General Assembly of ICOMOS, on the proposal of a National or International Scientific Committee, on individuals, members or not of ICOMOS, who have given distinguished services at the international level to the conservation of cultural heritage.
- b All candidates for ICOMOS individual, institutional and affiliate membership must submit their candidature in accordance with Article 13-b and demonstrate their interest in the aims and activities of the association as defined in Articles 3 and 4. Candidates for individual membership, including young professionals and students, must in addition submit their resume illustrating their activities in one or more the areas of the association as defined in Article 3.

The process for submitting candidatures is further detailed by the National Committees and may include a nominating process, with one or more sponsors.

Article 6 - Rights and Duties of Members

- a Members shall commit to comply with the ICOMOS Ethical Principles and with the decisions of the General Assembly and the Board.
- b Members shall pay such annual membership dues as shall be set every year for each category of member by the General Assembly. Individual members less than 30 years old shall benefit from a reduced membership due. Honorary members shall not be subject to membership dues.
National Committees shall collect the annual membership dues. They may levy higher membership dues on their members and retain a part for their own operation.
National Committees shall take the necessary steps to promptly transfer the collected membership dues to the International Secretariat. When two thirds of the collected membership dues have not been received by May 1st, the International Secretariat shall inform the National Committees concerned and their membership; the situation of these National Committees shall be examined by the Board in accordance with Article 10-d-5.
If no National Committee exists, members shall pay their membership dues directly to the International Secretariat or, in the case of Transnational Committees, according to the agreements that have been made beforehand.
Members who pay an international membership due of a higher value than that set by the General Assembly for their category of membership are entitled to be called benefactor members.

- c Each member shall receive a membership card and periodical publications.
- d All members shall have the right to attend the General Assembly and may be designated to be a voting member at the General Assembly within the conditions set out in Articles 9-a and 13-d-4.
- e Only individual members shall be eligible for office within ICOMOS.

Article 7 - Sanctions and loss of Membership

- a Non-compliance by members with the obligations set out in the ICOMOS Statutes and Ethical Principles shall be reviewed by the relevant National and International Scientific Committees or the Bureau, and may lead to sanctions. If there is no National Committee or in case of non-compliance with obligations at the international level, the review shall be carried out by the Bureau.

Sanctions that may be imposed are:

- 1 Admonishment,
- 2 Suspension of membership for a period of time,
- 3 Loss of ICOMOS membership.

The relevant National and International Scientific Committees and the Bureau shall confer when a sanction is envisaged.

Only the National Committees and the Bureau may impose sanctions; the International Scientific Committees shall transmit the results of their review to the relevant National Committee, or if none exists to the Bureau, for further action as appropriate.

- b A member of ICOMOS shall cease to be a member:
 - 1 If the membership dues are not paid by 1 May of the current year;
 - 2 By written notice of resignation addressed to the National Committee or, if none exists, to the International Secretariat, having paid dues for the current year;
 - 3 By death;
 - 4 By dissolution of the organisation or institution;
 - 5 If struck from the register by the National Committee or the Bureau in application of Article 7-a or for any other serious cause.
- c Before a sanction is imposed and prior to being struck from the register for a serious cause in application of Articles 7-a and 7-b, the member concerned shall be informed of the charges and shall be called to provide explanations.
In the event of a sanction or when struck from the register, the member concerned may appeal to the Board. The appeal shall suspend the decision. The decision of the Board is final.
- d All proceedings with regard to sanctions and loss of membership in application of Articles 7-a and 7-b shall be confidential, as is the imposition of an admonishment; all other sanctions shall be made public.
- e In the event of a suspension of the membership in application of Article 7-a, the member concerned shall not have any membership rights during the suspension period.
- f A person, institution or organisation struck off the register for non-payment of membership dues shall resume membership when the dues for the year shall have been received.

4 Administration and Operation

Article 8 - Statutory Bodies

The statutory bodies of ICOMOS are:

- The General Assembly,
- The Board and its Bureau,
- The Advisory Committee and its Scientific Council,
- The National Committees,
- The International Scientific Committees,
- The International Secretariat.

Article 9 - General Assembly

- a The General Assembly shall be the sovereign body of ICOMOS. All ICOMOS members shall have the right to attend; only the voting members designated within the limits and according to the following principles may exercise voting rights:

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- 1 Each National Committee, or if none exists, each country, for which all the membership dues have been received shall have a number of votes attributed as follows:
Category 1 = 5 votes: National Committees with less than 20 members and countries where no National Committee exists;
Category 2 = 10 votes: National Committees with 20 to 49 members;
Category 3 = 15 votes: National Committees with 50 to 99 members;
Category 4 = 20 votes: National Committees with 100 members or more.
 - 2 The number of votes is determined on the basis of the number of members whose membership dues have been received by 31 December of the previous year.
The National Committees and members in countries where none exists, shall be informed of the assessed number of votes by the International Secretariat, by 31 January.
 - 3 Voting members at the General Assembly shall be designated by their National Committee in accordance with this article and Article 13-d-4 or, if no National Committee exists, by the Bureau. The Bureau may delegate this responsibility to an independent ad hoc committee.
 - 4 Voting members duly nominated may give a proxy to another voting member of their National Committee or if none exists, to another member of their country. No member shall have more than four proxy votes in addition to his/her own.
- b The General Assembly shall meet at least once a year to approve the annual accounts and budget; every third year it shall elect the members of the Board.
The General Assembly may also be convened at the request of the majority of the members of the Board or of a third of the National Committees each represented by at least two voting members designated according to the principles set out in Article 9-a and 13-d-4.
The notice of a General Assembly shall be addressed by postal or electronic means at least two months prior to the meeting of the General Assembly and contain its agenda.
Only an extraordinary General Assembly organised as set out in Articles 23 and 24 shall have the authority to modify the Statutes or to decide on the dissolution of the association.
For each meeting, the General Assembly shall elect its President, three Vice-Presidents, and a Rapporteur whose term of office shall be for the duration of the meeting.
- c Unless specified otherwise in these Statutes, decisions shall be taken by a majority of the voting members, present and represented, provided that they come from at least a third of the National Committees.
- d The General Assembly shall oversee the achievement of the aims of the association and deliberate on the items on the agenda. It shall among others:
- 1 Receive the reports of the ICOMOS President and Treasurer on the management by the Board and the health and financial situation of the association;
 - 2 If thought fit approve the annual report, and approve or modify the accounts which shall have been distributed beforehand to the members, and discharge the Board and the Treasurer from liabilities;
 - 3 Vote the budget for the next year;
 - 4 Adopt and amend the ICOMOS Rules of Procedure;
 - 5 Every third year, vote the ICOMOS General Programme and budgetary guidelines for the next triennium, including the guidelines concerning the dues of the members and benefactor members;
 - 6 Every third year, nominate the auditor for a three-year term of office renewable once, based on a proposal by the Board;
 - 7 Every third year, receive the recommendations of the International Scientific Symposium, approve doctrinal texts as appropriate and every sixth year receive a report on the ICOMOS Ethical Principles;
 - 8 Every third year, confer Honorary Membership, on the proposal of National and International Scientific Committees;

- 9 Every third year, elect the twenty members of the Board by secret ballot for a 3-year term, renewable twice. The members of the Board shall be individual members chosen with regard to their competencies to direct an organisation and to ensure that the different specialisations and different regions of the world are represented in so far as possible.
A retiring Board member who has served three consecutive terms may not be re-elected before the expiration of a minimum period of three years. The longest continuous term of service allowed as a member of the Board, elected or ex officio, is nine years.
No country shall be represented by more than one member on the Board, with the exception of the President of the Advisory Committee.
No member shall serve simultaneously in more than two positions within ICOMOS. These provisions shall apply to all elected positions in ICOMOS' international statutory bodies;
- 10 Every third year, elect by secret ballot the President, the Treasurer, the Secretary General and five Vice-Presidents for a three-year term of office from amongst the members of the Board.
The candidates for the position of Vice-President shall be nominated by their respective region.
Should a seat become vacant, the General Assembly shall elect at its next meeting a successor for the balance of the term of office.
- e Minutes shall be kept of the meetings of the General Assembly. The minutes shall be signed by its President and its Secretary General and made available to the members.

Article 10 - Board

- a The Board shall be the governing body of ICOMOS and shall be accountable to the General Assembly. It shall be composed of maximum twenty-one members, namely the twenty members elected by the General Assembly and the President of the Advisory Committee.
A representative of the International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM), the Vice-President of the Advisory Committee, and the Director General of the International Secretariat shall be in attendance at Board meetings in a non-voting advisory capacity.
Experts may be invited by the Board to attend meetings of the Board and of its Bureau, in a non-voting advisory capacity, in line with the agenda.
- b The Board shall be convened by the President every six months at least and at the request of one quarter of the members of the Board.
- c Valid meetings of the Board shall require a quorum of at least a third of its members.
Decisions shall be taken by a majority of members present and represented. In case of a tie, the President has the casting vote.
Each member may only carry one proxy.
- d The Board shall act on behalf of the General Assembly between its meetings and deliberate on all matters relating to the management of ICOMOS. Board members must defend the general interest of the association and shall not represent their National or International Scientific Committees.
The Board shall inter alia:
- 1 Ensure the compliance with the aim of ICOMOS, the compliance of its operation with the legislation applicable to associations, and the protection of its good reputation and of the use of its name and logo;
 - 2 Ensure the implementation of the ICOMOS General Programme and budgetary guidelines for the triennium and of the annual budget voted by the General Assembly;
 - 3 Be entitled to receive, borrow, hold and use, on behalf of ICOMOS, the funds necessary for the achievement of the aims set out in these Statutes, as well as to accept gifts; however decisions relating to the borrowing of funds must be approved by the General Assembly;
 - 4 Nominate the Director General of the International Secretariat based on a proposal by the Bureau;
 - 5 Accredite the establishment of National Committees as defined in Article 13-a and ascertain that their Statutes and operation are in conformity with the ICOMOS Statutes, Rules of Procedure and Ethical Principles. The Board may withdraw accreditation of a National Committee whose organisation or activities are not in conformity, in particular for non-payment of membership dues, after having asked them to provide explanations. It may approve the creation of Transnational Committees as defined in Article 13-e;

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- 6 Establish International Scientific Committees as defined in Article 14-a following consultation with the Advisory Committee and ascertain that their By-laws and operation are in conformity with the ICOMOS Statutes, Rules of Procedure and Ethical Principles. The Board may, following consultation with the Advisory Committee, dissolve International Scientific Committees whose work has been completed or whose organisation or activities are not in conformity, after having asked them to provide explanations;
 - 7 Set up an appeal procedure and decide on the validity of appeals in the event of refusal of membership requests, sanctions or loss of membership;
 - 8 Adopt a policy on cultural diversity and multilingualism in application of Article 21 and report annually to the Advisory Committee and triennially to the General Assembly on its implementation and on the state of cultural diversity and multilingualism in ICOMOS;
 - 9 Submit every six years a report to the General Assembly on the implementation of the ICOMOS Ethical Principles;
 - 10 Prepare the Rules of Procedure of the association and review them, as appropriate;
 - 11 Set the date and the place for the General Assembly and the meetings of the Advisory Committee and its Scientific Council;
 - 12 Propose to the General Assembly a draft annual budget for the next year, and every third year the draft ICOMOS General Programme and budgetary guidelines for the next triennium, the designation of an auditor, the dues of the members and benefactor members;
 - 13 Should the position of the President, Treasurer, Secretary General or Vice-President become vacant, elect from among the Board members a person to fill the position until the next General Assembly;
 - 14 Approve the Treasurer's Report and the annual report on the activities of the association;
 - 15 Receive the annual report of the Secretary General and act upon it, as appropriate;
 - 16 Evaluate its own operation and working procedures.
- e Minutes shall be kept of the Board meetings. The minutes shall be signed by the President and Secretary General and be made available to the members.

Article 11 - Bureau of the Board

- a The President, five Vice-presidents, the Treasurer and Secretary General constitute the Bureau. The Bureau shall be accountable to the Board.
- b The Bureau shall be convened by the President between meetings of the Board. It shall also meet at the request of four of its members.
- c Valid meetings shall require the presence of at least half of the Bureau members. Bureau Members may participate in meetings via teleconferencing. The decisions of the Bureau shall be taken by majority of the members present and represented. In case of a tie, the President shall have the casting vote. Each member may only carry one proxy.
- d The Bureau shall prepare the Board meetings, effect the decisions of the Board and handle membership issues for members from countries where no National Committee exists. In addition to the duties mentioned in Articles 9, 10, 11, 12 and 16, the members of the Bureau shall have the following responsibilities:
 - 1 The President of ICOMOS shall:
 - a Represent the association in all public matters;
 - b Propose the agenda for the General Assembly, Board and Bureau;
 - c See that the decisions of the General Assembly, Board and Bureau are implemented;
 - d Chair the meetings of the Board and Bureau;
 - e Approve expenditures within the approved budget;

- f Notify any change in the administration or direction of the association within three months to the prefecture of the department or the sub-prefecture of the district where the headquarters of the association are located.

With the approval of the Board, the President:

- a Shall appoint the Director General of the International Secretariat, nominated by the Board;
 - b May delegate his/her signature and powers for any purpose to the Vice-Presidents or to the Director General;
 - c May initiate legal action on behalf of the organisation. The President may only be represented in legal cases by an attorney whose mandate shall be approved by the Bureau.
Past Presidents shall receive the title 'Honorary President' and may attend the meetings of the Board in a non-voting advisory capacity.
- 2 The Vice-Presidents shall:
- a Assist and take the place of the President in his/her absence;
 - b Assist the President in representing ICOMOS and furthering its aims and activities throughout the world, in particular in their region.
- 3 The Treasurer shall:
- a With the help of the International Secretariat propose to the Board the measures to manage the assets and resources of the association;
 - b Verify the handling of the receipts and expenditure by the International Secretariat;
 - c Present the financial reports, the draft annual budget and draft budgetary guidelines for the next triennium to the Board and General Assembly.
- 4 The Secretary General shall verify the following and shall present an annual report to the Board, on these matters:
- a Compliance with the Statutes and Rules of Procedure,
 - b The invitations to the statutory meetings;
 - c The implementation of the decisions of the statutory bodies;
 - d The updating by the International Secretariat of the lists of members, National and International Scientific Committees, and voting members for each National Committee and if none exists for each country;
 - e The establishment by the International Secretariat of the minutes of the Statutory meetings on numbered pages, without voids or cross outs and their conservation at the headquarters of the association.
 - f The keeping of the records of the association by the International Secretariat.
- e Minutes shall be kept of the Bureau meetings. The minutes shall be signed by the President and Secretary General, and made available to the members upon request.

Article 12 - Advisory Committee and its Scientific Council body

- a The Advisory Committee shall be a bicameral organ, namely of the Presidents of the National Committees and of the Presidents of the International Scientific Committees, the latter forming the Scientific Council.
Board members shall have observer status.
- b The Advisory Committee shall meet at least once a year in conjunction with the annual General Assembly. It shall be convened by its President.
At the first meeting of the Advisory Committee following the statutory elections by the General Assembly, the National Committees Presidents and the Scientific Council shall each elect a maximum of three officers for a term of office of three years, renewable twice, who shall coordinate the activity of their component. A retiring officer who has served three consecutive terms may not be re-elected before the expiration of a three-year term.
Among these officers, the Advisory Committee shall elect first a President and then a Vice-President, both from two different countries one of whom shall be a President of a National Committee and the other a President of an International Scientific Committee, for a term of office of three years renewable twice.

The Vice President of the Advisory Committee shall assist the President of the Advisory Committee or take his/her place in his/her absence.

The Vice-President of the Advisory Committee may be elected to the Presidency of the Advisory Committee at the next election.

Should a position become vacant, a successor shall be elected for the remaining term of office according to the same process.

The longest continuous term of service for the Advisory Committee as officer, President or Vice-President or as a combination of them is nine years.

- c The recommendations by the Advisory Committee shall be made by majority of the members present and represented. In case of a tie vote, its President shall have the casting vote.
- d The Advisory Committee shall advise and make proposals to the General Assembly and the Board on matters of policy and programme priorities of ICOMOS. The Advisory Committee may establish or assemble subcommittees, as it deems necessary for the performance of its advisory role. Each sub-committee and its management team must be constituted so as to equitably represent the different regions of the world taking into account the available expertise.
The Advisory Committee shall be assisted in its work by the Scientific Council and shall among others:
 - 1 Offer a forum for discussion and exchange of information between the Presidents of the National and International Scientific Committees;
 - 2 Examine proposals made by National and International Scientific Committees or a subcommittee, and pass them, with its recommendations, to the Board;
 - 3 Make recommendations for the ICOMOS General Programme for the next triennium;
 - 4 Take note of the activities of National and International Scientific Committees, and recommend action as appropriate, in particular concerning the creation or dissolution of International Scientific Committees;
 - 5 Seek to ensure competence and balanced representation of the diverse specialisation and different regions of the world in the activities and international bodies of ICOMOS.
- e The minutes of the Advisory Committee meetings shall be signed by its President and the Secretary General and made available to the membership.

Article 13 - National Committees

- a The establishment of National Committees shall be accredited by the Board.
An ICOMOS National Committee may be established in any country, which is a Member state of UNESCO or a State Party to the Convention concerning the Protection of the World Cultural and Natural of 1972, in accordance with relevant national legislation.
National Committees shall comprise all members of ICOMOS within a country, as defined in Article 6-a. A National Committee must have at least five Individual Members.
The Statutes and operation of the National Committees must be in accordance with the ICOMOS Statutes, Rules of Procedure and Ethical Principles.
- b Applications for ICOMOS membership must be sent in accordance with Article 5-b to the relevant National Committee or where none exists, to the International Secretariat for approval by the Bureau.
In the event of a National Committee or Bureau refusing an application for membership, there shall be an appeal procedure to the ICOMOS Board. The National Committee or Bureau shall be called on beforehand to provide explanations.
- c National Committees shall be convened by their President, at least once a year.
- d National Committees shall serve as a forum for discussion and reflection with a view to link public authorities, institutions, professionals, local authorities and individuals interested in cultural heritage conservation and to promote the exchange of national and international information on matters related to the objectives of ICOMOS. To that end, they shall amongst others:
 - 1 Establish and carry out national programmes in accordance with the aims and objectives of ICOMOS and taking local needs into account;
 - 2 Implement the General Assembly decisions and the ICOMOS General Programme, and cooperate with the International Scientific Committees;

- 3 Provide the International Secretariat with the names of all members and transfer their membership dues in accordance with Article 6-b;
 - 4 Designate their voting members at the General Assembly within the numerical limits laid down in Article 9-a and in accordance with their own Statutes and Rules of Procedure, and communicate their names not less than one month before the General Assembly. A majority of the voting members of each National Committee shall be individual members. Representatives of Institutional Members shall be mandated by their institution;
 - 5 Approve their annual activity report, which they must transmit to the International Secretariat.
- e When the establishment of a National Committee is difficult, Transnational Committees may be established, consisting of ICOMOS members in the countries concerned. They shall be accredited by the Board as equivalent to National Committees, with such arrangements as appropriate to take into account their particular situation. This does not preclude the later establishment of a National Committee in one or more of the countries concerned.

Article 14 - International Scientific Committees

- a The Board shall establish and dissolve International Scientific Committees after consultation with the Advisory Committee. Their field of action must be related to achieving ICOMOS' aims in their specific area of cultural heritage conservation. The By-laws and operation of the International Scientific Committees must be in accordance with the ICOMOS Statutes, Rules of Procedure and Ethical Principles. The International Scientific Committees and their management teams must represent, in a balanced manner, the different regions of the world taking into account the available expertise.
- b Applications for membership must be sent to the relevant International Scientific Committee with a copy for information to the National Committee or where none exists, to the International Secretariat. In the event of an International Scientific Committee refusing an application for membership, there shall be an appeal procedure to the ICOMOS Board. The initial list of members of International Scientific Committees and their Bureau shall be approved by the Board, on the proposal of the Advisory Committee.
- c International Scientific Committees shall be convened by their President, at least once a year.
- d The International Scientific Committees shall serve as the scientific and technical bodies of ICOMOS. To that end, they shall:
- 1 Establish and carry out programmes in their area of expertise as contribution to the ICOMOS General Programme;
 - 2 Implement the General Assembly decisions and the ICOMOS General Programme in their area of expertise, and cooperate with the National Committees;
 - 3 Provide the International Secretariat and relevant National Committees with the names of their members;
 - 4 Submit their By-laws through the Advisory Committee for the approval of the Board;
 - 5 Address their annual activity report and their work programme for the next year to the International Secretariat, for opinion by the Advisory Committee and approval by the Board. International Scientific Committees may form working parties among themselves as subcommittees or commissions. The same provisions shall apply to these.
- e Minutes of the meetings of the International Scientific Committee shall be signed by their President and put on record by the International Secretariat.

Article 15 - Voluntary nature of positions

Members of the Board and its Bureau, members of the Advisory Committee and its Scientific Council, as well as officers of the National and International Scientific Committees may not receive any payment for the position they hold within ICOMOS. Only the recovery of expenses necessarily incurred in the discharge of their functions may be allowed; these must be pre-approved by the Bureau, in the absence of the interested parties. Supporting documentation (receipts) must be produced as a basis for payment. All such expenditure shall be audited.

Article 16 - International Secretariat

- a The International Secretariat shall be the body in charge of the day-to-day operations of ICOMOS. It shall be composed of paid staff and volunteers.

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- b All activities of the International Secretariat shall be carried out under the authority of its Director General who shall be accountable to the Board and its Bureau for his/her actions and the activities of the International Secretariat.
- c The International Secretariat shall amongst others:
 - 1 Implement the decisions of the General Assembly, the Board and its Bureau;
 - 2 Co-ordinate and implement the ICOMOS General Programme and budgetary guidelines for the triennium, and the annual budgets voted by the General Assembly, and the decisions of the Board;
 - 3 Manage membership and membership dues at the international level;
 - 4 Update the lists of members, National and International Scientific Committees, and voting members for each National Committee or if none exists each country;
 - 5 Lodge receipts and make expenditures within limits of delegation approved by the Board;
 - 6 Provide services to the International Scientific Committees and assistance to the National Committees;
 - 7 Provide all necessary information and support to the President, Vice-Presidents, Treasurer and Secretary General relating to the fulfilment of their respective responsibilities;
 - 8 Prepare the documents for the statutory meetings and their minutes, and provide all assistance to the ICOMOS statutory bodies during these meetings;
 - 9 Produce the draft annual report on the activities of the association, which includes the contributions of the National and International Scientific Committees and the annual accounts, and disseminate them to the members;
 - 10 Prepare the preliminary drafts for the ICOMOS General Programme and budgetary guidelines for the next triennium, based on the recommendations of the Advisory Committee, and the preliminary projects for the annual budget;
 - 11 Manage the records of the association.

Article 17 - Observers

UNESCO, the International Centre for the Study of the Preservation and the Restoration of Cultural Property (ICCROM, Rome), and other international organisations sharing the same objectives as ICOMOS may be invited to send observers to all ICOMOS meetings.

5 Resources

Article 18 - Resources

ICOMOS resources shall derive from:

- Membership dues,
- Gifts,
- Grants,
- Sales and payment for services,
- Proceeds from events,
- Interest,
- Other sources of revenue, approved by the Bureau, which submits them for ratification by the Board.

Article 19 - Accounting

The accounting system shall be based on the calendar year and shall provide for an income statement, a balance sheet and an attachment, in accordance with a format consistent with the applicable accounting principles. Funds for special programmes and for all International Scientific Committees shall be separately tracked within it. Justification shall be given for the use of funds from all grants obtained.

6 Various Provisions

Article 20 - Legal Status

The Board shall be entitled to take appropriate measures to establish legal status for ICOMOS in the countries where it exercises its activities.

Article 21 - Languages

- a ICOMOS shall be respectful of cultural diversity and multilingualism with a view to providing access to and dissemination of professional content as well as facilitating communication among its members.
- b The ICOMOS Ethical Principles and the doctrinal texts of ICOMOS and its International Scientific Committees shall be translated into English, French, and Spanish at the minimum.

The working languages shall be English and French. However, in order to encourage multilingualism, Spanish and other languages, in particular those of a country hosting an international meeting, may be used according to conditions specified in the Rules of Procedure.

- c ICOMOS is an association incorporated under French law, French shall be the official language for the Statutes and other administrative and legal documents; the French version of the Statutes and other official documents shall take precedence in the event of there being a material discordance between the texts and shall be the primary reference for new translations.

Article 22 - Rules of Procedure

The Rules of Procedure shall specify and provide the procedures for putting into effect the provisions of the Statutes and the operational procedures for ICOMOS international statutory bodies. They may be amended by the General Assembly on the proposal of the statutory body concerned or of a third of the National Committees, each represented by at least two voting members.

The draft Rules of Procedure and any proposal for their amendment must be transmitted to the members in the working languages at least four months before the opening of the General Assembly.

7 Amendment of the Statutes and Dissolution

Article 23 - Amendment of the Statutes

The Statutes may be amended by an extraordinary General Assembly convened for this specific purpose on the proposal of the Board, of the Advisory Committee or of a third of the National Committees each represented by at least three voting members.

The agenda with the proposed amendments must be transmitted to the members in the working languages at least four months before the opening of the extraordinary General Assembly.

Valid meetings of the extraordinary General Assembly shall require a quorum of at least quarter of the voting members, appointed according to Articles 9-a and 13-d-4, coming from at least a third of the National Committees. Should this quorum not be reached, the extraordinary General Assembly shall be convened again with the same agenda, at least 24 hours later and its deliberations shall then be valid, irrespective of the number of voting members present or represented.

Decisions by the extraordinary General Assembly shall be taken by a two-thirds majority of the voting members present or represented, coming from at least a third of the National Committees.

Article 24 - Dissolution

- a An extraordinary General Assembly, called to consider the dissolution of ICOMOS shall be convened for this specific purpose under the conditions set out in the previous article, except in relation to a quorum.

Should this quorum not be reached, the extraordinary General Assembly shall be convened again, after an interval of fifteen days at least, and its deliberation shall then be valid irrespective of the number of voting members present and represented.

The decision to dissolve can only be taken by a two-third majority of the voting members present and represented, coming from at least a third of the National Committees.

- b In case of dissolution, the extraordinary General Assembly shall appoint one or more commissioners to liquidate the assets of the association. It shall attribute the net assets to one or more similar organisations that are public or declared of public interest, or to institutions referred to in Article 6, paragraph 2, of the law of 1st July 1901 as amended. It shall inform UNESCO.

8 Entry into Force

Article 25 - Entry into force

These Statutes were adopted by the Constituent Assembly of ICOMOS on 22 June 1965 in Warsaw (Poland), and amended by the Vth General Assembly at Moscow (U.S.S.R.) on 22 May 1978 and the XVIIIth General Assembly on 12 November 2014 in Florence (Italy).

The amended Statutes adopted by the General Assembly in Florence shall come into force on 1 January 2015.