

DEMHIST proposed amendments for review by DEMHIST members September 26, 2022

Tips for reviewing these amendments and providing feedback:

1. ~~Text that is struck out~~ is proposed for deletion from the Statutes.
2. Text that is underlined is proposed for inclusion to the Statutes.
3. Comments at the end of each Article provide some background for the proposed amendments. Following approval by the membership, these comments will be deleted from the final version of the amended Statutes.
4. Some minor changes (primarily grammar) are not struck out or underlined and are not accompanied by comments. They do not change the content or intent of the Statutes.
5. The proposed amendments will be emailed to the DEMHIST membership by September 27, one month prior to the General Assembly. Members are invited to provide feedback or ask questions: please email secretary@demhist.icom.museum and be specific which Article and paragraph or sentence you wish to address. **The deadline to submit comments or questions is October 20, 2022.**
6. Members will be invited to vote on the amended Statutes before or at the General Assembly on October 27. Details will follow.

DEMHIST STATUTES and PROPOSED AMENDMENTS

DEMHIST ~~Statutes~~ By-laws

Comments:

- *ICOM HQ has tried to harmonize the terminology within ICOM. Since “statutes” and “internal rules” is used for ICOM, they therefore recommend “by-laws” for international committees.*

Article 1: Name ~~and Address~~

The name of the ICOM International Committee is: Comité International pour les Demeures Historiques - Musée, International Committee for Historic House Museums, Comité Internacional por las Residencias Históricas-Museo, hereafter referred as the Committee or DEMHIST.

~~The Committee Seat is in the care of the Chairperson in charge.~~

Comments:

- *Address has been deleted because there is no address associated with the Committee.*
- *According to the ICOM Internal Rules, ICs “are not entitled to operate as separate legal entities” (Article 7.1.). ICs thus do not have a seat of their own. The seat is the seat of ICOM, Paris. ICOM HQ therefore recommends deleting the sentence.*

Article 2: Relationship with ICOM

The Committee is established under Article ~~17~~ 16 of the ICOM Statutes. Its activities are at all times subject to the ICOM Statutes, the ICOM Internal Rules, and the ICOM Code of Ethics for Museums.

Comments:

- *Article 17 was incorrect*
- *By adding “ICOM Internal” and “ICOM Code of Ethics for Museums” this article is more specific and provides DEMHIST with a tighter framework within which to organize its activities.*

Article 3: Aims

The aims of the International Committee for Historic House Museums are:

- ~~support ICOM's aims and objectives, in particular with reference to the sector of Historical Houses become Historic House Museums;~~
- ~~contribute to the development and implementation of ICOM's program;~~
- ~~formulate and carry out a program of activities related to Historic House Museums;~~
- ~~provide a forum of communication, co-operation and information exchange, between Museums, professional museum workers and others concerned with Historic House Museums;~~
- ~~provide advice to ICOM on Historic House Museums and be a source of professional expertise to assist in the implementation of ICOM's program;~~
- ~~represent the interests of Historic House Museums within ICOM;~~
- ~~co-operate with National Committees and Regional Organizations of ICOM and with other International Committee and Affiliated Organizations in matters related to the Committee's specific mandate and to the broader interests of ICOM;~~
- ~~create and spread publications relating to the items connected with the Committee aims and area of interest;~~
- ~~contribute to the research in the field of those items connected with Historic House Museums and spread the results by all means.~~

1. to support ICOM's aims and objectives, contributing to the development and implementation of ICOM's programs, and representing the interests of Historic House Museums in ICOM's community;
2. to co-operate with National Committees and Regional Organizations of ICOM and with other International Committees and Affiliated Organizations in matters related to the Committee's specific mandate and to the broader interests of ICOM;
3. to provide advice to ICOM on Historic House Museums and be a source of professional expertise to house museums all over the world, supporting institutions, staff, researchers, and volunteers;
4. to provide and promote a forum of communication, co-operation, and information exchange for those connected to and/or interested in house museums whether it be museum professionals or general public;
5. to formulate and carry out a program of activities related to Historic House Museums, live or online, including at minimum an annual professional meeting and General Assembly;
6. to contribute to the research in the field of Historic House Museums and their connected heritage, and disseminate the results by all means: webpage, email marketing, social media, online meetings, scientific publications.

Comments:

- *While basically remaining the same, these new aims have been tightened, reducing the total from 9 to 6.*

Article 4: Committee Membership

The membership of the International Committee shall comprise those persons being Individual Members or designated representatives of Institutional Members of ICOM who request membership in the Committee.

Membership in DEMHIST is open to staff working in house museums or a related field, researchers, volunteers, retirees, independents, and anyone with a personal interest in the field of historic house museums.

Members of the Committee shall be either:

- Voting members, being members of ICOM who have nominated the Committee of Historic House Museums as the Committee of which they wish to be a voting member
- Non-voting members, being members of ICOM who have sought membership of the Committee of Historic House Museums, but are voting members of another International Committee.

Members of ICOM wishing to join the Committee, shall inform the ICOM Secretariat, which shall forthwith transmit details of the Member's application to the Chairperson or the Secretary-General of the Committee, together with advice as to whether the member is a voting member of any other International Committee.

~~The Chairperson of the Committee shall refer all such applications to the Executive Board, which shall admit applicants to one or other of the classes of membership of the Committee depending on the voting affiliation (if any) of the applicant with another International Committee. A person shall not be denied the membership of the Committee on the grounds of lack of professional qualifications in the area of specialization of the Committee.~~

Membership as a voting member of the Committee shall cease if the member:

- resigns from the Committee;
- elects to become a voting member of another International Committee;

Comments:

- *The “membership in DEMHIST is open to” paragraph serves to convey that DEMHIST membership is open and inclusive to the broader community of house museums and those interested in the field.*
- *Correct title of the position is Secretary, not Secretary-General.*
- *In order to become a member (whether voting or non-voting) of DEMHIST, the applicant has already met the criteria to become a member of ICOM. Thus, whether based on professional affiliation or on personal interest, no applicant should be barred from becoming a member of DEMHIST. Therefore, the paragraph on referring applications to the Executive board is obsolete and proposed for deletion.*
- *The additions to the paragraph when membership ceases help to distinguish between a voting and a non-voting member.*

Article 5: Rights of Members

Members, both voting and non-voting, shall have the right to participate in the activities and program of the Committee, and to participate in all its meetings.

Voting members shall have the following rights:

- to vote in the meetings of the Committee;
- to stand for the election of the ~~Executive~~ Board;
- to vote in the Board Elections;
- to be designated as a representative to vote at the General Assembly of ICOM and in the election of the Executive Council.

Non-voting members shall have no right to vote, and may not be elected to the ~~Executive~~ Board of the Committee.

Comments:

- *This article has been rewritten to be clearer and more concise; no substantial changes were made.*
- *“Executive” before Board was deleted, here and elsewhere, because these articles apply to the entire board, not just to the Executive board (which is comprised of Chair, Vice Chairs, Treasurer, and Secretary).*

Article 6: Meetings of the Committee

The Committee shall hold meetings it considers necessary for the attainment of its ~~objectives~~ aims and the carrying out of its program. The General Assembly of the Committee shall take place every year, and every third year in conjunction with the triennial General Conference of ICOM, if logistics allow.

It is preferred that the General Assembly take place as part of the DEMHIST Annual Conference, but it may be held separately and/or virtually if circumstances require this.

The dates and place of DEMHIST Conferences shall be communicated at least six months in advance. The date and place of the DEMHIST General Assembly shall be communicated at least three months in advance. The agenda of the General Assembly of the Committee shall include the following items:

- a report on the work of the Committee during the preceding year;
- a report on the finances of the Committee for the preceding year;

- a review of the program of the previous year and adoption of the work program of the Committee for the forthcoming year;
- a review of the budget for the forthcoming triennium;
- adoption of budget for the following year.

For Board elections, the quorum shall be 10% of the voting membership of the Committee present personally or by proxy. Each voting member shall be entitled to represent by proxy a maximum of one other voting member. An institutional member may designate another member of the same institution to vote on their behalf, even if not member of ICOM or voting member of the Committee.

Every third year, the agenda of the General Assembly of DEMHIST shall in addition include the following items:

- a review of the triennial Strategic Plan of ICOM and alignment of DEMHIST's strategic goals;
- election of the DEMHIST Board ~~Executive Board of ICOM.~~

All meetings of the Committee shall be held in principle in the three official languages of ICOM, or in a different language when a simultaneous translation service is available, or in accordance with the language spoken by the majority of participants.

The Committee may establish working groups to address specific topics, represented by a voting member of the Committee who shall be responsible for the working group activities, and shall report to the Committee at the annual plenary meeting. Working group members may include former Board members, as well as DEMHIST voting members who are not members of the Board.

The Committee encourages the establishment of DEMHIST National Working Groups. And within its means, will support their activities and the dissemination of information about their activities.

The ~~Executive~~ Board of the Committee shall arrange date, place, and subject of the DEMHIST meetings with the organizers where the meeting is expected to be held. The organizer is requested to collaborate with the Chairperson of the National Committee of the host country of the DEMHIST Conference.

Comments:

- *The need for the General Assembly to occur virtually and/or separate from the annual conference is determined largely by factors outside of DEMHIST's control, as was the case for the ICOM Prague 2022 conference. The addition of these words allows DEMHIST to adjust the GA as needed.*
- *Election of the Executive Board of ICOM is not an agenda item – this was likely an error in the current Statutes.*

Article 7: Management of the International Committee

~~The Committee shall be managed by an Executive Board consisting of a Chairperson, two deputy Chairpersons, one Secretary/Treasurer or one Secretary, one Treasurer and five or four Councillors, elected by the Committee's voting members.~~

The Committee shall be managed by a Board consisting of a Chair, two Vice-Chairs, and one Secretary/Treasurer or one Secretary plus one Treasurer (the "Executive Board"), and five or six general Councilors, for a total of 10 Board members. The Committee's voting members shall directly elect the Chair, and nine Board members. At its first meeting, the Committee's board will fill from among its nine Councilors the positions of the three or four Executive Board members (two Vice-Chairs, and one Secretary/Treasurer or one Secretary plus one Treasurer).

~~Members of the Executive Board shall be elected for a period of three years and may be re-elected only once.~~

Members of the Board shall be elected for a period of three years and may be re-elected once. A member of the Board may subsequently be elected Chair. However, no Chair/member of the Board may remain in office for more than 12 consecutive years. After a period of at least three years, Committee members who have previously served on the DEMHIST Board, are eligible to be re-elected to the Board for one more term and for a total of two terms.

To be eligible for election to the Board, a candidate must

- be a voting member in good standing of ICOM and of DEMHIST during the year of elections AND the year prior to the elections;
- provide a photograph, CV and statement;
- (optionally) provide up to two letters of support or recommendation.

No more than two members from any one country may be elected to the ~~executive~~ Board. The ~~Executive~~ Board shall be elected in conjunction with the triennial General Assembly of the Committee. The outgoing ~~Executive~~ Board shall invite nominations for the next ~~Executive~~ Board at least four months before the General Assembly of the Committee, and shall inform the voting members of the names and qualifications of candidates at least ~~two~~ one months prior to the date ~~of commencement~~ of the General Assembly of the Committee.

If a member of the ~~Executive~~ Board ceases to hold office for any reason during the period between the elections the Board may fill the vacant position ~~may be filled~~ by co-option of another voting member of the Committee until the next General Assembly of the Committee is held. If the *ad interim* Board member wishes to stand for election to the Board at that time, the *ad interim* period will not count towards the maximum allowable terms as an elected Board member.

A member of the ~~Executive~~ Board shall cease to hold office if the member:

- resigns from the Committee or from ICOM;
- is no longer a voting member of the Committee;
- ceases to actively participate in the general Board activities and/or ceases to communicate with the Board Chair for a period of three months or more.

The ~~Executive~~ Board shall meet at least three times per year, whether virtually or in person. One of these meetings will take place in person during the Committee's annual meeting. The quorum for a meeting of the ~~Executive~~ Board shall be ~~one third~~ half (50%) of the number of Board members, virtually or in person.

Comments:

- *This article has undergone some significant revisions, with the goal to avoid some of the ambiguities of previous elections and the uncertainties around vacant board positions.*
- *With this proposed revision, Committee members can be re-elected after an absence of at least three years, to serve on the Board again. This will allow for the Committee to benefit from the expertise gathered during previous years of board membership, and make for a more active, engaged and efficient Board and Committee.*
- *Regarding the *ad interim* period not counting towards total amount of time of board service, I have asked feedback from ICOM HQ if this is acceptable.*

Article 8: Finances of the Committee

The Committee is entitled to raise such funds for its operations as it considers necessary, including ~~sponsoring~~ sponsorships, donations, grants and profits

coming from the conferences, webinars, workshops, courses, merchandising, publications, and crowdfunding campaigns produced by the Committee itself. The Committee may not impose any annual membership subscription on ICOM members, but is entitled to demand contributions for specific services.

The Committee may receive subventions from ~~the ICOM Executive Council~~. The subventions are subject to ICOM rules.

The Committee shall not enter into any contract or any legally binding agreement involving expenditure by ICOM without the approval of the Executive ~~Council~~ Board first being obtained (other than contracts and agreements that relate to its own activities and can be paid for from its own funds).

~~All money received by the 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. The Board shall advise the Secretariat of ICOM of the account name and number and the name of the bank at which the account is established.~~

All money received by the Committee shall be deposited in the bank account established by ICOM Secretariat for the purpose, and all payments made on behalf of the Committee shall be made from that bank account. The Secretariat of ICOM shall advise the Board of the account name and number and the name of the bank at which the account is established, and provide the tutorial/instructions to manage the funds properly.

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 meeting. The Committee shall transmit a copy of the above-mentioned report to the Secretary-General of ICOM for presentation to the Executive Board following its guidelines.

Comments:

- *The above revisions are primarily to clarify the existing article, and better reflect the financial processes and responsibilities of the Board and Treasurer. The revisions do not change the basic content or intent.*

Article 9: Role and Responsibilities of the Board

The ~~Executive~~ Board is responsible for managing the affairs of the Committee and for ensuring that the requirements of the ICOM Statutes of ICOM, and of these Rules and of the DEMHIST By-laws are met.

The ~~Executive~~ Board shall commit itself to promoting participation by members

from all countries, with special attention placed on outreach to underrepresented countries.

Each year the ~~Executive~~ Board shall prepare a report on the activities of the Committee during the preceding year, which shall be transmitted to the ICOM Secretary-General for submission to the Executive Board and Advisory Committee of ICOM. This report has to be established according to the requests of the ICOM Executive Board.

The Chair~~person~~ of the ~~Executive~~ Board or another member of the ~~Executive~~ Board ~~has~~ shall ~~to~~ attend the annual Advisory Committee Meeting and the ICOM General Conference in Paris.

The ~~Executive~~ Board shall appoint five voting members of the Committee to vote on behalf of the Committee itself in conjunction with the General Assembly of ICOM and with the election of the Executive Board. The ICOM Secretariat must receive respective proxies within the set deadline.

Comments:

- *Adding “outreach to underrepresented countries” is in accordance with the DEMHIST strategic goals which are being developed.*
- *Other revisions serve to tighten the text of this article.*

Article 10: Amendments

The present Rules of the Committee may be amended at any General Assembly of the Committee. The suggested amendment to the Rules must be proposed and seconded by voting members of the Committee. The text of any proposed amendment, together with any explanatory material, shall be sent to the voting members of the Committee at least one month prior to the annual ~~plenary meeting~~ General Assembly at which they are to be considered.

Comments:

- *No substantial revisions.*

Article 11: Dissolution of the International Committee

The Committee shall be dissolved by decision of the General Assembly of the Committee in accordance with the ICOM statutes, Article ~~28~~ 24 and the ICOM Internal Rules, Article 7.7. In the event that the committee is dissolved, its assets (if any) shall be transferred to the ICOM General Secretariat.

The present Rules of the Committee have been adopted by the three-quarters majority of the voting members at the plenary meeting held in Peterhof/Russia, on the 29th June, 1999.

They have been amended at the General Assembly at Los Angeles/United States of America, on the 8th November, 2012.

They have been amended at the General Assembly held virtually on October 27, 2022.

Comments:

- *Correct reference to ICOM Statutes and Internal Rules.*
- *Amendment pending the vote on October 27, 2022.*