

## DEMHIIST BYLAWS

### Article 1: Name

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 by the acronym “DEMHIIST”.

### Article 2: Status and relationship with ICOM

The Committee is established under Article 16 of the ICOM Statutes and Article 7 of the ICOM Internal Rules.

As all International Committees, DEMHIIST is not entitled to operate as a legal entity, but operates within the generally accepted framework of the organisation with respect to DEMHIIST’s specific mandate described in the following article.

The activities of the Committee are at all times subject to the ICOM Statutes, the ICOM Internal Rules, the ICOM Code of Ethics for Museums, the Rules for International Committees and the relevant decisions of the ICOM General Assembly and the ICOM Executive Board.

### Article 3: Aims

The aims of the Committee are to:

1. 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. co-operate with National Committees and Regional Alliances of ICOM and with other International Committees and Affiliated Organisations in matters related to the Committee's specific mandate and to the broader interests of ICOM;
3. 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. 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. 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. 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.

#### **Article 4: Membership**

The membership of DEMHIST is open to all ICOM members in good standing upon request and without undue delay or restrictions. The membership of the Committee shall comprise those persons being individual members or designated representatives of institutional members of ICOM, in good standing, who request membership in the Committee.

As per article 7.2 of the ICOM Internal Rules, each International Committee must have at least fifty (50) members. DEMHIST membership list is maintained by the ICOM Secretariat on behalf of the Committee and for its purposes. The ICOM Secretariat shall provide limited access to the Chair and the Secretary of DEMHIST to the relevant parts of the ICOM membership database.

Membership in DEMHIST is open to staff working in house museums or related fields, researchers, volunteers, retirees, independents, and any museum professional 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 DEMHIST as the International Committee of which they wish to be a voting member;
- Non-voting members, being members of ICOM who have sought membership of DEMHIST, 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 Chair or the Secretary of the Committee, together with the information as to whether the member is a voting member of any other International Committee.

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

- resigns from the Committee, or
- acts against the ICOM Statutes or the ICOM Code of Ethics for Museums, or
- is no longer a member of ICOM.

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

- resigns from the Committee, or
- chooses to become a voting member of another International Committee, or
- acts against the ICOM Statutes or the ICOM Code of Ethics for Museums, or
- is no longer a member of ICOM.

## **Article 5: Rights of members**

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

General information shall be distributed to DEMHIST members on a regular basis as a membership service.

Voting members shall have the following rights:

- to vote in the meetings of the Committee;
- to stand for the election of the 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 ICOM Executive Board.

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

## **Article 6: Protection of personal data**

While working with personal data from its members, DEMHIST 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 (EU-GDPR).

## **Article 7: Meetings**

The Committee shall hold such meetings as it considers necessary for the attainment of its aims and the carrying out of its program(s).

### *General Assembly*

The General Assembly of the Committee shall take place every year. DEMHIST shall determine the venue and arrangements. To ensure the proper legal and financial management of funds associated with its General Assembly and to certify the proper audit of related accounts, DEMHIST shall establish an agreement of cooperation with an entity in the host country (a museum, university, foundation, the ICOM National Committee, or similar body). The year of an ICOM Triennial Conference, the General Assembly shall be held at the same time and place as the Triennial Conference, if logistics allow.

The date and place of the DEMHIST General Assembly shall be communicated at least four (4) months in advance. The Chair shall set the agenda of the General Assembly, in consultation with the Board. An official invitation to the General Assembly shall be sent at least thirty (30) days before the date of the meeting to all members of DEMHIST. 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 DEMHIST's members, preferably at the time of the official invitation.

The agenda of the General Assembly 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 of the Committee for the forthcoming triennium;
- adoption of budget of the Committee for the following year.

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.

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.

### *Conferences*

DEMHIST 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 DEMHIST and/or historic house museums.

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

The 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.

The dates and place of DEMHIST Conferences shall be communicated at least four (4) months in advance.

### *Quorum*

The quorum for a meeting of DEMHIST shall be ten per cent (10%) of its membership. If this quorum is not obtained, DEMHIST 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, DEMHIST shall have the power to deliberate. DEMHIST decisions shall be subject to a simple majority between the members present and being represented.

### *Voting rights and proxy*

Each ICOM member in good standing who is a voting-member of DEMHIST shall have the right to vote and shall have one (1) vote, for that purpose.

Each voting member shall be entitled to represent by proxy a maximum of three (3) 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. Voting Members giving a proxy must be up to date with the payment of their membership fees.

Electronic voting may be used whenever technically and logistically possible.

### **Article 8: Languages**

Whenever possible, all meetings of the Committee shall be held in principle in the three (3) official languages of ICOM, or in the language of the host of the meeting if a simultaneous translation service is available.

### **Article 9: National Working Groups**

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.

### **Article 10: Governance**

The Committee shall be managed by an elected board consisting of a (1) Chair, two (2) Vice-Chairs, one (1) Secretary, one (1) Treasurer (the "Bureau"), and five (5) or six (6) ordinary board members (the "Ordinary Board Members"), for a total of ten (10) or eleven (11) board members (the "Board"). The Committee's voting members shall directly elect the Chair, and nine (9) or ten (10) other members of the Board. At its first meeting, the Committee's Board will fill from among its nine (9) or ten (10) Board members, the positions of the two (2) Vice-Chairs, one (1) Secretary and one (1) Treasurer, while the Chair shall be elected separately from the other Board members.

Elections shall be held every third year, preferably during the ICOM Triennial Conference. Members of the Board shall be elected for a period of three (3) years and may be re-elected once in the same position. No Member of the Board shall serve in the same position for more than six consecutive years. No Member of the Board shall remain in office for more than twelve (12) consecutive years.

The Chair of an International 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 ICOM Executive Board.

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 (2) letters of support or recommendation.

No more than two (2) members from any one (1) country may be elected to the Board. The Board shall be elected in conjunction with the triennial General Assembly of the Committee. The outgoing Board shall invite nominations for the next Board at least four (4) months before the General Assembly of the Committee, and shall inform the voting members of the names and qualifications of candidates at least one (1) month prior to the date of the General Assembly of the Committee. A candidate may apply for a single function only.

The Board shall meet at least three (3) times per year, whether virtually or in person. One (1) of these meetings will take place in person during the Committee's annual meetings. The quorum for a meeting of the Board shall be half of the number of Board members, virtually or in person. Decisions are taken by a simple majority.

Electronic voting may be used whenever technically and logistically possible.

### **Article 11: Termination of office and vacancies**

A member of the 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 five (5) months or more.

If a member of the Board ceases to hold office for any reason during the period between the elections the Board may fill the vacant position by co-option of another member of the Board until the next General Assembly of the Committee is held, specifically:

- In case of vacancy of the Chair's office, the Board shall appoint one (1) of the Vice-Chair to assume this function until the following election of the Board,
- In case of vacancy of the Vice-Chair(s)/Secretary/Treasurer office, the Board shall appoint one of its Ordinary Members to assume this function until the following election of the Board,
- In case of vacancy of a position of Ordinary Member, the position shall remain vacant until the following election of the Board, provided that there are at least five (5) Board members.

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.

### **Article 12: Finances**

The Committee is entitled to raise such funds for its operations as it considers necessary, including sponsorships, donations, grants and income coming from the conferences, webinars, workshops, courses, and publications, produced by the Committee itself.

DEMHIST may accept sponsorships and apply for subventions, grants or other supports for its activities and projects. It may request fees for special activities and services rendered (within the limitations stated in Article 2 and subject to prior agreement by ICOM).

DEMHIST shall submit an annual report of activities and an annual financial report to ICOM. Upon the submission of these reports and according to the number of registered members, DEMHIST is eligible for a subsidy from ICOM. ICOM may withhold the subsidy if these reports are not delivered in a timely fashion or are incomplete.

The Committee may not impose any additional annual membership subscription on ICOM members, but is entitled to demand contributions for specific services.

Where the DEMHIST's 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. The Committee shall not enter into any contract or any legally binding agreement involving expenditure by ICOM without having first obtained a delegation of authority prepared on a case-by-case basis by the ICOM Secretariat and signed by the ICOM President.

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

### **Article 13: Role and Responsibilities of the Board**

The Board is responsible for managing the affairs of the Committee and for ensuring that the requirements of the ICOM Statutes, the ICOM Internal Rules and the DEMHIST Bylaws are met.

The Board, represented by the Chair, shall ensure that the Committee's activities do not compromise ICOM.

The Board, represented by the Chair, shall fulfil its financial obligations, as described in article 9, and shall ensure that the financial accountability does not compromise ICOM.

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 DEMHIST's programmes of activities and participate in the efforts to promote the Committee's work.

The Board is also responsible for:

- the overall management and functioning of DEMHIST, according to the aims set out in Article 3;
- 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 ICOM Secretariat (report of activities and financial report);
- the conservation of DEMHIST's archives, as set out in Article 14.

The Board shall commit itself to promoting participation by members from all countries, with special attention placed on outreach to underrepresented countries. Each year the Board shall prepare a report on the activities of the Committee during the preceding year, which shall be transmitted to the ICOM Director General for submission to the ICOM Executive Board and the ICOM Advisory Council. This report has to be established according to the requests of the ICOM Executive Board.

The Chair of the Board or another member of the Board designated on their behalf shall attend the Advisory Council Meetings and the ICOM General Conference.

The Board shall appoint five (5) 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 ICOM Executive Board. The ICOM Secretariat must receive respective proxies within the set deadline.

#### **Article 14: Archives**

DEMHIST 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 Secretary in electronic and hard copy form and will be communicated to the ICOM Secretariat for its archives.



### **Article 15: Amendments to the By-laws**

The present By-laws of the Committee may be amended at any General Assembly of the Committee.

The suggested amendment to the By-laws must be proposed and seconded by voting members of the Committee. The decisions are taken by a two thirds (2/3) majority of the members present and represented.

The text of any proposed amendment, together with any explanatory material, shall be sent to the voting members of the Committee at least one (1) month prior to the annual General Assembly at which they are to be considered.

### **Article 16: Dissolution**

The majority of the members of an International Committee or the ICOM Executive Board may decide that the International Committee may be suspended if the Committee is no longer functioning effectively or has acted in violation of the ICOM Statutes or Internal Rules or the Code of Ethics for Museums, and failed to comply with such norms despite formal notice from the ICOM Executive Board.

The Committee shall be dissolved by decision of the General Assembly of the Committee in accordance with the ICOM Statutes, Article 24 and the ICOM Internal Rules, Article 7.7. In the event of dissolution being declared, the ICOM Executive Board shall appoint one (1) or two (2) liquidators. Its assets (if any) shall be transferred to the ICOM Secretariat.

The present By-laws 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 Extraordinary General Assembly held virtually on February 14, 2023.