

# INTERNAL RULES of AVICOM international committee

## Article 1 Name and Address

The name of the International Committee is: International committee "*for audiovisual and image and sound new technologies*"(AVICOM). Its address is at Secrétariat général de l'ICOM – Maison de l'UNESCO, 1 rue Miollis, 75732 Paris Cedex 15 – France.

## Article 2 Relationship with ICOM

The Committee is a component of ICOM. The Committee is subject, to the Statutes and Internal Rules and Regulations of ICOM, its Code of Ethics, as well as norms related to International Committees, in particular the Principles governing the creation, management and evaluation of International Committees.

- a. The Committee is represented at the ICOM Advisory Committee by its Chairperson or representative. It is represented at the ICOM General Assembly by five (5) members appointed by the Chair.
- b. AVICOM represents ICOM in its areas of specialization and must operate within the generally accepted framework of the organization with respect to AVICOM's specific concerns.
- c. AVICOM contributes to the development and implementation of ICOM's programs, international actions and projects, in particular with reference to the general development of museums' activities, expansion of museums' networks and variety of their types through the self-identification of museums and definition of their own trends with respect to audiovisual and new technologies.
- d. AVICOM cooperates with other International Committees, with National Committees, as well as Regional Alliances and Affiliated Organizations of ICOM in matters related to AVICOM's specific mandate and to the broader interests of ICOM.
- e. AVICOM provides advice and expertise to ICOM on general problems and trends of activities in relation to AVICOM's concerns.

### **Article 3 Objectives and Missions**

The objectives and missions of AVICOM Committee are to:

- a. Advise museums and raise awareness and inform the professionals of museums about the utility and the potentialities of audiovisual and the new technologies, in the educational, informative, promotional and commercial domains.
- b. Recommend that relevant audiovisual and new technologies, be added as assets to equipment and cultural events.
- c. Study the legal and financial framework concerning the image, the sound, audiovisual, multimedia and distribution on cable and social networks.
- d. List relevant institutions, collections, techniques, realizations and productions, data bases and data banks of interest.
- e. Strengthen and disseminate knowledge and know-how related to methods of preservation of the media (and audiovisual) and digital documents in all their forms.
- f. Promote the knowledge of the history of techniques, encourage the creation of networks of exchanges and study on use and common practice of the technologies stemming from audiovisual and from multimedia.

The general meeting of the Committee takes place every year in a different host country, around specific themes, and during diverse events (colloquiums, professional days, and festival), tools of information and reflection.

### **Article 4 Membership**

- a. All ICOM members (up to date in the payment of their membership fees) may be AVICOM members. The Committee is composed of five (5) categories of ICOM members pursuant to Article 6 of the ICOM Statutes:
  - Individual members
  - Institutional members
  - Supporting members
  - Honorary members
  - Student members.
- b. The Committee may accept other expert members within a limit of 20% of its composition, based on their professional background and skills, which brings

added value to AVICOM.

c. ICOM members wishing to join the Committee shall inform the General Secretariat of ICOM about it and the latter shall transmit the applications to the Chairperson of the Committee.

d. The status of membership is lost for :

- all members who have resigned in writing,
- all members, pursuant to Article 4 section 4 of the ICOM Statutes for one the following circumstances:
  - \*change in professional status
  - \*breach of professional ethics
  - \*actions considered to be substantially incompatible with the objectives of ICOM;
  - \* non-payment of fees after formal notice of the payment due.

## **Article 5 Rights of Members**

Member of the Committee shall have the right to:

- a. participate in the activities and program of the Committee, to take part to plenary meetings organized by the Committee;
- b. to vote in the plenary meetings of the Committee, to stand for election to the Executive Board, to vote in the Board elections and to be designated as a representative of the Committee to vote at the General Assembly of ICOM and in the elections of the Executive Council of ICOM. Supporting, Honorary and Student members are non-voting members.

## **Article 6 Membership Fees**

All ICOM members have the right to become a member of one International Committee without having to pay a membership fee.

## **Article 7 Financial Resources**

- a. The resources of the Committee consist of:
  - subsidies from ICOM,
  - proceeds from payments for services rendered,
  - donations and bequests.

- b. The Committee is entitled to raise funds for its operations as it considers necessary under the conditions that the Chairperson operates through a delegation of power or signature from the President of ICOM. It cannot impose any annual membership subscriptions on ICOM members, but is entitled to impose a subscription for specific services.
- c. The Committee may impose charges for participation in meetings as it deems necessary.
- d. The Committee may receive grants and donations and accept underwriting from sponsors under the conditions that the Chairperson operates through a delegation of power or signature from the President of ICOM.
- e. The Committee may produce at its own expense and sell publications but shall consult with the General Secretariat of ICOM before doing so.
- f. The Committee shall not enter into any contract or any legally binding agreement involving expenditure of ICOM without the approval of the Director General and the Treasurer of ICOM first being obtained (other than contracts and agreements that relate to its own activities covered by a delegation of power or signature and can be paid from its own funds).
- g. 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 keep proper accounts and invoices of all money received and expended on an annual basis. A report on the finances of the Committee shall be presented to the members at each plenary meeting of the Committee.
- h. The Board shall transmit a copy of the report on the finances of the Committee to the General Secretariat of ICOM.

## **Article 9 General Assembly**

The General Assembly, composed of all members of the Committee, must meet in an ordinary session, on written notification to attend, once (1) a year, but at least on the occasion of every ICOM Triennial Conference. The Board defines the voting rights. The General Assembly elects members of the Executive Board and, if necessary, ratifies the decisions of the latter.

The General Assembly elects an Election Officer among AVICOM Member to monitor and follow up the election process for three (3) years.

## Article 10 Executive Board and Elections

- a. It is composed of at least five (5) persons, who must be ordinary ICOM members. Elections are held during the General Assembly, as part of the ICOM Triennial Conference. A call for candidates is sent to the members prior to the Assembly, with the exception of the Chair, who has to be elected separately, the Board constitutes itself. Members of the Board are elected for three (3) years, and their mandate can be renewed once (1). A member of the Board may subsequently be elected as Chairperson for a maximum of two (2) additional terms. The status of member of the Board is incompatible with an executive function in another organ of ICOM or in one of its affiliated organizations. The composition of the Board should comprise no more than two (2) individuals from any one country.
- b. The outgoing Executive Board shall invite candidacies for the next Executive Board at least four (4) months before the General Assembly and shall inform the voting members of the names and qualifications of candidates at least two (2) months prior to the date of commencement of the General Assembly. A member of the Committee who is unable to attend the General Assembly may authorize, in writing, another voting member to vote on his or her behalf at the election or may vote by mail as organized by the Election Officer.
- c. In case of vacancy of the office of Chairperson, the Executive Board appoints one (1) of the Vice-presidents to assume the chairmanship until the following election.  
In case of vacancy of the office of Vice-president, the Executive Board appoints an ordinary Member to assume this function until the following election. The choice is made by simple majority vote.  
In case of vacancy of the office of Treasurer, the Executive Board appoints one (1) of its Members to assume this function until the following election. The choice is made by simple majority vote.  
In case of vacancy of the office of an ordinary Executive Board Member, the position may be filled by co-option of another member of the Committee until the next election.
- d. A member of the Executive Board shall cease to hold office if:
- He/she resigns
  - He/she cannot attend the meetings of the Committee at several (more than two (2)) consecutive times.
- e. The Executive Board shall meet as often as it deems necessary but not less than once (1) in each year before or after the General Assembly of ICOM held in Paris, France. Any other board meeting shall be held in a different country related to the board members nationality.

- f. The quorum for a meeting of the Executive Board is achieved if one third (1/3) the Board is present.
- g. The decision are adopted by simple majority of the Board members present or represented.

### **Article 11 Role and Responsibilities of the Executive Board**

- a. The Executive Board is responsible for managing the affairs of the Committee and for ensuring that the requirements of the Statutes and Internal Rules and Regulations of ICOM and the present Rules are met.
- b. The Executive Board shall, before any meeting of the Committee is held, satisfy itself that no impediment will be placed in the way of any member of the Committee attending the meeting, by the hosting country.
- c. The Executive Board shall each year prepare a report on the activities of the Committee during the preceding year which shall be sent to all members and considered at the annual plenary meeting. The report shall be transmitted to the General Secretariat for submission to the Executive Council and the Advisory Committee of ICOM.
- d. The Executive Board shall, when requested to do so by the Director General, transmit a report on the work of the Committee for the preceding triennium to the Director General for submission to the Executive Council, the Advisory Committee and the General Assembly of ICOM.
- e. The Chairperson shall appoint five (5) voting members of the Committee to vote on behalf of the Committee at the General Assembly and for the election of the Executive Council of ICOM. The Executive Board shall ensure that members of the Committee are kept fully informed of the work of the Board, of its plans for the activities of the Committee and of any other matters relevant to the work and functions of the Committee. It may publish a regular Newsletter or communicate with the members by such other means as it deems appropriate.
- f. The Executive Board may set up working groups for specific purposes, as well as regional sub-committees, depending on the needs of the program or on request by members.

### **Article 13 Ratification and amendments**

- a. The Rules of the Committee adopted at the first plenary meeting of the Committee may be amended at any subsequent annual plenary meeting of the Committee.

- b. Any suggested amendments to the Rules must be proposed by members of the Committee. The text of any proposed amendment, together with any explanatory material, shall be sent to the members of the Committee at least two (2) months prior to the annual plenary meeting at which they are to be considered.
  
- c. A proposed amendment may be further amended at the annual plenary meeting at which it is considered but only if the further amendment is of a minor nature. The Chairperson of the Committee shall decide whether a further amendment is of minor nature.
  
- d. Adoption and amendment of the Rules shall require a two thirds (2/3) majority of the voting members, either present or represented by proxy.
  
- e. The Rules, as well as any addition, must be approved by the ICOM Executive Council.

#### **Article 14 Dissolution of AVICOM**

In the event of a dissolution declared either by the majority of the members attending the General Assembly or by the Executive Council, all remaining assets are transferred to ICOM.

These Rules were adopted by the General Assembly,  
place and date: 20 September 2014, in Moscow, Russia

and approved by the ICOM Executive Council,  
place and date: 13 December 2014 in Milan, Italy