

Rules for ICOM-Bangladesh National Committee

Adopted: August 7, 2020

Introduction

To promote and protect the interests of ICOM and the international museum community, as well as Bangladeshi museums, museum professionals, and other entities who support museum programs including museum education and who deserve the rights of accessibility and inclusion to museums, these Rules are designed to assure that Bangladesh National Committee of ICOM (hereinafter “the Committee”) provides maximum benefits to all parties.

These Rules shall be adopted in compliance with ICOM Statutes, Internal Rules and Code of Ethics for Museums.

The Committee of ICOM will also take into account national legal requirements and practices.

1. Name, Registered Office and Structure

- (a) The Committee, for which these rules are applicable, shall be identified as Bangladesh National Committee of ICOM. The official address and registered office of the Committee shall be as determined by the elected Board, but in all instances the location shall be within the physical and political boundaries of Bangladesh. The relocation of the registered office is subject to the approval of the Executive Board of the Committee.
- (b) The Committee should be organized as legally incorporated or structured non-governmental and non-profit organization, and the office bearers should be elected by the members in accordance with these Rules.
- (c) It is established under Article 14 of the ICOM Statutes and Article 5 of the ICOM Internal Rules.
- (d) The Committee shall operate within the general framework of the organisation.

2. Roles and Responsibilities

The Committee shall ensure the management of ICOM’s interests within Bangladesh, represent the interests of its members within ICOM, including matters of a professional nature with which the Committee is concerned, and contribute to the realization of ICOM’s programs.

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

The responsibilities of the Committee are to foster cooperation, mutual assistance and the exchange of information among its members in person or via technology and in particular to:

- (i) Be a primary channel of communication between the members and ICOM headquarters;
- (ii) Promote the membership of ICOM among professional museum workers and museums in Bangladesh;
- (iii) Provide advice to the Advisory Council, the Executive Board, and the Director General on any matter relevant to ICOM and its programs;
- (iv) Decide on applications for Individual, Institutional and Supporting Membership of ICOM and communicate them to the Secretariat;
- (v) Appoint voting members for the purposes of electing the Executive Board and for voting at the General Assemblies;
- (vi) Submit an annual report on its activities for the previous calendar year to the Executive Board and the Chair of the Advisory Council;
- (vii) Collect the annual subscriptions on behalf of ICOM and transmit them to the Secretariat;
- (viii) Support and promote the aims and objectives of ICOM among professional museum workers and Bangladeshi museums, and contribute to the realization of ICOM's programs both within Bangladesh and elsewhere;
- (ix) Promote membership of ICOM and its Code of Ethics among professional museum workers and Bangladeshi museums;
- (x) Be the principal instrument of communication between ICOM and the Bangladeshi members by establishing consistent and practical methods for sharing information, including regular newsletters and/or on-line access;
- (xi) Ensure the management of ICOM's interests within Bangladesh;
- (xii) Represent the interests of the members, including professional interests, to the ICOM Secretariat;
- (xiii) Cooperate with the National and International Committees of ICOM and make arrangements with national and international museum organizations (where they meet ICOM's basic requirements) to address the needs of the museum profession. These arrangements should be self-determined by the museum community of Bangladesh and developed to serve the interests of the museums and museum professionals;
- (xiv) Provide an open and democratic approach to museum professionalism by being an inclusive forum for all qualified members of the museum profession.

3. Membership

- (a) The membership of ICOM-Bangladesh shall include all persons admitted to membership of ICOM as Individual, Student, or Supporting Members and organizations admitted as Institutional Members, resident or registered in Bangladesh.
- (b) Student, Honorary and Supporting Members shall be entitled to participate in the activities of the Committee and ICOM, but they shall not be entitled to vote or stand for an office.
- (c) A person or institution wishing to join ICOM shall complete a membership application in the prescribed form and forward it to the Committee for its consideration.

- (d) Any person or institution meeting the criteria for membership set out in the ICOM *Statutes*, and who is not dealing (buying or selling for profit) in cultural property shall be eligible for membership of the Committee.
- (e) The Executive Board of the Committee shall consider all applications as soon as practicable after they are received. Upon acceptance of the application by the Executive Board of the Committee, the applicant shall be notified and is forthwith liable to pay the annual subscription determined by the Executive Board for the proper category of membership. Upon receipt of the annual subscription by the Committee, membership rights accrue to the Member.
- (f) All members shall act in compliance with ICOM *Statutes*, Internal Rules and the Code of Ethics.
- (g) Membership of ICOM and of a National Committee may be terminated only in accordance with the ICOM *Statutes*.

4. Annual Subscription

- (a) A member of the Committee shall be liable each year to pay an annual subscription to ICOM, at a rate determined by the ICOM Executive Board for the category of membership to which the member belongs.
- (b) In addition to the annual subscription determined by the ICOM Executive Board, the Committee may impose a surcharge that shall be clearly identified as such for the purposes of the Committee.
- (c) Upon receipt of the annual subscription from a new member, the Committee shall advise ICOM headquarters of the membership details and shall transmit to ICOM an amount equal to the annual subscription determined by the ICOM Executive Board as defined by the ICOM *Statutes*.
- (d) Upon receipt of a membership card with a membership number from the ICOM Secretariat, the Committee shall attach a sticker indicating that the subscription for the current year has been paid and promptly send it to the member.
- (e) Each year upon receipt of the amount notified to an existing member, the Committee shall provide the member with a sticker for attachment to the ICOM card indicating that the subscription for the current year has been paid, and shall transmit the amount determined by the ICOM Executive Board to ICOM headquarters no later than 1 April in the year to which the subscription relates.
- (f) Subscriptions become due on 1 January in each year and are payable to the Committee no later than 15 March. The Committee shall inform the ICOM Secretariat of the names of any member whose subscription is not paid by 15 March in the year in which it is due. Such members may be denied membership services and shall not have the right to participate in the activities of the Committee. They may not seek election or participate in the work of the Executive Board nor vote on any matter before the Committee until the subscription is paid. In the event that a member's subscription is not paid by 31 July of the year in which it is due, the member's membership of ICOM shall cease.

5. Finances

- (a) The Committee may raise such money for its own purpose, as it considers necessary by such means as are legal and appropriate, including the imposition of charges for events and conferences and the sale of goods and publications.
- (b) The Committee shall be entitled to retain and use for its own purposes any additional money received from members as a surcharge to the annual subscription imposed.
- (c) The Committee may receive grants and donations and accept underwriting from sponsors in support of its operations and activities.
- (d) All money (including the membership fees and any other funding) 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. Bank account shall be jointly operated by at least two designated office bearers - the Treasurer and the Chairperson or the Secretary.
- (e) The funds of the Committee are distinct from and will be kept separate from any funds that are the property of ICOM in its international capacity and that are deposited in a special bank account.
- (f) The Committee shall keep proper accounts of all money received and expended on an annual basis. The accounts shall be audited annually and presented to the members of the Committee at its annual plenary meeting.

6. Meetings of the National Committee

- (a) The Committee shall hold such meetings, as it considers necessary for the attainment of its objectives.
- (b) At least once in each calendar year, a plenary meeting of the members of the Committee shall be held. Meetings can be held in person or online via means of telecommunication that allow for the authentication of members. At least 28-day notice of the convening of the annual plenary meeting shall be given to members of the Committee.
- (c) The Board shall present to the members an annual report on its activities and its financial position and the Committee's program shall be reviewed and endorsed. A copy of the Committee's annual report for the preceding year shall be transmitted to the ICOM Secretariat.
- (d) A member unable to attend the annual plenary meeting may designate in writing another member of the Committee as a proxy and such a proxy shall only attend the meeting.
- (e) The plenary meeting shall be the annual business meeting of the Committee. Its agenda shall include the following items:
 - (i) an annual report on the work of the Committee, including details of its relationship with other components of ICOM and the National Commission for UNESCO (where one exists) and with any Associations representing the museum profession at the national level;
 - (ii) presentation of the audited annual accounts;
 - (iii) election of Executive Board members to fill any vacancies;
 - (iv) review and endorsement of the annual program of the Committee for the following year.

- (f) The quorum for the annual plenary meeting shall be 10% of the voting members of the Committee present personally or by proxy, provided that at least five voting members of the Committee are present in person. The decisions are taken by the simple majority between the Members present and being represented.
- (g) At meetings of the Committee each member shall be entitled to one vote on any matter before the Committee but may also exercise proxy votes on behalf of other members. An Institutional Member may, in writing, designate a person to vote on its behalf;

7. Management of the National Committee

- (a) The affairs of the Committee shall be managed by an Executive Board elected by the members. The Committee shall elect its own Chair and an Executive Board of not less than four (4) persons (including the Chair). No person may serve as an Ordinary Member of the Board for a continuous period of more than six (6) years unless subsequently elected as Chair, Vice-Chair, Treasurer or Secretary. No person may serve more than twelve (12) consecutive years. The chairperson and the other office bearers of the Executive Board shall be elected for three years, and their mandate can be renewed once. A member of the Executive Board may subsequently be elected chairperson.
- (b) The tenure of each Executive Board shall be of consecutive three years, started from 1 July of the commencement year, and ended up on 30 June of the third year; and it will be obligatory to form the new Executive Board within the ensuing 31 July in any circumstance.
- (c) The Chairperson and Vice-Chairperson shall be elected separately from the other members of the Board. The Chair may not at the same time serve as Chair of an International Committee or an Affiliated Organisation or a Regional Alliance or as member of the Executive Board.
- (d) The Secretary and the Treasurer will be selected by the Chairperson in consultation with the Executive Board. Two members of an institutional organization at a time shall never hold the designated office bearer positions of the Executive Board, but can hold other positions in the Executive Board.
- (e) Any member of ICOM in good standing who is a member of the Committee including a designated representative of an Institutional Member is eligible to stand for election to the Executive Board, subject to the limitations imposed by the ICOM Statutes.
- (f) If a member of the Executive Board ceases to hold office for any reason during the period between annual plenary meetings, the position may be filled by co-option of another member of the Committee until the next annual plenary meeting is held, when the vacancy shall be filled by election. A person elected to fill such a vacancy shall serve for a period not exceeding the term of the person being replaced, but such service shall not be counted for the purposes of office limitations defined in the *Statutes*.
- (g) A member of the Executive Board shall cease to hold office if the member:
 - (i) resigns,
 - (ii) ceases to be a member of ICOM for any reason,
 - (iii) is no longer a member in good standing,
 - (iv) is no longer a resident of Bangladesh.
- (h) The Executive Board shall meet as often as it deems necessary but not less than twice in each year.

- (i) The quorum for a meeting of the Executive Board shall be at least two-thirds (66.6%) of the total membership of the Board.
- (j) Proxies are allowed but they should be limited to persons who are members in good standing of the Committee or in the case of representatives of Institutional Members, another person nominated by that Institution.

8. Amendments to Rules

- (a) The Rules of the Committee shall be adopted at the first plenary meeting of the Committee and may be amended at any subsequent annual plenary meeting of the Committee.
- (b) Any suggested amendments to the Rules must be proposed and seconded by members of the Committee in good standing. The text of any proposed amendments, together with any explanatory material, shall be notified to the members of the Committee at least 28 days prior to the annual plenary meeting at which they are to be considered.
- (c) Proposed amendments may be further amended at the annual plenary meeting at which they are considered, but only if the further amendment is minor in nature. The Chairperson of the meeting shall decide whether a further amendment is of a minor nature.
- (d) Adoption and amendment of the Rules shall require a three-quarters (75%) majority of the members present and voting, and then only if at least two-third (66.6%) of the members of the Committee are present at the meeting, either personally or by proxy.

9. Archives of the National Committee

- (a) The Committee 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, meeting of the working groups.
- (b) Such records of the Committee will be maintained by the Secretary in electronic and hard copy form and will be communicated to the ICOM Secretariat for its archives.

10. Dissolution of the National Committee

- (a) The Committee shall be dissolved if the Executive Board of ICOM withdraws recognition under the terms defined in the *Statutes and Internal Rules*.
- (b) In the event that the Committee is dissolved, the residual assets shall be referred to the Executive Board of ICOM for disposition according to relevant national laws.



Professor Sufi Mostafizur Rahman

Secretary

ICOM-Bangladesh National Committee



Jahangir Hussain

Chairperson

ICOM-Bangladesh National Committee