

UMAC Constitution

Article 1:

Name and Address The name of this ICOM International Committee is: International Committee for University Museums and Collections (UMAC). A general description of the role and the work of the Committee is available from ICOM headquarters or its website (<http://www.icom.org/>).

Article 2: Relationships with ICOM

The Committee is established under Article 17, paragraph 3 of the ICOM Statutes. Its activities are at all times subject to the above-mentioned Statutes and Rules, in accordance with Article 28 of the Statutes.

Article 3: Aims

The aims of the International Committee for University Museums and Collections are:

a. within the framework of ICOM to:

- (i) support ICOM's aims and objectives, in particular with reference to the sector of University Museums and Collections
- (ii) contribute to the development and implementation of ICOM's program;
- (iii) provide advice to ICOM on University Museums and Collections and be a source of professional expertise to assist in the implementation of ICOM's program;
- (iv) represent the interests of University Museums and Collections within ICOM;
- (v) co-operate with National Committees and Regional Organisations of ICOM and with other International Committee and Affiliated Organisations in matters related to the Committee's specific mandate and to the broader interests of ICOM;

b. specifically in relation to university museums and collections to:

- (vi) clarify the role, requirements and relationships of university museums and collections with the university and its communities;
- (vii) assist the preservation of academic, scientific, technological and cultural heritage;
- (viii) promote university museums and collections within governments and their agencies, institutes of learning, the broad museum sector, the professions, business and the population generally;
- (ix) provide advice and guidelines for those collections that are emerging, isolated, deteriorating or otherwise in need;
- (x) facilitate international and regional collaboration to stimulate networking, partnerships and research, and to initiate exchanges of artifacts, exhibitions, standards, practices and other information; and
- (xi) encourage staff in charge of university collections to participate in museological training, mentorship and career development.

UMAC supports in general the aims of the Declaration of Halle (initiated in April 2000) including the establishment of directories of university museums and collections.

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 of the Committee.

Members of the Committee shall be either:

- Voting members, being members of ICOM who have nominated the Committee of University Museums and Collections 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 University Museums and Collections but being voting members of another International Committee.

Membership of the Committee shall cease if a member:

- resigns from the Committee,
- acts against the ICOM's Statutes or Code of Professional Ethics.

Article 5: Rights of Members

Members 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 right to vote in the meetings of the Committee, to stand for the election of the Executive Board of the Committee, and to be designated as a representative of the Committee to vote at the General Assembly of ICOM. Non-voting members shall have no right to vote and may not be elected to the Executive Board of the Committee.

Article 6: Meetings of the Committee

The Committee shall hold such meetings as it considers necessary for the attainment of its objectives and the carrying out of its program and shall meet in plenary sessions each year if possible, and always in conjunction with the General Assembly of ICOM. The dates and place of plenary meetings shall be communicated at least six months in advance. The agenda of the triennial plenary meeting held in conjunction with the General Assembly of ICOM shall include the following items:

- a report on the work of the Committee during the preceding triennium,
- a report on the finances of the Committee for the preceding triennium,
- a review of the draft triennial program of ICOM and adoption of the work program of the Committee for the forthcoming triennium,
- adoption of a budget for the following triennium,
- election of the Executive Board.

All meetings of the Committee shall be held 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 quorum of the triennial plenary meeting 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 his/her behalf, even if not a member of ICOM or voting member of the Committee.

The Committee may establish working groups, led by a voting member of the Committee whom shall be responsible for the working group activities and shall report to the Committee at the annual plenary meeting.

In accordance with the Statutes, article 17, paragraph 10, the Chairperson of the Committee shall arrange the date, place and subject of the Committee of University Museums and Collections meetings with the Chairperson of the National Committee of the country where the meeting is expected to be held.

Article 7: Management of the International Committee

An Executive Board consisting of a Chairperson, one or two deputy-Chairpersons, one Secretary and one Treasurer and a number of Councilors, elected by the voting members of the Committee shall manage the Committee. Members of the Executive Board shall be elected for a period of three years and may be re-elected only once. 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 plenary meeting of the Committee. The outgoing Executive Board shall invite nominations for the next Executive Board at least four months before the triennial plenary meeting, and shall inform the voting members of the names and qualifications of candidates at least two months prior to the date of commencement of the meeting.

If a member of the Executive Board ceases to hold office for any reason during the period between the triennial plenary meetings, the position may be filled by co-option of another voting member of the Committee until the next triennial plenary meeting is held.

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.

The Executive Board shall meet at least once in each year.

The quorum for a meeting of the Executive Board shall be one quarter of the number of Board members present personally.

Article 8: Finances of the Committee

The Committee is entitled to raise such funds for its operations as it considers necessary, including sponsoring, donations, grants and profits coming from the activities of the Committee.

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 a contribution from the ICOM Executive Board in relation to the number of voting members.

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

All monies 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 Treasurer of ICOM of the account name and number and the name of the bank at which the account is established. The ICOM Treasurer shall be entitled to manage that bank account.

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 Council.

Article 9: Role and Responsibilities of the Executive Board

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

The Executive Board shall prepare each year a report on the Activities of the Committee during the preceding year, which shall be transmitted to the Secretary-General for submission to the Executive Council and Advisory Committee of ICOM.

The Executive Board shall appoint voting members of the Committee to cast five votes on behalf of the Committee in conjunction with the General Assembly and with the election of the Executive Council.

The Executive Board shall, six months prior to the General Assembly, submit to the ICOM Secretary-General its comments on the draft triennial program of ICOM, and a draft of the Committee's own proposed triennial program, for consideration at the General Assembly.

The Executive Board may publish a regular newsletter to keep the Committee members fully informed of the work of the Board.

The Executive Board shall strive to protect vulnerable heritage and staff associated with university collections by facilitating networking opportunities and partnerships through electronic and other means.

Article 10: Amendments

The present Rules of the Committee, adopted at the first meeting of UMAC on 2 July 2001 in Barcelona, may be amended at any subsequent annual plenary meeting of the Committee.

Any 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 annual plenary meeting at which they are to be considered.

The present Rules have been adopted by a three-quarters majority of a quorum of voting members.

Article 11: Dissolution of the International Committee

The Committee shall be dissolved by decision of the Executive Council taken in accordance with the Statutes, Article 17, paragraph 12.

In the event that the committee is dissolved, its assets (if any) shall be transferred to the ICOM General Secretariat.