

ICOMON

Rules

(including all amendments until July 2016)

1. Name and address

The name of the organisation is the International Committee of Money and Banking Museums hereafter referred to as ICOMON. Its address for purposes of correspondence is care of the Secretary of ICOMON.

2. Relationship with ICOM

ICOMON is an International Committee of the International Council of Museums (ICOM) established under Article 17, para 3 of the Statutes of ICOM. Its activities are at all times subject to the Statutes and to these Rules, made in accordance with Article 28 of the Statutes.

3. Aims

The aims of the International Committee of Money and Banking Museums are to:

- (i) support the aims and objectives of ICOM, in particular with reference to numismatic or monetary museums and museums of financial and economic institutions or companies;
- (ii) contribute to the development and implementation of ICOM's programme;
- (iii) formulate and carry out a program of activities related to museological aspects of numismatic or monetary museums and museums of financial and economic institutions or companies;
- (iv) provide a forum for communication, co-operation and information exchange, between museums, professional museum workers and others concerned with numismatics and economic, financial and banking history and the history of the related technologies, e.g. minting and security printing techniques;
- (v) provide advice to ICOM on numismatics and economic, financial and banking history and be a source of professional expertise to assist in the implementation of ICOM's program;
- (vi) represent the interests of the numismatic and monetary museums within ICOM;
- (vii) co-operate with National Committees and Regional Organisations of ICOM and with other International Committees and Affiliated Organisations in matters related to ICOMON's specific mandate and to the broader interests of ICOM.

4. Membership

- (a) 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 ICOMON and such other persons (not exceeding 20 % of ICOMON's membership) who are co-opted to ICOMON.
- (b) Members of ICOMON shall be either:
 - (i) Voting members, being members of ICOM who have nominated the International Committee of Money and Banking Museums as the Committee of which they wish to be a voting member; or
 - (ii) Non-voting members, being members of ICOM who have sought membership of the Committee but who are voting members of another International Committee; or
 - (iii) Co-opted members, being persons not members of ICOM who provide professional services to museums and who accept and abide by the ICOM Code of Professional Ethics (but who do not deal [buy or sell for profit] in cultural property). Members in this category shall be co-opted only in conjunction with a specific project or for a specific period of time.

- (iv) Honorary members, voting members of ICOMON, who for reason of devoted services are elected honorary members by the triennial plenary meeting of the General Assembly on proposal of the Executive Board.
- (c) Members of ICOM wishing to join ICOMON, either as voting or non-voting members, shall inform ICOM headquarters, which shall forthwith transmit details of the Member's application to the Chairperson of ICOMON (or to another member of the Board responsible for membership matters), together with advice as to whether the member is a voting member of any other Committee of ICOM.
- (d) The Chairperson of ICOMON shall refer all such applications to the Executive Board, which shall admit applicants to one or other of the classes of membership of ICOMON depending on the voting affiliation (if any) of the applicant with another International Committee. A person shall not be denied membership of ICOMON on the grounds of lack of professional qualifications in the area of specialization of ICOMON.
- (e) Membership of ICOMON shall cease if the member
 - (i) resigns from ICOMON
 - (ii) ceases to be a member of ICOM for any reason.

5. Rights of Members

- (a) Upon admission of a person to membership of ICOMON by the Executive Board membership rights accrue to the member, including the right to participate in the activities and programme of ICOMON, to attend meetings organized by ICOMON, and to have the right to buy any publications produced by ICOMON for sale to members.
- (b) Persons admitted by the Executive Board as voting members shall have the right to vote in the business meetings of ICOMON, to stand for election to the Executive Board, to vote in the Board elections and to be designated as a representative of ICOMON to vote at the General Assembly of ICOM and in the election of the Executive Council.
- (c) A voting member of ICOMON who seeks and obtains voting membership of another International Committee shall, upon request, become a non-voting member of ICOMON.
- (d) Non-voting members and co-opted members may not vote in the affairs of ICOMON nor stand for election to the Executive Board.

6. Meetings of the International Committee

- (a) ICOMON shall hold such meetings as it considers necessary for the attainment of its objectives and the carrying out of its program.
- (b) At all meetings of ICOMON participants may present papers and speak in any of the official languages of ICOM. Another language may be used if a participant arranges for translation into one of the official languages of ICOM or if the majority of participants agree to its use without translation.
- (c) ICOMON shall meet in plenary session each year if possible, and, unless the Executive Council of ICOM agrees to the contrary, always in conjunction with the General Assembly of ICOM. At least six months' notice shall be given to all members of ICOMON of the place and dates of plenary meetings.
- (d) The triennial plenary meeting held in conjunction with the General Assembly (or such other meeting as may be agreed by the Executive Council) shall be the principal business meeting of ICOMON. Its agenda shall include the following items:
 - (i) a report on the work of ICOMON during the preceding triennium,
 - (ii) presentation of a report on the finances of ICOMON for the preceding triennium,
 - (iii) a review of the draft triennial program of ICOM and adoption of the work program of the Committee for the forthcoming triennium,

- (iv) a review of the activities of any working groups and renewal of their mandates if appropriate,
 - (v) adoption of a budget for the following triennium,
 - (vi) election of the Executive Board.
- (e) The quorum for the triennial plenary meeting shall be 10 per cent of the voting membership of ICOMON present personally or by proxy.
 - (f) At triennial plenary meetings of ICOMON, each voting member shall be entitled to one vote on any matter before ICOMON. An Institutional Member may, in writing, designate a person to vote on his behalf.
 - (g) ICOMON may establish working groups with specific terms of reference to facilitate the carrying out of its program. Each working group shall appoint a Convenor from among its number, who shall be a voting member of ICOMON and shall report progress on its mandate at each triennial plenary meeting of ICOMON. At each such meeting, the need for each working group shall be reviewed and its mandate renewed if necessary.
 - (h) ICOMON may convene meetings at the regional or subregional level, but all members of ICOMON shall be entitled to attend such meetings.
 - (i) In accordance with the Statutes, Article 17, para 10, the Chairperson of ICOMON shall inform the Chairperson of the National Committee (if one exists) in the State in which any meeting of ICOMON is to be held, of the date, place and subject of the meeting.

7. Management of the International Committee

- (a) The affairs of ICOMON shall be managed by an Executive Board, comprised of persons elected by the voting members and persons co-opted to the Board. The elected members of the Board shall consist of a Chairperson and four other persons: Secretary, Treasurer and two other members, including such additional office-bearers as ICOMON considers necessary. Elected members of the Board shall be elected for a period not exceeding three years but may be re-elected if eligible under Article 17, para 4 of the Statutes.
- (b) No more than two members from any one country may be elected to the Executive Board. In order to ensure adequate geographic representation, the elected members of the Board may co-opt additional members (not exceeding one third of the number of elected members) from regions not sufficiently represented by elected members. The terms of office of co-opted members will extend from the date of their co-option to the date of the next triennial plenary meeting of ICOMON.
- (c) Any voting member of ICOMON in good standing, including a designated representative of an Institutional Member, is eligible to stand for election to, or to be co-opted to, the Executive Board subject to the limitations imposed by the Statutes, Article 17, para 4. A co-opted member of ICOMON may also be co-opted to the Executive Board.
- (d) The Executive Board shall be elected at the triennial plenary meeting of ICOMON, by the voting members. 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. A voting member who is unable to attend the triennial plenary meeting may authorize, in writing, another voting member to vote on his or her behalf at the election or may vote by mail.
- (e) 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 ICOMON until the next triennial meeting is held.
- (f) A member of the Executive Board shall cease to hold office if the member:
 - (i) resigns ICOMON for any reason,
 - (ii) is no longer a member in good standing (Statutes, Article 1, para 3),
 - (iii) is no longer a voting member of ICOMON.
- (g) The Executive Board shall meet as often as it deems necessary but not less than once in each year.

- (h) The quorum for a meeting of the Executive Board shall be one third the number of Board members present personally.

8. Finances of the International Committee

- (a) ICOMON is entitled to raise such funds for its operations as it considers necessary. It may not impose any annual membership subscriptions on ICOM members, but is entitled to impose a subscription for specific services.
- (b) Subject to confirmation by the Executive Council in the light of the annual budget of ICOM, ICOMON shall receive a subvention from ICOM for each voting member which, on request from ICOMON, shall be paid no later than 30 June in each calendar year.
- (c) ICOMON may impose such charges for participation in meetings as it deems necessary.
- (d) ICOMON may receive grants and donations and accept underwriting from sponsors.
- (e) ICOMON may produce at its own expense and sell publications but shall inform the Secretary-General of ICOM before doing so.
- (f) ICOMON 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).
- (g) All monies received by ICOMON shall be deposited in a bank account established for the purpose and all payments made on behalf of ICOMON 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.
- (h) ICOMON shall keep proper accounts of all monies received and expended on an annual basis. A report on the finances of ICOMON shall be presented to the members at each plenary meeting of ICOMON.
- (i) ICOMON shall transmit a copy of the report on its finances to the Secretary-General of ICOM for presentation to the Executive Council.

9. Role and Responsibilities of the Executive Board

- (a) The Executive Board is responsible for managing the affairs of ICOMON and for ensuring that the requirements of the Statutes of ICOM, and of these Rules, are met.
- (b) The Executive Board shall, before any meeting of ICOMON is held in a State, satisfy itself that no impediment will be placed in the way of any member of ICOMON attending the meeting, by the Government of the host State.
- (c) The Executive Board shall, each calendar 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 (if one is held). The report shall be transmitted to the Secretary-General for submission to the Executive Council and the Advisory Committee of ICOM.
- (d) The Executive Board shall, when requested to do so by the Secretary-General, transmit a report on the work of ICOMON for the preceding triennium to the Secretary-General for submission to the Executive Council, the Advisory Committee and the General Assembly of ICOM.
- (e) The Executive Board shall, when requested by the Secretary-General and after consulting as far as practicable with the voting members of ICOMON, designate two voting members of the Committee to vote on its behalf at the General Assembly and in the election of the Executive Council or, if ICOMON does not expect to be represented at the Assembly, advise the Secretary-General of its intention to vote by mail.
- (f) The Executive Board shall, at least six months prior to the General Assembly, submit to the Secretary-General its comments on the draft triennial program of ICOM and a draft of its own proposed triennial program of work for inclusion in the final triennial program of ICOM for consideration at the General Assembly.

- (g) The Executive Board shall ensure that members of ICOMON are kept fully informed of the work of the Board, of its plans for the activities of ICOMON and of any other matters relevant to the work and functions of ICOMON. It may publish a regular Newsletter or communicate with the members by such other means as it deems appropriate.

10. Amendments to Rules

- (a) The Rules of ICOMON adopted at the first plenary meeting of ICOMON, may be amended at any subsequent annual plenary meeting of ICOMON.
- (b) Any suggested amendments to the Rules must be proposed and seconded by voting members of ICOMON in good standing. The text of any proposed amendment, together with any explanatory material, shall be sent to the voting members of ICOMON at least twenty-eight days 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 meeting shall decide whether a further amendment is of a minor nature.
- (d) Adoption and amendment of the Rules shall require a three-quarters majority of the members voting, either personally or by proxy.

11. Dissolution of the International Committee

- (a) ICOMON shall be dissolved by a decision of the Executive Council taken in accordance with the Statutes, Article 17, para 12.
- (b) In the event that ICOMON is dissolved, its assets (if any) shall be transferred to ICOM headquarters and shall be dealt with in such manner as the Executive Council thinks fit.