
BY-LAWS OF THE INTERNATIONAL COMMITTEE FOR MUSEOLOGY (ICOFOM)

As adopted by the General Assembly of ICOFOM on [day] [month] 2026

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Article 1: Name

The name of the ICOM International Committee is: the ICOM International Committee for Museology, *Comité international pour la muséologie*, *Comité Internacional para la Museología*, hereafter referred as the “**Committee**” or by the acronym “**ICOFOM**”.

Article 2: Status and relationship with ICOM

International Committees are the principal instruments through which ICOM carries out its work and advances its mission and purpose, in accordance with the ICOM Strategic Plan. They provide channels of communication among ICOM Members with shared professional interests and constitute the scientific core of the organisation.

International Committees share responsibility for the development and implementation of ICOM programmes, as well as activities within the scope of their specific mandate.

In addition, International Committees provide expert advice to the ICOM network and to the Executive Board, including through recommendations adopted by the Advisory Council, on matters relevant to ICOM's mission and purpose.

International Committees are constituent bodies of ICOM and operate in accordance with the ICOM Statutes, the ICOM Internal Rules (in particular *Article 7 – Rules for International Committees*), the ICOM Code of Ethics for Museums, and the decisions of the General Assembly and the Executive Board.

International Committees do not have a legal personality separate from ICOM. They are therefore considered to be established in France, governed by French law, and may not operate as independent legal entities.

International Committees shall not establish employment contracts or enter into any employment relationship under any circumstances. International Committees shall not create employment-related obligations, liabilities, or commitments on behalf of ICOM.

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

Like all International Committees, ICOFOM does not have separate legal personality and may not operate as an independent legal entity. It shall carry out its activities within the governance framework of ICOM and in accordance with its specific mandate, as described in Article 3.

Each International Committee is represented on the ICOM Advisory Council by its Chair, or by a designated representative, and is represented at the ICOM General Assembly in accordance with the ICOM Statutes.

Article 3: Mandate

The Committee's aims are:

- (a) to support the aims and objectives of ICOM, in particular within the field of museology;
- (b) to contribute to the development and implementation of ICOM's programmes;
- (c) to formulate and carry out programmes of activities related to museology and, in particular, to encourage critical analysis of museological theory and practice, stimulate research on museology, foster debate, and encourage the incorporation of museological principles in the work of museums;

- (d) to disseminate museological ideas through publications such as the peer-reviewed ICOFOM Study Series (ISS), and through any other means decided by ICOFOM;
- (e) to provide a forum for communication, cooperation, and information exchange between museums, universities, museum training institutions, museum professionals, and other experts concerned with museology;
- (f) to provide advice to ICOM on matters of a museological nature and to serve as a source of professional expertise to assist in the implementation of ICOM's programmes;
- (g) to represent the interests of the members of ICOFOM;
- (h) to cooperate with ICOM National Committees, Regional Alliances, International Committees, and Affiliated Organisations in matters related to the aims and objectives of ICOFOM and the broader interests of ICOM.

Article 4: Membership

The membership of the Committee is open to all ICOM members in good standing upon request and without undue delay or restrictions.

Members of the Committee are members of ICOM, either individual members or representatives of institutional members, who have nominated ICOFOM as the International Committee of which they wish to be members. All ICOM members are allowed to choose the Committee as their designated International Committee.

Members of ICOM wishing to join the Committee shall update their personal data in the ICOM database by ticking ICOFOM as their International Committee in their personal member space on the ICOM Website or 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.

Each International Committee is composed of those ICOM members that have chosen to be members of the Committee and must maintain a membership of at least fifty (50) members.

The Committee's membership list is maintained by the ICOM Secretariat on behalf of the Committee and for its purposes. The ICOM Secretariat shall provide restricted access to the Chair and the Secretary of the Committee to the relevant parts of the ICOM membership database.

Membership of the Committee shall cease if the Member:

- resigns from the Committee, or
- is no longer a member of ICOM.

Article 5: Rights of members

The Committee's Members are entitled to participate in the Committee's activities and programmes, and to attend its meetings.

General information shall be distributed to the Committee's Members on a regular basis as a membership service.

Voting members of the Committee shall have the following rights:

- to vote in the meetings of the Committee;
- to stand for election to the Board;
- to vote in the Board elections;

- to be designated as a voting member to vote at the ICOM General Assembly and in elections to the ICOM Executive Board.

Article 6: Protection of personal data

The Committee shall operate in conformity with Article 11 of the ICOM Internal Rules (*Personal data protection*) and with all applicable national and international data protection laws and regulations, in particular the European Union General Data Protection Regulation (EU) 2016/679 (GDPR), where applicable.

In particular, while processing personal data relating to its Members and other individuals involved in its activities, the Committee shall ensure that such data is processed lawfully, fairly, and transparently, and only for specified, explicit, and legitimate purposes connected with the fulfilment of its mission and activities within ICOM. The Committee shall collect and process only personal data that is necessary for these purposes and shall take appropriate measures to ensure the accuracy, confidentiality, integrity, and security of such data.

Members of the Committee, including its board members, and any persons acting on its behalf, shall handle personal data with due diligence and confidentiality and shall not disclose, transfer, or otherwise make personal data available to third parties except where authorised and where appropriate safeguards are in place.

The Committee shall implement appropriate technical and organisational measures to protect personal data against unauthorised access, loss, alteration, or disclosure and shall promptly report any suspected personal data breach in accordance with ICOM's applicable procedures.

Where personal data of Members is processed or published for the purposes of the Committee's administration, communication, or activities, such processing or publication shall be limited to what is necessary and carried out in accordance with Article 11 of the ICOM Internal Rules, applicable data protection requirements, and ICOM's data protection policies.

Article 7: Meetings and operations

General Assembly meetings

The Committee shall hold meeting with its Members at least once (1) a year. The Committee shall determine the venue and arrangements.

To ensure the proper legal and financial management of funds associated with its General Assembly meeting and to certify the proper audit of related accounts, the Committee shall establish an agreement of cooperation with an entity in the host country (a museum, university, foundation, the ICOM National Committee, or similar public-oriented body) under the conditions set out in Article 11 and in the ICOM Financial Regulations.

Whenever possible and if logistics allow, the year of an ICOM General Conference, the General Assembly meeting shall be held at the same time and place as the General Conference, but it may be held separately and/or virtually if circumstances require this.

The Chair shall set the agenda of the General Assembly meeting, in consultation with the Board. An official invitation to the General Assembly meeting shall be sent at least thirty (30) days before the date of the meeting to all Members of the Committee. 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 the Committee's Members, preferably at the time of the official invitation.

While organising the General Assembly, the Committee shall inform the ICOM National Committee in the host country of the forthcoming event.

The Committee may accept other members of ICOM, as well as non-members as observers in its General Assembly. The observers do not have voting right.

Quorum

The quorum for a General Assembly meeting of the Committee shall be ten per cent (10%) of its membership. If this quorum is not obtained, the meeting 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, the Committee shall have the power to deliberate.

The Committee's 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 the Committee shall have the right to vote and shall have one (1) vote, for that purpose.

A voting member is entitled to carry up to five (5) proxies for absent voting members 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.

Conferences

The Committee 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 the Committee and/or museum education and cultural action.

To ensure the proper legal and financial management of funds associated with its conferences and to certify the proper audit of related accounts, the Committee shall establish an agreement of cooperation with an entity in the host country (a museum, university, foundation, the ICOM National Committee, or similar public-oriented body), under the conditions set out in Article 11 and in the ICOM Financial Regulations.

The Committee may accept as participants in its conferences, and include in its communication network, other members of ICOM, as well as non-members.

Article 8: Working groups

The Committee may create working groups for specific purposes depending on the needs of a programme or on request by Members.

Article 9: Governance

Composition of the Board

The management responsibilities of the Committee reside with an elected Board composed of at least five (5) members including the following: a (1) Chair, a (1) Vice-Chair, a (1) Secretary and a (1) Treasurer. Board members not holding office should be known as Ordinary Board members.

The Board may also invite observers to attend its meetings. Observers do not have voting rights.

Election of the Board

Only ICOM members in good standing who are voting members of the Committee are eligible to stand for election.

Elections shall be held every third year, preferably at the Committee's General Assembly that occurs during the ICOM General Conference.

A call for candidates shall be sent to all Members of the Committee at least three (3) months in advance. A candidate may apply for a single function only.

All members of the Board must be approved by a simple majority of votes between the Committee's Members present and being represented. The Chair shall be elected prior to the other members of the Board.

Term of office

Members of the Board shall be elected for a period of three (3) years and may be re-elected once (1) in the same position.

No Member of the Board shall serve in the same position for more than six (6) consecutive years.

No Member of the Board shall remain in office for more than twelve (12) consecutive years.

The Chair of an International Committee shall not at the same time serve as Chair of a National Committee or a Regional Alliance or an Affiliated Organisation, or as a member of the Executive Board.

Termination of office and vacancy

A member of the Board shall cease to hold office if the member:

- resigns from the Committee or from ICOM (*voluntary resignation*);
- is no longer a voting member of the Committee;
- fails to attend three (3) successive meetings of the Board without justification (*compulsory resignation*). To formally pronounce compulsory resignation, the Committee must document and prove the unjustified absences (e.g. minutes of the meetings of the Board) and must give the concerned member the opportunity to comment.

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 for the remainder of the term of office, until the following election of the Board, specifically:

- in case of vacancy of the Chair's office, the Board shall appoint the Vice-Chair to assume this function for the remainder of the term of office,
- in case of vacancy of the Vice-Chair/Secretary/Treasurer office, the Board shall appoint one of its Ordinary Members to assume this function for the remainder of the term of office,

- in case of vacancy of a position of Ordinary Member, the position shall remain vacant for the remainder of the term of office, provided that there are at least five (5) Board members (including the Chair).

Article 10: Role and responsibilities of the Board

The Board shall meet as often as it considers necessary for the conduct of the affairs of the Committee, but no less than once (1) a year, in person or online.

The quorum of participation for a meeting of the Board shall be constituted when more than fifty percent (50%) of the Board members are present or represented. All decisions of the Board are taken by a simple majority between the Board members present and represented.

The Committee's Board is responsible for managing the affairs of the Committee and for ensuring that the requirements of the ICOM Statutes, ICOM Internal Rules, ICOM Financial Regulation and the Committee's By-laws are met.

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

The Board of the Committee, represented by the Chair, shall fulfil its financial obligations, as described in Article 11, and shall ensure that 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 the Committee'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 the Committee, according to the aims set out in Article 3;
- the proper preparation of the General Assembly meeting, 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, as set out in Article 7;
- the annual report to ICOM Secretariat (report on activities and financial report), as set out in Article 11;
- the conservation of the Committee's archives, as set out in Article 13.

Where the Committee's Board, represented by the Chair, needs to engage itself in a contractual agreement, a request for a delegation of signature must be asked to the ICOM Secretariat. The Committee shall not enter into any contractual agreement or any legally binding agreement without having first obtained a delegation of signature from ICOM.

Article 11: Financial resources

General principles

The Committee shall operate in conformity with the ICOM Financial Regulation and the Board shall ensure that its financial management complies with ICOM's principles of transparency, accountability, integrity, and good governance.

The Board shall ensure that the International Committee's financial management does not compromise ICOM and that all financial activities, including budgeting, expenditure, reporting, fundraising, and the use of funds, are conducted in accordance with the ICOM Financial Regulation and ICOM's mission and purposes as set out in Article 2 of the ICOM Statutes.

The Chair and the Treasurer shall be responsible for ensuring that the Committee's financial management is conducted in accordance with these principles. Upon election, both the Chair and the Treasurer shall sign a compliance certificate confirming their commitment to comply with the ICOM Financial Regulation throughout their term of office.

Financial responsibilities and management of funds

The Treasurer shall be responsible for overseeing the Committee's financial management in full compliance with the ICOM Financial Regulation. In close cooperation with the Chair and the Board, the Treasurer shall prepare the annual budget, monitor expenditure, maintain accurate financial records, and ensure appropriate financial reporting to the Committee's Members and the ICOM Secretariat.

All funds received by the Committee shall be managed in accordance with the procedures established by ICOM. Where applicable, all money received by the Committee shall be deposited in the bank account established by the ICOM Secretariat for this purpose, and all payments made on behalf of the Committee shall be processed through this account.

The ICOM Secretariat shall provide the Committee with the necessary information and instructions for the proper management of funds and shall inform the Board of the relevant bank account details and banking arrangements. The ICOM Secretariat shall provide instructions to the Board of the Committee on how to manage the funds properly.

The Treasurer shall maintain complete and accurate accounts of all funds received and expended by the Committee and shall present a financial report to the Members at each General Assembly meeting. A copy of this report shall be transmitted to the ICOM Director General for presentation to the ICOM Executive Board in accordance with ICOM's applicable procedures.

Expenditure and use of funds

All expenditures shall be made strictly in accordance with:

- the aims and objectives of the Committee, as set out in Article 3 of the By-laws; and
- ICOM's mission and purposes, as set out in Article 2 of the ICOM Statutes.

Each expenditure shall be supported by appropriate documentation, including but not limited to invoices, receipts, or debit notes. The Committee shall maintain a clear and demonstrable link between each expenditure and its activities, ensuring that funds are used exclusively in the interest of the Committee and ICOM and that the Committee's financial activities do not expose ICOM to financial, legal, or reputational risks.

Delegation of signature and contractual commitments

The Committee shall not enter into any contract or legally binding agreement involving expenditure, financial obligations, or liability for ICOM without having first obtained the appropriate delegation of signature from ICOM. Delegations of signature are granted on a case-by-case basis, and upon review by the ICOM Secretariat.

Sponsorship, grants, and other financial support

The Committee may accept sponsorships and apply for subventions, grants, or other forms of financial support for its activities and projects, provided that such support is compatible with ICOM's values, mission, and purposes, as set out in Article 2 of the ICOM Statutes and is accepted in accordance with applicable ICOM procedures.

It may request fees for special activities and services rendered (within the limitations stated in Article 2 and subject to prior agreement by ICOM).

Meetings, events, and residual funds

The Committee shall ensure the proper financial management of all funds related to meetings, conferences, or other events it organises. It shall ensure that accounts relating to such activities are properly established, documented, and audited where required, and that any residual funds are appropriately identified and distributed in accordance with ICOM's rules and procedures.

Reporting obligations and ICOM subsidy

The Committee shall submit to ICOM an annual report on its activities and an annual financial report in accordance with the deadlines and requirements established by ICOM.

Upon submission of complete and timely reports, and taking into account the number of registered Members, the Committee may be eligible to receive a subvention from ICOM. ICOM may withhold or suspend payment of such subvention where the required reports are not submitted, are incomplete, or are not provided within the required timeframe.

Article 12: Evaluation

International Committees shall be evaluated at least once (1) every six (6) years or at such times as may be deemed necessary, to determine the International Committee's conformity with the ICOM Statutes, Internal Rules (especially *Article 7 – Rules for International Committees*) and the relevance of the International Committee's activities in relation to the ICOM mission, core values, and programmes.

Article 13: Archives

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, General Assembly meetings and, if relevant, meetings of the working groups. Such records shall be maintained by the Secretary in electronic and/or hard copy form and shall be communicated to the ICOM Secretariat for its archives.

Article 14: Approval and subsequent amendments to the By-laws

Each International Committee may adopt its own By-laws. These shall be based on the ICOM Statutes, the Internal Rules, and the model By-laws provided by the ICOM Secretariat. The By-laws and any proposed amendments shall be submitted to the ICOM Secretariat for review to ensure compliance with ICOM's organisational standards and regulations before being submitted to the General Assembly of the Committee for formal adoption.

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

Any proposed amendment shall be proposed and seconded by voting members of the Committee.

Amendments shall be adopted by a two-third (2/3) majority of the voting members present or represented.

The text of any proposed amendment, together with any explanatory material, shall be sent to the members of the Committee at least one (1) month before the General Assembly meeting at which it is to be considered.

Article 15: Suspension or dissolution

The majority of the voting members of the International Committee or the 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 Executive Board.

The Executive Board may decide to dissolve the International Committee, following consultation with the latter, if it determines that the Committee's mission and purpose have been fulfilled and are no longer relevant to the organisation, or if the Committee has been inactive for more than twelve (12) consecutive months, as evidenced by the absence or incompleteness of an annual report. The Executive Board may also take such a decision if the Committee has failed to maintain the minimum required number of members, as defined in the present rules, over a period of three (3) consecutive years.