

## QATAR NATIONAL COMMITTEE OF ICOM RULES

(Adopted September 2019)

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## 1. Name, address and structure

a) The name of the organization is the Qatar National Committee of ICOM and may be abbreviated as ICOM Qatar. In these Rules it is hereafter referred to as the National Committee. It is established under the Statutes of ICOM (hereafter „the Statutes“) and these Rules are at all times subordinate to the Statutes and to any Rules for National Committees made under those Statutes.

b) The address of the National Committee is as agreed by its Chairperson, the Vice Chairperson, the Secretary and the Treasurer, within the physical and political boundaries of Qatar.

c) ICOM Qatar is legally incorporated or structured as a non-governmental organization, and its officers are elected by the organizational membership in accordance with the Rules.

## 2. Role and responsibilities

a) The responsibilities of the National Committee are to foster co-operation, mutual assistance and the exchange of information among its members and in particular to:

- i. support and promote the aims and objectives of ICOM among professional museum workers and museums in Qatar and contribute to the realization of ICOM’s programs both within Qatar and elsewhere;
- ii. promote membership of ICOM among professional museum workers and museums in Qatar;
- iii. be the principal instrument of communication between ICOM and its members in Qatar;
- iv. ensure the management of ICOM’s interests within Qatar;
- v. represent the interests of its members (including professional interests) to ICOM’s Secretariat;
- vi. cooperate with the International Committees of ICOM and with national and international organizations concerned with museums and the museum professions (which meet ICOM’s basic requirements) to address the needs of the museum profession. These arrangements should be self-determined by the museum community of Qatar and developed to serve the interests of the museums and museum professional;
- vii. participate in and support the activities of the ICOM Regional Alliance of Arab countries;
- viii. provide an open and democratic approach to museum professionalism by being an inclusive forum for all qualified members of the museum profession

b) In seeking to achieve these responsibilities, the National Committee may make such arrangements, either alone or in co-operation with other bodies, as it deems necessary including arrangements for the holding of meetings, the production of newsletters and other publications and the undertaking of promotional and advocacy activities.

## 3. Membership

a) The members of the National Committee are those Members of ICOM, whether Individual, Institutional, Student, or Supporting , who are located in Qatar or whose principal residence is in Qatar, together with any Members of ICOM resident in other countries who are affiliated with ICOM Qatar as determined by the ICOM Statutes.

b) An Honorary Member of ICOM resident in Qatar is entitled to participate in the activities of the National Committee but may not hold office or vote.

c) A person or institution wishing to join ICOM shall complete a membership application form obtainable from ICOM Qatar Secretariat (hereafter „the Secretariat“) and forward it to the National Committee’s through email for consideration by the Membership Secretary.

d) Any person or institution meeting the criteria for membership of ICOM as set out in its Statutes and who is not dealing (buying or selling for profit) in cultural property shall be eligible for membership of the National Committee.

e) The Executive Board of the National Committee shall consider all applications for membership as soon as practicable after they are approved by the Membership Secretary as qualified for admission to ICOM. Upon acceptance of the application by the Executive Board, the applicant shall be notified and is forthwith liable to pay the annual subscription for the category of membership applied for. Upon receipt by the National Committee of the annual subscription, membership rights accrue to the Member.

f) Membership of ICOM and the National Committee may be terminated by the Executive Council of ICOM only, in accordance with ICOM’s Statutes, viz. if:

- i. the member voluntarily withdrawn;
- ii. the member has changed his or her professional status;
- iii. the member has committed a breach of professional ethics;
- iv. the member has undertaken actions considered to be substantially incompatible with the objectives of ICOM;
- v. the member, having been formally notified of the annual subscription payable has failed to pay it within one year of the due date.

g) The Executive Board may (subject to Rule 8 below) resolve to discipline a member of the National Committee by recommending to the Executive Council that the person’s membership of ICOM be terminated for serious reasons relating to professional ethics or to actions which are substantially inconsistent with the objectives of ICOM. Any such recommendation must first be advised to the member concerned who shall have the right to appeal under Rule 8.

## 4. Annual subscription

a) A member of the National Committee shall be liable each year to pay an annual subscription to ICOM, at a rate determined by ICOM’s Executive Board for the category of membership to which the member belongs. The subscription shall be notified by the Treasurer of ICOM Qatar, or his or her assistant, to each member by post or email.

b) The subscriptions for each calendar year shall be decided at an appropriately-timed meeting by ICOM’s Executive Board. The membership fee shall be made in Qatari Riyals, based on the rate of subscription in a currency specified by ICOM headquarters, for each category of membership as determined by ICOM’s Executive Board under the terms defined by ICOM’s Statutes, at the prevailing rate of exchange plus a supplement clearly identified as such to meet the purposes and the reasonable costs of the National Committee plus all associated bank charges.

c) Subscriptions become due on 1 January in each year and are payable to the National Committee no later than 1 April in that year.

d) Upon receipt of the annual subscription from a new member, the Membership Secretary shall be informed and shall advise ICOM headquarters of the new member's details. The Treasurer shall arrange to transmit to ICOM headquarters for each such member the equivalent of the ICOM annual subscription under the terms defined by the Statutes, in a currency specified by ICOM headquarters. The Membership Secretary shall then request the issuing of an ICOM Card with current year sticker to the new member.

e) Upon receipt of a membership card with a membership number from the ICOM Secretariat, the Treasurer or his or her assistant shall promptly send to the member the membership card and a sticker for attachment to the Member's ICOM Card, indicating that the subscription has been paid for the year in question.

f) Each year upon receipt of the amount notified to an existing member, the Secretary of ICOM Qatar shall provide the member with a sticker for attachment to the ICOM card indicating that the subscription has been paid for the year in question, and shall transmit the amount determined by the Executive Council to ICOM headquarters no later than 1 April in the year to which the subscription relates.

g) Qatar ICOM shall inform the ICOM Secretariat of the names of any member whose subscription is not paid by 1 April. Such members shall cease to be entitled to the privileges of membership until such time as the subscription is paid; these privileges include the right to participate in the activities of the National Committee and the work of the Executive Board, to vote on matters before the National Committee and to seek election to the Board, 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 National Committee may raise such monies for its own purposes, as it considers necessary by all legal and appropriate means, including the imposition of charges for events and conferences and the sale of goods and publications.

b) The National Committee shall be entitled to retain and use for its own purposes that portion of its annual subscription which exceeds the Qatari Riyal equivalent of the ICOM annual imposed subscription determined by ICOM's Executive Board.

c) The National Committee may solicit and receive grants and donations and may accept the underwriting of any of its activities and operations by sponsors.

d) All monies received by the National Committee shall be deposited in a bank account established for the purpose of the National Committee, and all payments made on behalf of the National Committee shall be made from that bank account. The Treasurer and at least one other member of the Executive Board shall be signatories to all withdrawals of funds from the National Committee account.

f) The funds of the National 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.

g) The Treasurer shall be responsible for the issuing of receipts for monies received and for the proper expenditure of monies on behalf of the National Committee.

i) Proper books of all money received and expended shall be kept and an annual financial statement shall be prepared. The annual financial statement shall be audited by a suitably

qualified person and presented to the Annual General Meeting of the National Committee for consideration and adoption.

j) The financial year of the National Committee shall commence on 1 January and end on 31 December of each year.

## 6. Meetings of the National Committee

a) The National Committee shall hold such general meetings as it considers necessary for the attainment of its aims.

b) The National Committee shall hold an Annual General Meeting each year at such time and place as the Executive Board determines. This meeting shall be the plenary meeting of the National Committee. Unless special circumstances arise, the Annual General Meeting shall be held in conjunction with a conference or other meeting at which a significant number of the members of the National Committee of the plenary meeting are likely to be present.

c) Notice of the date, time and place of the Annual General Meeting shall be sent by the Secretary to all members of the National Committee at least 28 days prior to the date of the annual plenary meeting, either by post or by electronic communication (such as email, web-posting or similar means).

d) The plenary meeting shall be the annual business meeting of the National Committee. The agenda of the Annual General Meeting shall include the following items:

- i. an annual report on the work of the National Committee, including its relationships with other components of ICOM, the Qatar National Commission for UNESCO and other national organizations concerned with museums;
- ii. presentation of the audited annual accounts;
- iii. elections of Executive Board members to fill any vacancies;
- iv. review and endorsement of the annual program of the National Committee for the following year;
- v. appointment of an auditor.

e) The quorum for the Annual General Meeting shall be 10% of the voting membership of the National Committee present personally or by proxy, provided that at least five voting members of the National Committee are present in person.

f) A member unable to attend the Annual General Meeting of the National Committee may designate in writing another member of the National Committee as proxy and such proxy shall, for the duration of that meeting, have all the rights of the member, including the right to vote on behalf of the member.

g) At all meetings of the National Committee each member present shall be entitled to one vote on any matter before the National Committee but may also exercise proxy votes on behalf of other members. An Institutional Member of ICOM may, in writing, designate a person to vote on its behalf.

## 7. Management of the National Committee: the Executive Board

a) The affairs of the National Committee shall be managed by an Executive Board elected by the members. The Executive Board shall consist of a maximum of 11 elected members including a Chairperson, a Vice-chairperson, a Secretary, a Membership Secretary, a Treasurer (the office

holders). Ex-officio and co-opted members under clause 7 (h, i, j, q) are additional to this number. Any of the positions of Secretary, Membership Secretary and Treasurer may be combined if it is convenient to do so.

b) The Chairperson shall be elected separately from the other members of the Board. The Chairperson and the other members of the Board shall be elected for three (3) years, and their mandate can be renewed once. A member of the Board may subsequently be elected chair person. However, no chairperson/member of the Board may remain in office for more than twelve consecutive years.

c) Any member of ICOM in good standing who is a member of the National Committee (including a designated representative of an Institutional Member) is eligible to stand for election to the Executive Board, subject to the limitation of continuous service in clause 7 (b) above, in accordance with ICOM Statutes.

d) 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 (under the terms defined by ICOM's Statutes,)
- iv. is no longer a resident of Qatar ;
- v. fails to attend or participate in three consecutive meetings of the Executive Board without apology or reasonable excuse.

e) If a member of the Executive Board ceases to hold office for any reason during the period between Annual General Meetings, the position may be filled by co-option of another member of the National Committee until the next Annual General 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. The period of service of a person co-opted under this paragraph shall not be counted for the purposes of clause 7 (b) of these Rules.

f) The Executive Board shall meet as often as necessary, but not less than twice in each calendar year.

g) The quorum for a meeting of the Executive Board shall be at least two-thirds (66.6%) of the total membership of the Board. A member of the Executive Board may not be represented at a meeting of the Board by a proxy.

h) A member of the National Committee who is elected as a member of ICOM's Executive Board, or as Chairperson of ICOM's Advisory Committee shall be, ex-officio, a member of the Executive Board (if they are not already elected members of the Board).

i) If necessary, the Treasurer and/or Secretary can be assisted by somebody who will administer the affairs of the National Committee. Nevertheless, this person will not be considered as a member of the Executive Board (unless he/she is already an elected member of the Board).

j) The Executive Board may hold its meetings in person or by simultaneous telecommunication (teleconference, videoconference, web conference or similar means).

k) Urgent matters arising between meetings of the Executive Board may be decided by a simple majority of members of the Board upon the electronic circulation (such as by email, web-posting or similar means) of a proposal relating to the matter. Matters decided in this manner

will be noted at the next formal meeting of the Executive Board and recorded in the Minutes of that meeting.

m) The roles of office-holders of the Executive Board:

- i. Chairperson: shall preside at meetings of the Executive Board and shall lead the general operations and future planning of the ICOM Qatar within the framework of these Rules and other governing documents.
- ii. Vice-Chairperson: shall preside at meetings of the Executive Board in the absence of the Chairperson, and act as deputy of the Chairperson as required. Where both the Chairperson and Vice-Chairperson are absent the elected members present shall elect a Presiding Officer from their number, who shall preside at the meeting in question.
- iii. Secretary: shall prepare and circulate minutes of the meeting of the Executive Board in a timely fashion. Minutes of the previous Executive Board meeting shall be signed by the Chairperson (or the Presiding Officer) upon it being agreed by members of the Executive Board that they represent a true and accurate record of the relevant meeting. The Secretary shall also ensure the safe keeping of any records and other important information of the National Committee.
- iv. Treasurer: shall be responsible for the issuing of receipts for monies received and for the proper expenditure of monies on behalf of the National Committee. The Treasurer shall further ensure that proper books of account shall be kept; that the annual financial statement is prepared; and that the annual financial statement is audited by a suitably qualified person and presented to the Annual General Meeting (per clause 5).

n) Decisions of the Executive Board shall be made by simple majority of those present and voting. In the event of an equality of votes, the person presiding shall have both a deliberative and a casting vote.

o) If the Chair of the Executive Board isn't available to preside a meeting, he/she may delegate to a particular office holder any of its powers (other than this power of delegation) but each occasion on which such powers are exercised by the office holder shall be reported to the next meeting of the Executive Board and limited in duration.

p) The Executive Board may co-opt members of the National Committee to serve as non-voting "Co-opted Members" in order to meet the operational needs of the Executive Board, for example, to work on a specific project. Co-opted Members term of appointment shall be from the date of appointment until the following Annual General Meeting when the Co-opted Member shall either be re-appointed or stand aside. The period of service of a Co-opted Member shall not count for the purposes of clause 7(b) of these Rules ("Six Year Limit on Membership of Executive Board"). Co-opted Members shall have a special advisory non-voting status, but must adhere to confidentiality and procedures of the board.

## 8. Right of appeal of a disciplined member

a) A member may appeal to the National Committee in general meeting against a resolution of the Executive Board made under clause 3 (g) within fourteen (14) business days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.

b) Upon receipt of a notice under subclause (a), the Secretary shall notify the Executive Board which shall convene a general meeting of the National Committee, to be held within 42 days after the date on which the Secretary received the notice.

c) If the meeting passes a resolution with at least a two-thirds majority of those present (whether personally or by proxy) supporting the resolution to discipline a member or to terminate their membership, that resolution is confirmed.

## 9. Common Seal

a) The Common Seal of the National Committee shall be kept in the custody of the Secretary.

b) The Common Seal shall not be affixed to any instrument except by the authority of the Board and the affixing of the Common Seal shall be attested by the signatures of two members of the Board.

## 10. Partnerships

a) ICOM Qatar shall cooperate with Qatar Museums.

## 11. Amendments of Rules of Procedure

a) These Rules shall be adopted at the first plenary meeting of the National Committee and may be amended at any Annual General Meeting of the National Committee, or at a Special General Meeting.

b) Amendments to the Rules must be proposed and seconded by members of the National Committee in good standing. The text of any proposed amendment, together with any explanatory material, shall be notified to the members of the National Committee by post or electronic communication (such as by email, web-posting or similar means) as a special resolution at least 28 days prior to the General Meeting at which they are to be considered.

c) Proposed amendments may be further amended at the General Meeting at which they are considered but only if the further amendments are minor in nature. The Chairperson of the meeting shall decide whether a further amendment is of a minor nature.

d) Adoption and amendment of these Rules shall require a three-quarters (75%) majority of the members present and voting and then only if at least one-third (33.3%) of the members of the National Committee in good standing are present at the meeting, either personally or by proxy.

## 12. Inspection of books

The current records, books and other documents of the National Committee shall be open for inspection, free of charge, by a member of the National Committee by arrangement at any reasonable time during business hours at the office of the Secretariat at such other address as may be notified on the National Committees website.

## 13. Dissolution of the National Committee

a) The National Committee shall be dissolved if the Executive Council of ICOM withdraws recognition under the terms defined in the Statutes.

b) If upon dissolution of the National Committee there remains, after satisfaction of all its debts and liabilities, any property, the property shall be referred to the Executive Council of ICOM for disposition according to relevant national Qatari laws.