



International Committee for Egyptology

## CIPEG Internal Rules

---

Version 28. August 2014



## **INTERNAL RULES FOR ICOM International Committee for Egyptology (CIPEG)**

### **Art. 1. Name and Address**

The name of the International Committee in ICOM is “International Committee for Egyptology” “CIPEG”, hereafter referred to as CIPEG. Its address for purposes of correspondence is in care of the elected Chairperson of CIPEG and the Secretary in charge.

### **Art. 2. Relationship with ICOM**

1. CIPEG, as an International Committee, is a component of ICOM (Article 13 of the ICOM Statutes), and subject to the Statutes of ICOM, ICOM Internal Rules and Regulations, ICOM Code of Ethics, ICOM Code of Ethics for Natural History Museums as well as procedures related to International Committees, governing the creation and the management of International Committees.
2. CIPEG represents ICOM in its areas of specialisation and must operate within the generally accepted framework of the organisation with respect to CIPEG’s specific concerns.
3. CIPEG is represented at the ICOM Advisory Committee by its Chairperson or representative, and at the ICOM General Assembly as determined by ICOM Statutes (Article 7 Section 2).
4. CIPEG Internal Rules are based on the ICOM Rules for International Committees and are subject to approval by the ICOM Executive Council.
5. CIPEG contributes to the development and implementation of ICOM’s programs, international actions and projects, in particular with reference to the general development of museums’ activities, expansion of museums’ networks and variety of their types through the self-identification of museums and definition of their own trends.
6. CIPEG cooperates with other International Committees, with National Committees, as well as Regional Alliances and Affiliated Organizations of ICOM in matters related to CIPEG’s specific mandate and to the broader interests of ICOM.
7. CIPEG provides advice and expertise to ICOM on general problems and trends of activities in relation to CIPEG’s concerns.

### **Art. 3. Aims and Objectives**

1. CIPEG supports collections of Egyptian and Sudanese art and archaeology within the framework of ICOM, and in cooperation with the International Association of Egyptologists (IAE) and the International Society of Nubian Studies (ISNS).
2. CIPEG promotes collaboration among colleagues for the study, preservation, and presentation of Egyptian and Sudanese heritage, collections, monuments, and sites.
3. CIPEG seeks to promote collaboration among museums, universities, and research institutions.
4. CIPEG provides an international forum for communication, cooperation, and information exchange among museums, museum professionals, and others concerned with activities of museums, as well as other disciplines connected to the research and interpretation of Egyptian and Sudanese artefacts.
5. CIPEG holds an Annual Meeting.
6. CIPEG frames resolutions and policies to promote action and, if requested, advises museum staff, scholars and institutions.

7. CIPEG supports the development of programs and activities related to the general development of museums with Egyptian and Sudanese collections, archaeological museums and collections by:
  - Encouraging museums in collecting, preserving, studying, and presenting material related to ancient Egypt and Sudan,
  - Enhancing their role in the social life of the community,
  - Studying the best models of museum practice in changing social, cultural, and economic conditions,
  - Supporting and presenting the activities of museums as a socially important phenomenon within the modern cultural process.
8. CIPEG contributes to research in its field and publicises the results as widely as possible.
9. CIPEG may include in its communication network and open its conferences to non ICOM Members, subject to conditions defined by CIPEG.

### **Art. 4. Membership**

1. CIPEG membership is open to all ICOM members in good standing upon request.
2. Members of ICOM wishing to join CIPEG shall inform ICOM headquarters, which shall forthwith transmit details of the member's application to the Chairperson and the Secretary of CIPEG.
3. CIPEG is composed of five (5) categories of ICOM members as listed in Article 4 of the ICOM Statutes:
  - Individual members: Museum professionals, as defined in Article 3, still working or retired, or other persons who, because of their experience or professional services rendered to ICOM, are eligible to become individual members.
  - Institutional members: Museums or other institutions complying with the definition of a museum.
  - Supporting members: Persons or institutions providing substantial financial or other assistance to ICOM because of an interest in museums and international co-operation between museums.
  - Honorary members: Persons who have rendered exceptional services to the international museum community or to ICOM.
  - Student members: Persons enrolled in museum-related academic programmes may be proposed for admission to this category of membership by a National Committee.
4. CIPEG must maintain a membership of at least 50 individual or institutional members.
5. Loss of Membership in CIPEG:

Because CIPEG membership is dependant upon membership in ICOM, membership of CIPEG may be discontinued by voluntary withdrawal or by a decision of ICOM for one of the following reasons:

  - Change of professional status;
  - Breach of professional ethics;
  - Actions considered to be substantially incompatible with the objectives of ICOM
  - Non-payment of ICOM Membership fee.

## **Art. 5. Rights of Members**

The members of CIPEG have the right to:

1. participate in the activities, programmes, and meetings organised by CIPEG.
2. vote in the annual meeting of CIPEG, to stand for election to the CIPEG Board, to vote in the CIPEG Board elections, and to be designated as a representative of CIPEG to vote at the General Assembly of ICOM, and in the elections of the Executive Council of ICOM. However, Supporting, Honorary, and Student members are not voting members.

## **Art. 6. Membership fees**

All ICOM members have the right to become a voting member of one International Committee without having to pay an additional membership fee.

## **Art. 7. Financial Resources**

1. CIPEG shall fulfil its financial obligations resulting from CIPEG activities and the Chairperson shall ensure that its financial accountability does not compromise ICOM.
2. CIPEG shall submit an annual report of activities and an annual financial report to ICOM. Upon the submission of these reports and according to the number of registered members, CIPEG is eligible for a subsidy from ICOM. ICOM may withhold the subsidy if these reports are not delivered in a timely fashion or are incomplete.
3. CIPEG is entitled to raise funds for its operations as is considered necessary. It may not impose an annual membership fee on ICOM members, but is entitled to impose fees for specific services.
4. CIPEG shall not enter into any contract or any legally binding agreement involving expenditure of ICOM funds without the approval of the relevant governing body of ICOM first being obtained other than contracts and agreements related to CIPEG's own activities and that can be paid for from its own funds, subject to a delegation of power by the President of ICOM to the Chair of CIPEG.
5. CIPEG may impose charges for participation in meetings as it deems necessary.
6. CIPEG may receive grants and donations and accept underwritings from sponsors.
7. CIPEG may produce publications and CIPEG related items at its own expense.
8. All income received by CIPEG shall be deposited in a bank account established for that purpose and all payments made on behalf of CIPEG shall be made from that bank account.
9. CIPEG shall keep proper accounts of all income and expenses. A report on the finances of CIPEG shall be presented to the members annually.
10. To ensure the proper legal and financial management of funds associated with CIPEG's annual meeting and to certify the proper audit of related accounts, CIPEG shall establish an agreement of cooperation with an entity in the host country (a museum, university, foundation, the ICOM National Committee, or relevant local body).

## **Art. 8. General Assembly**

1. The General Assembly of CIPEG members must meet in an ordinary session, on written notification, at least once a year. One of these meetings shall be part of each ICOM Triennial Conference.
2. The annual report on finances and activities is presented to the Annual General Assembly.

## **Art. 9. Executive Board and Elections**

1. CIPEG management responsibilities reside with an elected Board composed of at least six (6) persons including the chairperson, who must be voting members of CIPEG. Elections are held every three years in the same year as the ICOM Triennial Conference.
2. CIPEG Board members are expected to serve without compensation.
3. The Board defines the voting procedure.
4. A call for candidates for the Board Ordinary Members and Officers (Chair, Secretary and Treasurer) is sent to the members prior to the election. Members of the Board are elected for three (3) years and their mandate can be renewed once.
5. An Ordinary Member of the Board may subsequently be elected as an Officer for a maximum of two (2) additional terms. No one may remain on the Board for more than twelve (12) consecutive years.
6. More than two (2) members of the same country shall not be elected to the Board at the same time.
7. The outgoing CIPEG Board shall solicit nominations from CIPEG voting members for the next Board at least three (3) months before the election and shall send the resulting slate of candidates to the voting members at least one (1) month prior to the election.
8. If a member of the CIPEG Board ceases to hold office for any reason before the term of office, the vacancy may be filled by co-opting a CIPEG Member according to the Board choice until the next election. The CIPEG Board shall meet as often as it deems necessary but not less than once (1) each year.
9. The quorum for a meeting of the CIPEG Board shall be one third the number of its members.

## **Art. 10. Role and Responsibilities of the Executive Board**

1. The Executive Board is responsible for managing the affairs of CIPEG and for ensuring that the requirements of the Statutes of ICOM and Rules are met.
2. Members of the Board of CIPEG are expected to attend Board meetings and the Annual Meetings of CIPEG.
3. The CIPEG Board shall satisfy itself that no impediment will be placed in the way of any member of the Committee attending the meeting by the government of the host state.
4. The CIPEG Board shall prepare a report on the activities of CIPEG during the preceding year which shall be sent to all members and approved at the Annual Meeting. The report shall be transmitted to ICOM Director General.
5. The CIPEG Board shall designate voting members of CIPEG to vote on its behalf at the General Assembly of ICOM and in the election of the Executive Council of ICOM.
6. The CIPEG Board shall ensure that members of CIPEG are kept fully informed of the work of the Board, of its plans for the activities of CIPEG and of any other matters relevant to the work and functions of CIPEG. It may communicate with the members by means as it deems appropriate.
7. The CIPEG Board may set up working groups for specific purposes, as well as regional sub-committees, depending on the needs of the programme or on request by members.

### **Art. 11. Amendments and Ratifications of Internal Rules**

1. The Rules of CIPEG may be amended at any subsequent annual plenary meeting of the Committee. Any suggested amendments to the Rules must be proposed by members of CIPEG.
2. CIPEG Internal rules must be submitted to the General Assembly. They must be sent to members before the General Assembly. To be adopted, they must receive a majority of the votes of those present or represented.

### **Art. 12. Dissolution of CIPEG**

1. In the event of a dissolution declared, either by the majority of the members attending the General Assembly or by the Executive Council of ICOM, one or two liquidators are appointed by the latter, and all remaining assets are transferred to ICOM.

These Internal Rules were adopted by the General Assembly, Copenhagen, 28<sup>th</sup> August 2014.