

ICOMOS INTERNATIONAL WOOD COMMITTEE STATUTES

Establishment

Article 1

The ICOMOS International Wood Committee (IIBC) is established in accordance with the Article 14 of the ICOMOS Statutes and based on the Eger-Xi'an Principles for the International [Scientific] Committees of ICOMOS.

Objectives

Article 2

The particular objectives of IIBC are to promote international cooperation in the field of conservation and restoration of wood in historic buildings and structures and to advise on the development of ICOMOS programmes in this field. It shall accomplish its objectives by

- providing a multidisciplinary forum for the interchange of experience, ideas, knowledge, and the results of research, between administrators, archaeologists, architects, conservators, engineers, wood technologists, historians, legislators and other professionals,
- extending technical cooperation and establishing links with national committees, responsible authorities, public and private specialised institutions or industrial organisations in appropriate fields.
- coordinating existing studies
- promoting further studies, research activities and training programmes,

Activities

Article 3

The activities of IIBC may include the organization of scientific conferences, workshops and study visits in conjunction with the meetings of the Committee, the preparation of publications (printed or in the website), and the gathering and dissemination of information, directly or through the UNESCO/ICOMOS International Documentation Centre in Paris. IIBC may undertake regional activities. The activities of IIBC shall be consistent with the goals and objectives of ICOMOS.

Members

Article 4

The categories of members for IIBC will consist of the following four:

- a. Expert Members,
- b. Associate Members,
- c. Institutional Members, and,

d. Honorary Members.

Article 5

Expert Members shall be members of ICOMOS with a speciality in the field of wood conservation, and with interest and eagerness of joining in the activities of IIBC.

Any ICOMOS members may be the candidates for Expert Members, by submitting curriculum vitae and other documents to verify their proven or established expertise in the relevant field. They may be nominated by their National Committee, be self-nominated, or be directly invited by IIBC. They will be Expert Members after passing the assessment executed by IIBC. IIBC may adopt minimum criteria and a transparent and well-understood methodology to assess and verify the individual competence and expertise of applicants as well as to terminate the membership of a given Expert Member.

There are no numeral limits to the number of Expert Members.

Expert Members shall have the right to participate in any aspect of the work of IIBC.

Expert Members shall have the right to vote to all important subjects to be submitted to the IIBC meeting. However, voting at election of the Managing Group, as well as on amending of the Statutes will be done by Expert Members designated by the National Committee, restricted to one per state.

Article 6

Associate Members shall be members of ICOMOS who wish to gain knowledge and build up an expertise in a given field through active volunteer work. Associate Members are accorded no voting rights.

There are no numeral limits for the number of associate members, but IIBC will select associate members from among the applicants. IIBC will strive to incorporate associate members in its works.

Associate Members are conditionally accepted by IIBC for a period of three years, after which time their contribution will be evaluated, using a transparent and well-understood methodology of assessment. An associate membership shall then be:

- a. Extended for another similar period of time, with a maximum of three such triennial extensions, or,
- b. Upgraded to expert membership, or,
- c. Rejected on the basis of no participation or unsatisfactory performance. When appropriate, IIBC may ask a National Committee to designate one or more Associate Members to help build up a particular expertise.

Article 7

Institutional Membership may be established at the discretion of IIBC as an optional category.

Regulations concerning the Institutional Membership shall be specially determined, when necessary.

Article 8

The list of the candidates for Honorary Members may be proposed for election by Expert Members, in recognition of the services they have rendered to the Committee and its activities. When approved at the committee meeting, the president may offer the title of Honorary Member to them. Honorary members may use the title of "Honorary Member, ICOMOS International Wood Committee".

Article 9

Non-ICOMOS members who can make an important contribution to IIBC may be invited to participate in committee meetings and activities. However, they will be encouraged to apply for ICOMOS membership. Non-ICOMOS members are accorded no voting rights.

Managing Group and officers

Article 10

IIBC shall be directed by a Bureau or Managing Group, consisting of 5-7 Expert Members, elected by the General Meeting to be held during the ICOMOS General Assembly.

IIBC shall ensure the Managing Group has representation from different countries and provides key regional representation. No Managing Group member shall remain in office for more than three consecutive periods of three years.

The Managing Group has the responsibility for realizing the plan of activity approved by the last General Meeting.

The Managing Group can adopt new members, prescribed in Article 4 a and b of the Statutes.

The Managing Group can establish a network of Expert Members engaged in relevant fields of activities.

Article 11

IIBC shall have a president, one or more vice-presidents, a secretary-general and, when necessary, a treasurer, as officers. These officers shall be selected for three years within and by the Managing Group.

The president is the representative of IIBC, presides all works of IIBC, and, according to the Article 12 of Statutes of ICOMOS, will be an ex-officio member of the Advisory Committee of ICOMOS and, also, a member of the Scientific Council.

The vice-presidents are the deputies to the president, and, when the president is absent, act for the president, according to the order, which the president defines in advance.

The secretary-general has a central role in the dissemination of information to all members and between the IIBC and the ICOMOS Secretariat.

If a treasurer is selected, the works of management for monetary budget shall be moved to the treasurer. In the absence of a treasurer, any fiscal management shall be the responsibility of the president.

Secretariat and website

Article 12

The Management Group should, as soon as possible, establish an IIBC Secretariat in either the country of the president or that of the secretary-general. The duties of the Secretariat are important for the proper functioning of IIBC. They include, but are not limited to:

- Maintaining the archival record and institutional memory (in paper or electronic format) of the Committee.
- Serving the officers and the Management Group.
- Ensuring the dissemination of information to all members of the Committee.
- Being directly in charge of, or make provisions for, the development, maintenance and expansion of the IIBC Website.

In periods when no Secretariat exists, its duties should be specifically delegated to the members of the Management Group.

Annual Report and Meetings

Article 13

IIBC shall, through its Managing Group, prepare and submit an annual report to the Executive Committee of ICOMOS through the Scientific Council, whose contents shall be specified by the Coordinators of the Scientific Council.

Article 14

IIBC shall meet once every three years as its General Meeting at the time of the ICOMOS General Assembly.

At the General Meeting, following important subjects shall be discussed and, when appropriate, approved:

- a. Reports of activities during the past three years,
- b. Financial statements during the past three years,
- c. Programmes for the forthcoming three years period,
- d. Financial anticipations for the forthcoming three years period,
- e. Elections of Bureau / Management Group members, and,
- f. Other important items.

Besides the General Meeting, the Committee is encouraged to meet once every year, in occasion of the special Symposiums organized by the Committee. At this meeting, important items shall be reviewed and by-elections shall be executed, if vacancies are found.

Financial Resources

Article 15

The activities of IIWC shall be financed by

- Grants from the National Committee of ICOMOS in the country hosting the Committee's secretariat,
- Grants from international and national bodies and institutions, and,
- Contracts entered into by ICOMOS, on behalf of IIWC, for the performance of specific tasks within its fields.

Article 16

The members of IIWC shall use their best efforts to obtain the funds necessary to ensure their own participation in the Committee's activities.

Working Languages

Article 17

All written information will be distributed in English and/or French versions. The meetings in full session may completely or partially be conducted in either English or French.

Invitations

Article 18

The President of ICOMOS and/or a representative of the Secretariat, UNESCO and the International Centre for the Preservation and the Restoration of Cultural Property in Rome (ICCROM) shall be invited to attend all open meetings organized by IIWC. Representatives of other organizations may be invited to attend the meetings of IIWC.