

## **By-Laws**

# **ICOMOS International Scientific Committee for Analysis and Restoration of Structures of Architectural Heritage (ISCARSAH)**

***revised 22 June 2020***

### **1 - Establishment**

The ICOMOS International Scientific Committee for the Analysis and Restoration of Structures of Architectural Heritage hereinafter referred to as "ISCARSAH" or "the Committee") has been established in accordance with:

The ICOMOS Statutes adopted at the 19th General Assembly in Delhi, in December 2017; the Ethical Principles adopted in Florence, November 2014; the Rules of Procedure of the International Council on Monuments and Sites adopted pursuant to the ICOMOS Statutes; the Eger Xi'an Principles 2008; the Malta Guidelines for ISCs 2009; and the Dubrovnik Valetta Principles 2010.

These By-Laws are consistent in their definitions, aims, activities and actions with those of ICOMOS as expressed in Articles 3 and 4 of the ICOMOS Statutes.

### **2 - Aims and Objectives**

The objectives of the Committee concern the structural aspects of all built objects of heritage and are to:

- 1) promote international cooperation in the establishment of a world body gathering the various specializations of professionals in conservation and restoration concerned with integrating the contribution of structural engineering into conservation knowledge, so that a full understanding of structural typology, behaviour and material characteristics become an intrinsic part of conservation practice;
- 2) establish guidelines and/or formulate general recommendations to be regularly updated;
- 3) disseminate the knowledge acquired for the development of competency in conservation of historic structures in different countries;
- 4) develop international standards, recommendations and guidelines in cooperation with International Standardisation bodies and other organizations that will guide authorities and professionals in the conservation of heritage structure;
- 5) define research needs and stimulate and support research activity;
- 6) act as a catalyst to training and research programmes in relevant areas that will help younger professionals to undertake work on heritage structures;

- 7) expand technical co-operation by fostering links with specialized institutions, universities, and private and public sector organizations; and
- 8) work with UNESCO World Heritage in assessing, monitoring and advising.

### **3 - Functions**

- 1) The Committee shall provide a platform for exchange of ideas and dissemination of information, provide technical advice, prepare or study doctrinal texts where appropriate and inform the International Secretariat where a text is being prepared, approve and implement its Triennial Work Plans. It may form sub-committees, task forces and/or working groups whenever necessary to perform certain tasks which will enable ISCARSAH to fulfil its objectives. The Committee shall try as far as reasonably possible to make technological provision for members to participate remotely in proceedings where it is not possible for them to attend in person.
- 2) The Committee may prepare and submit nominations for Honorary Membership prior to a triennial General Assembly in the appropriate format and in the requisite timescale, and may also become involved in the preparation of Resolution(s) in advance of a triennial General Assembly in conjunction with other ISCs.

### **4 - Activities**

The Committee shall accomplish its objectives by creating a forum for the exchange of experiences, ideas and research results, providing a base for the coordination of existing research, promotion of further studies and the development of scientific cooperation with researchers, institutions, academic and professional bodies. To fulfil these objectives, the Committee may organize seminars, conferences, congresses and any other activity allowed by the ICOMOS statutes, taking into account cultural diversity and sensitivities and in cooperation with other ICOMOS Scientific and National Committees. The Committee will also address the needs of new Associate Members and Emerging Professionals in developing their specialisation and competence in the analysis and restoration of structures of architectural heritage. These activities shall be included and detailed in the ISC Triennial Work Plan which the Committee shall prepare to coincide with each triennial General Assembly of ICOMOS.

### **5 - Members**

- 1) There are six possible categories of membership - Expert, Corresponding, Associate, Institutional, Non-ICOMOS, and Honorary Members. The Committee shall seek to reflect, in its membership and Bureau, regional and cultural diversity in the available expertise in the field of conservation of structures of architectural heritage. A more comprehensive discussion on membership to the Committee can be found in the ***Criteria for Admission to Membership***.
- 2) The Bureau will appoint an Evaluation Committee to assess all applications for membership and changes in membership status. ISCARSAH shall adopt minimum Criteria for Admission and a transparent and well understood methodology for assessing and verifying individual competencies and expertise of applicants. In the event of an application for membership being refused by ISCARSAH an applicant shall have a right of appeal to the ICOMOS Board (Article 14(b) ICOMOS Statutes).

- 3) **Expert Members** are any ICOMOS members with proven or established expertise in the fields defined by the objectives of the Committee. Expert Members are either proposed by the National Committees, self-nominated, or directly invited by the Committee; and are admitted to the Committee by decision of the Evaluation Committee.
- 4) Expert Members designated by the National Committee, limited to one per country, may vote in elections of the ISCARSAH Bureau members, and may also vote on amending the ISCARSAH Bylaws. The representative of an Institutional Member may not be designated by a National Committee as a voting member. In the event that the ISC considers the designated member to be unsatisfactory, it can appeal before the SC which will make a recommendation to the Bureau regarding that designation. All other issues and decisions shall be voted on by all Expert Members, without limitation.
- 5) Expert Membership is considered a privilege and responsibilities must be met for continued Expert Member rights as defined in the ***ISCARSAH Criteria for Membership***.
- 6) Members removed from Expert Member status will be invited to be Corresponding Members in writing by the Bureau. They will be removed from membership if they do not respond to this invitation.
- 7) **Corresponding Members** are relevant experts who, for whatever reason, cannot participate in Committee activities but choose to maintain Committee involvement.
- 8) **Associate Members** are ICOMOS members engaged in activities relevant to the objectives of the Committee but who have yet to prove their expertise. Associate Members may be invited to vote on issues and decisions exclusive of elections and changes to the Bylaws at the discretion of the President. The status of Associate Members will be evaluated every three years and they may become Expert Members by decision of the Evaluation Committee. Alternatively, the Evaluation Committee may recommend a three year extension of Associate Membership (with a maximum of two such extensions), or may reject the member concerned on the basis of non-participation or unsatisfactory performance.
- 9) **Non-ICOMOS Members:** Non-members of ICOMOS can also be given membership, subject to a decision of the majority of the Expert members of the Committee, with the same rights and responsibilities as Associate Membership but without the right to vote. Non-ICOMOS members will be encouraged to apply for ICOMOS membership.
- 10) **Honorary Members** of the Committee may be appointed by decision of the Bureau of the Committee in recognition of the services they have rendered to the Committee and of their activities in favour of its objective.
- 11) Associate Members (except as indicated above) and Corresponding Members have no voting rights but will receive all correspondence afforded to Committee members. Expert members who have been elevated to Honorary Membership retain their Expert Member status and voting rights.
- 12) Organisations concerned with the objectives of the Committee may be invited to join the Committee as **Institutional Members** to participate to the activities of the Committee. Membership shall be for one triennium, renewable for an indefinite number of additional three-year periods. An Institutional Member may designate from its staff one person with the

required qualifications to be its representative and spokesperson in the Committee. Institutional Members do not have voting rights.

- 13) Should the Bureau, on the advice of the Evaluation Committee, wish to withdraw the membership of any Expert Member, or Associate Member, the Bureau must inform the National or Transnational Committee of that Member (or the Bureau of ICOMOS if this ICOMOS member is from a country where there is no National Committee). Any Member of an ISC affected by the ruling of the Bureau or by a ruling of a National Committee may make an appeal to the Board of ICOMOS. Members who have been removed from the rolls of the Committee may reapply for membership certifying their intent to participate actively in the future

## **6 - Administration**

- 1) The Committee takes its decision by majority vote of the Expert Members by electronic mail, in person at its meeting, or by written proxy carried by an Expert Member present at the meeting. No Expert Member shall carry more than two proxies.
- 2) Meetings of the Committee shall be held at least once a year. A written invitation by the Bureau of the Committee including the agenda and any other resolution should reach all Members at least three months in advance of the meeting. Meetings may be held in person or by teleconference. The minutes of meetings of the Committee shall be signed by the President and put on record by the International Secretariat, as provided for in the ICOMOS Statutes.
- 3) The Expert Members of the Committee will elect by secret ballot from its Expert Members a President, up to four Vice President(s), a Treasurer (if deemed necessary), and a Secretary-General to serve as the Bureau of the Committee for a term of office of three years. If an election is held by postal and/or electronic means, votes should be collected by an independent third party agreed upon by all candidates. If no agreement on an independent third party can be reached, the officers of the Scientific Council shall be asked to collect the votes. Elections for officers shall be verifiable. The members of the Bureau may not serve more than three consecutive periods of office. Those terms shall be considered independently of any terms as a member of the Committee. The members of the Bureau shall be from different countries and represent in an equitable manner the different regions of the world.
- 4) The members of the Bureau shall have the following responsibilities:
  - 4.1 The President of ISCARSAH shall
    - a. represent ISCARSAH in all public matters;
    - b. propose the agenda for the meetings;
    - c. chair the meetings of ISCARSAH
  - 4.2 The Vice-Presidents shall:
    - a. assist and take the place of the President in his/her absence;
    - b. assist him/her in representing ISCARSAH and furthering its activities throughout the World.
  - 4.3 The Treasurer shall:
    - a. with the help of the International Secretariat propose the measures to manage the assets and resources of ISCARSAH;
    - b. verify the handling of the receipts and expenditure
    - c. present the financial reports, the draft annual budget and draft budgetary guidelines for the next triennium.
  - 4.4 The Secretary-General shall verify:

- a. the compliance with the Statutes and Rules of Procedure,
  - b. the invitations to the meetings;
  - c. the implementation of the decisions of the Bureau;
  - d. the updating the lists of members and providing the International Secretariat and relevant National Committees with the names of their members;
  - e. the establishment of the minutes of the meetings on numbered pages and sending to the International Secretariat after it is signed by the President.
  - f. the keeping of the records of ISCARSAH and presenting an annual report and the work programme for the next year to the International Secretariat, for opinion by the Advisory Committee and approval by the Board.
- 5) Voting for officers of the Bureau is according to the principle of one vote per country, and only an Expert member designated by a National Committee of ICOMOS may vote. If no candidates are nominated for election of a post, Expert Members appointed by their National Committees as voting members, shall meet in closed session, either in presence or via electronic conferencing, to encourage the nomination of candidates. Such meetings shall be repeated every 10 days until nominations have been declared for all offices.
- 6) The Bureau is responsible for the preparation of the Committee's meeting and the implementation of the Committee's decisions. The Bureau shall meet at least once a year and shall report annually to the members of the Committee and to the Scientific Council of ICOMOS.
- 7) Every three years in the year of the ICOMOS General Assembly the Bureau shall draw up a triennial programme of activities indicating a clear and precise set of goals for the coming three years period to be approved by the Committee and forwarded to the Scientific Council of ICOMOS at least three months prior to the date of the ICOMOS General Assembly.
- 8) The Secretariat of the ISC will be located at ICOMOS International, 11 rue du Séminaire de Conflans, 94220 Charenton-le-Pont, France.
- 9) The Committee will use English and French as working languages. Use of other languages (such as Spanish) will be encouraged.
- 10) The Bureau of the Committee:
- a) Shall register Members to the Committee;
  - b) Shall register Expert Voting Members nominated by National Committees to the Committee;
  - c) May wish to withdraw the membership of any Expert Member, or Associate Member if s/he has been found not to have complied with the criteria for participation in relation to the work of the Committee as set out by these By-Laws;
  - d) Shall convene the Committee meetings in designated locations or via conference calls or other technologies;
  - e) Shall implement the Committee decisions;
  - f) Shall prepare the Committee's Draft Guidelines for communication, election and reporting for approval by the Committee;

- g) Shall prepare the Annual Report<sup>1</sup> to be submitted to ISCARSAH Members for their consideration and approval, and subsequently forwarded with their work programmes for the next year to the International Secretariat, for opinion of the Advisory Committee and approval by the Board of ICOMOS, as provided for in the ICOMOS Statutes. The Scientific Council will advise International Scientific Committees of the required format and content of the annual report;
- h) Shall prepare a triennial work plan, including aims and objectives;
- i) Shall nominate at least one Bureau member to subscribe to the Scientific Council's listserv;
- j) Shall provide the Scientific Council with any additional data or information requested by them, so as to enable them to carry out their annual performance review effectively;
- k) Shall provide the Scientific Council with information concerning any involvement the Committee may have in nominations relating to international conventions (inter alia, the Convention Concerning the Protection of the World Cultural and Natural Heritage, the Convention on the Protection of the Underwater Cultural Heritage, and the Convention for the Safeguarding of the Intangible Cultural Heritage) as well as identifying individual members involved in such work;
- l) May receive advice and guidance from the Scientific Council;
- m) Shall ensure that duties of maintaining the archival record and institutional memory of the Committee are allocated appropriately and that appropriate information is disseminated to all members of ISCARSAH;
- n) Shall make provision for a Website for ISCARSAH and if necessary, a listserv.

## **7 - Emerging Professionals**

- 1) An Emerging Professional means an individual member of ICOMOS who is a student or at an early stage of his/her professional career.
- 2) Emerging Professionals are recognised within ICOMOS to maintain scientific relevance for future generations and to achieve intergenerational engagement to secure the organisation's continuity, including through mentorship.
- 3) An Emerging Professional may be an Expert Member or an Associate Member and in this regard shall have the same rights and obligations that are accorded to each of those types of membership.
- 4) The Committee shall encourage Emerging Professionals to join its work, introduce mentorship programmes, and strive towards achieving a 20% composition of Emerging Professional Members within the Committee. At least one Emerging Professional shall be invited to join the Bureau of the Committee as an observer without voting rights.
- 5) When appropriate an ISC may ask a National Committee to designate one or more Emerging Professionals to help build up the particular expertise in countries where such a need exists.

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<sup>1</sup> The annual report must contain as a minimum:

- a) The names and contact details of the President and Secretary of the Committee
- b) The number of Committee members in the current and previous year
- c) A summary of the Committee's activities for the past year, including in particular its annual meeting and any conferences or publications.

- 6) A member identified by the Committee as an Emerging Professional shall cease to be regarded in this category after a period of five years.

#### **8 - Criteria for participation**

- 1) The Committee shall adopt minimum criteria for participation as a means of gauging levels of engagement by Expert and Associated members.
- 2) Active participation shall mean attendance at Committee meetings and Symposia, submission of papers or responses to questionnaires in lieu of personal attendance at symposia, undertaking projects on behalf of the Committee at the request of the Bureau, representing the Committee in an official capacity before other bodies, or making substantial contributions to the work of a subcommittee or task group of the Committee.
- 3) Should an Expert, or Associate Member not attend three consecutive Annual Meetings of the Committee and its Symposia without due cause, and over the same period not demonstrate active participation, the Bureau may decide to withdraw the membership of the Expert or Associate Member.

#### **9 - Triennial Reviews of the work of International Scientific Committees**

- 1) The Committee and its Bureau shall assist the appointees of the Scientific Council with the Triennial Review of the Committee's work under the Eger Xi'an Principles and the Malta Guidelines, including provision of additional data or interim reports to allow the review to be carried out effectively.
- 2) The Committee must implement any necessary measures based on recommendations of the Triennial Review, if agreed by the Scientific Council, the Advisory Committee or the Board of ICOMOS, or show good reason why this should not be done.
- 3) Cases of persistent non-compliance by this Committee in the Triennial Review Process may be referred to the Board of ICOMOS by the Scientific Council or the Advisory Committee for corrective action, as it is only for the Board of ICOMOS to decide whether to endorse the activities of or to dissolve an ISC.

#### **10 - Co-operation with other bodies**

In pursuance of its aims, the Committee will co-operate with International Scientific Committees and National Committees of ICOMOS; and ICOMOS partner organizations and international bodies aiming at achieving what is stipulated in the aims and activities of the Committee. In this regard, such partnership arrangements will require the approval of the majority of the Expert Members.

#### **11 - Finances**

- 1) Should the Committee require funds to support its activities in a given year, the activities of the Committee shall be financed by funds:
  - a) allocated by ICOMOS from its annual budget,
  - b) obtained by the Committee from international and national organisations including ICOMOS National Committees,
  - c) obtained by the Committee on its own initiative such as income from publications, and

- d) obtained from any other source provided by way of gift, bequest, donation or sponsorship.

The ISC may ask its members for voluntary contributions to its funds but such contributions shall not be a condition of membership.

- 2) Members of the Committee are generally expected to obtain the funds necessary to ensure their participation in its activities, in particular their presence at the meetings.
- 3) The Committee cannot open a bank account in its name.
- 4) The Committee cannot keep funds of the ISC in a personal account. A special account may be set up by the ICOMOS International Secretariat for this Committee as required.
- 5) Should this ISC have an association with a partner organisation, its funds must be held either by ICOMOS or the partner organisation.
- 6) This ISC will designate a contact person who may liaise with the ICOMOS Accountant at the International Secretariat if necessary, and as follows:
  - a) For incoming payments that designated contact person should inform the ICOMOS Accountant of a payment which is due so that it can be clearly identified and attributed to the appropriate ISC account;
  - b) For outgoing payments that designated contact person may send the International Secretariat the invoices that the Committee wishes to settle out of its funds or the bank details for electronic transfers together with information about the purpose of the payment;
  - c) The ICOMOS Accountant may prepare the operation for signature by two of the following: the ICOMOS Director General, one of the Directors, and the ICOMOS Accountant;
  - d) The International Secretariat will provide the designated contact person with detailed records on the Committee's funds upon request;
  - e) The annual ISC accounts will be listed in the Annual ICOMOS audited balance sheet;
  - f) Should [insert acronym of ISC] be dissolved, any assets or funds held in the ICOMOS accounts on its behalf may be attributed to the general ICOMOS budget.
- 7) The Treasurer or designated contact person shall draw up a budget and financial plan to be approved by [insert acronym of ISC], and maintain an appropriate record of all financial transactions for the purpose of assisting the Accountant of ICOMOS in the preparation of the annual audited statement

## **12 - Accountability**

- 1) The Committee cannot make any agreement or carry out an act that could create a legally binding obligation for ICOMOS without the authorization of the Bureau of ICOMOS.
- 2) The Committee shall not use the ICOMOS name in relation to its activities or agreements unless authorised by the Bureau of ICOMOS.

### **13 - Dispute Settlement**

- 1) Any dispute arising out of the interpretation of these By-Laws shall be resolved by way of Referral to the ICOMOS Scientific Council. There will also be a right of appeal to the Board of ICOMOS from a decision of the Scientific Council.
- 2) The Referral shall be governed by the ICOMOS Statutes, Rules of Procedure, the Eger- Xi'an Principles, the Malta Guidelines and the Ethical Principles, provided always that nothing in these By-Laws shall be interpreted in any way that might be inconsistent with the realisation of the aims of the Committee.

### **14 - Amendment**

- 1) Proposals for the amendment of these By-laws shall be made by the voting of Expert Members designated by National Committees as voting members at a Meeting with proxies, and/or by postal and electronic ballot. All By-Law revisions shall be submitted through the Scientific Council for the approval of the Board of ICOMOS.
- 2) Any agenda item for amendment of these By-Laws, which is to be discussed and resolved by the Committee, shall be submitted to all Expert Members, to the Scientific Council and the Board of ICOMOS at least ninety (90) days before the date of its discussion.