

Statutes of the *CIDOC Training Association*

Constitution

Article 1

The *CIDOC Training Association* is a non-profit association governed by the present statutes and, secondly, by Articles 60 et seq. of the [Swiss Civil Code](#). It is politically neutral, and non-denominational.

Article 2

ICOM CIDOC delegates responsibility for the development and implementation of the CIDOC Training Programme to the *CIDOC Training Association*.

ICOM CIDOC may withdraw the delegation of responsibility and permission to use the name “CIDOC” in any way that implies a continued link.

The Association shall be of unlimited duration. Its headquarters are located in the State of Geneva.

Aims

Article 3

The Association shall pursue the following aim(s):

- to promote vocational education and training for CIDOC, in Switzerland and abroad;
- to promote the interests of ICOM CIDOC, drawing on the network of CIDOC members and reporting on a regular basis to the board of ICOM CIDOC;
- to implement the principles of efficiency, transparency and usefulness while conducting its actions and projects;
- to respect the ICOM code of ethics.

In the fulfilment of its purpose, the Association will establish and manage a training programme, define a curriculum, develop, maintain and distribute training materials, provide training for tutors, organize training events, manage a system of evaluation and certification for students and maintain a student registry.

Resources

Article 4

The Association's resources are derived from:

- donations;
- legacies;
- sponsorship;
- public subsidies;
- financial means provided by ICOM CIDOC;
- receipts from commercial activities;
- membership fees;
- any other resources authorized by the law.

The funds shall be used in accordance with the Association's aims listed in Article 3.

The Association is responsible for maintaining its own accounts.

Members

Article 5

Any physical or moral person may become a member if (i) they have demonstrated their dedication to the goals of the Association through their commitments or actions, and (ii) provided that they are not employed by the Association.

The Association comprises:

- Executive committee members
- Ordinary members
- Ex officio members

Requests to become a member must be addressed to the Executive Committee. The Executive Committee admits new members and informs the General Assembly accordingly.

Each member pays an annual membership fee of CHF 60

Membership ceases:

- a) on death;
- b) by written resignation notifying the Executive Committee;
- c) by exclusion ordered by the Executive Committee and approved by the General Assembly;
- d) for non-payment of dues for more than one year.

In all cases the membership fee for the current year remains due. Members who have resigned or who are excluded have no rights to any part of the Association's assets.

Only the Association's assets may be used for obligations/commitments contracted in its name. Members have no personal liability.

Organs

Article 6

The Association shall include the following organs:

- a) The General Assembly
- b) The Executive Committee
- c) The auditor

General Assembly

Article 7

The General Assembly is the Association's supreme authority. It is composed of all the members.

The General Assembly is presided over by the *President of the Executive Committee*

It shall hold an Ordinary Meeting once each year. It may also hold an extraordinary session whenever necessary, at the request of the Executive Committee or at least of one-fifth of its members.

The General Assembly shall be considered valid regardless of the number of members present.

The Executive Committee shall inform the members in writing of the date of the General Assembly at least six weeks in advance. The notification, including the proposed agenda, shall be sent to each member at least 10 days prior to the date of the meeting.

Article 8

The General Assembly:

- a) shall approve the admission and expulsion of members;
- b) appoints the members of the Executive Committee and elects, at least, the President, the Secretary and the Treasurer;
- c) notes the contents of the reports and financial statements for the year and votes on their adoption;
- d) approves the annual budget;
- e) supervises the activity of other organs, which it may dismiss, stating the grounds therefore;
- f) appoints an auditor for the Organization's accounts;
- g) decides on any modification of statutes;

- h) decides on the dissolution of the Association;
- i) fixes the annual membership fees.

Article 9

Decisions of the General Assembly shall be taken by a majority vote of the members present. In case of deadlock, the President shall have the casting vote.

Decisions concerning the amendment of the Statutes and the dissolution of the Association must be approved by a two-third majority of the members present.

Modification of the present statutes and the dissolution of the Association are exclusively the responsibility of the General Assembly.

Article 10

Votes are by a show of hands or by electronic ballot. Voting can also take place by secret ballot, if at least five members request it.

Article 11

The agenda of the ordinary annual session of the General Assembly must include:

- a) approval of the Minutes of the previous General Assembly
- b) the Executive Committee's annual Activity Report
- c) the report of the Treasurer and of the Auditor
- d) the setting of membership fees
- e) approval of the budget
- f) approval of reports and accounts
- g) election of Executive Committee members and Auditor
- h) miscellaneous business

Executive Committee

Article 12

The Executive Committee is authorized to carry out all acts that further the purposes of the Association. It has full power to manage the Association's day-to-day affairs.

Article 13

The Executive Committee is composed of at least the President, the Secretary and the Treasurer, all elected by the Assembly.

Each elected member's term of office shall last for three years. Re-election shall be possible.

The board of ICOM CIDOC and the Museum of Texas Tech University shall each appoint an *ex officio* voting member to the Executive Committee. *Ex officio* members of the Executive Committee may run for office in one of the elected positions.

Decisions of the Board shall be taken by a majority vote of the members present. In case of deadlock, the President shall have the casting vote.

Article 14

The Board members act on a voluntary basis and can only be compensated for their actual expenses and travel costs. For activities beyond their usual function, Board members can receive appropriate compensation.

Paid employees of the Association have only a consultative role in the Executive Committee. However, they may vote during the general assembly.

Article 15

The functions of the Executive Committee are:

- to take the appropriate measures to achieve the goals of the Association;
- to convene the ordinary and extraordinary General Assemblies;
- to take decisions with regard to admission of new members as well as the resignation and possible expulsion of members;
- to ensure that the Statutes are applied, to draft rules of procedure, and to administer the assets of the Association.

Article 16

The Association is legally bound by the individual signature of the President.

Miscellaneous provisions

Article 17

The financial year shall begin on 1 January and end on 31 December of each year.

The Treasurer is responsible for the Association's finances. In accordance with the requirements of Article 69 of the Swiss Civil Code, the General Assembly shall appoint an external Auditor who will audit the Association's accounts.

The Association will fulfil the requirements of the rules and regulations applying to ICOM CIDOC working groups.

Article 18

Should the Association be dissolved, the available assets should be transferred to ICOM CIDOC, or, if this should prove impossible, to another non-profit organization pursuing public interest goals similar to those of the Association and likewise benefiting from tax exemption. Under no circumstances should the assets be returned to the founders or members. Nor should they use a part or a total of assets for their own benefit.

The present Statutes have been approved by the Constituent General Assembly of the *CIDOC Training Association* , Geneva, 24 May 2016.

For the Association

President
Nicholas Crofts

Secretary
Dominique Remondino

Membre ordinaire
Didier Grange