

## **IAMH / AIMH Internal Regulation**

The objective of the present internal regulation is to clarify the statutes of the International Association of Museums of History

the object of which is

to support the activities of museums of contemporary history and museums of society throughout the world, to encourage their curators to focus on the organisation of museums and their role, to endorse their function of disseminating information to the public in the spirit of remembrance, and to provide a connection among international institutions.

The present internal regulation clarifies and completes the statutes. In no case is it a substitute for the statutes. It may not include any provision that contradicts the statutes.

It shall be issued to all existing association members as well as to any new member.

### **Title I: Members**

#### **Article 1 - Composition**

The International Association of Museums of History shall be composed of the following members:

##### **1. Active members**

Shall be considered active members those who have paid an annual membership fee, the amount of which will have been determined by the general assembly upon proposal of the administrative council.

Active members can be individuals (in their own name) or institutions (in which case the institution shall be represented by its director, its curator or a representative duly appointed by the member structure).

##### **2. Honorary members**

Honorary members shall be appointed by the general assembly upon proposal of the administrative council from among people rendering or having rendered a service to the association.

##### **3. Benefactor members**

Shall be considered benefactor members those who have paid an initial entry fee and an annual membership fee, the amount of which will have been determined by the general assembly upon proposal of the administrative council.

#### **Article 2 – Subscriptions**

Contributing members must pay an annual membership fee.

Honorary members do not pay a subscription (unless they decide otherwise on their own accord).

The amount of the latter shall be determined each year by the general assembly upon proposal of the administrative council.

The subscription amount shall be fixed as follows:

- active members: 30 euro for individual subscriptions and 70 euro for institutional subscriptions;

- benefactor members: 250 euro.

The subscription must be paid by cheque or bank transfer payable to the association and by at the latest 1 September of the current year.

Any subscription paid to the association shall be considered definite. No refund of subscriptions may be requested in the event of resignation, exclusion or death of a member during the year.

#### Article 3 – Admission of new members

The International Association of Museums of History can at any stage welcome new members, provided the admission procedures are carried out pursuant to Article 7 of the statutes: presentation of a written application or a registration bulletin to the president and acceptance thereof by the administrative council by an absolute majority.

#### Article 4 – Exclusion – Expulsion

In accordance with the procedure defined in Article 10 of the statutes of the International Association of Museums of History, the event of a display of non-respect for established regulations, an attitude causing harm to the association, intentional errors or a refusal to pay the annual subscription can result in an expulsion procedure. The board shall notify the person concerned in writing of its decision to implement this procedure, upon which the person concerned shall respond in writing also.

The expulsion must be announced by the administrative council only after evaluating the explanation provided by the member against whom the exclusion procedure is being implemented; the administrative council shall deliberate and voting shall be carried out by an absolute majority. The person against whom an exclusion procedure is being implemented may enlist the assistance of a member of the association of his or her choice.

If expulsion is announced, an appeal procedure shall be authorised before the general assembly by registered mail and this within 30 days from the date of receipt of the letter stating the exclusion.

#### Article 5 – Resignation

In accordance with Article 10 of the statutes, the resigning member must address his or her resignation to the president by registered mail including a notice of delivery.

The resigning member may not claim a refund of his or her subscription.

### Title II – Functioning of the association

#### Article 6 – The administrative council

The administrative council shall be composed of a maximum of 12 members

Its functioning methods are explained in Article 12 of the statutes and specified in the

present internal regulation.

Each member of the council who, without a valid excuse, has not attended three consecutive meetings, shall be considered to have resigned.

#### Article 7 – The board

It shall be composed of 5 to 7 members, including

- 1 president,
- 2 vice presidents,
- 1 secretary and, if necessary, a deputy secretary,
- 1 treasurer and, if necessary, a deputy treasurer.

Its operating procedures are as follows:

The board shall be elected for three years.

The board meets at least twice a year and each time it is convened by its president or upon request by two of its members by standard mail.

It may convene only if the majority of its members is present or represented.

Minutes shall be drawn up of the sittings.

The minutes shall be signed by the president and the secretary.

Resolutions shall be passed by an absolute majority; in the case of a division of votes, the president shall have the casting vote. Each member, where applicable, shall be entitled to exercise a single vote only.

Any member of the board who, without apology, has not attended three consecutive meetings, shall be considered to have resigned.

The meetings of the administrative council shall be open, upon invitation of the board and in an advisory capacity, to any person likely to contribute his or her support towards the realisation of the objectives laid down by the association.

#### Article 8 – Ordinary general assembly

In accordance with Article 16 of the statutes of the association, the ordinary general assembly shall convene once a year, as early in the year as possible and at the latest before the end of the first half, upon convocation of the administrative council or upon written request of at least a quarter of its members.

Only members who are up-to-date with their subscriptions at the date of the general assembly convocation shall be authorised to participate.

They shall be convened in accordance with the following procedure: invitations shall be sent out at least one month in advance by standard mail and shall include the agenda. An attendance sheet shall be signed and certified by TWO members of the board.

The president, assisted by members of the board, shall chair the assembly and give an account on the situation of the association.

The treasurer shall give an account of its management and submit the financial report for the approval of the assembly.

All resolutions of the annual general meeting shall be passed by a raise of hands at an absolute majority of the members present or represented. A secret vote may be requested either by the administrative council or by a quarter of the members present.

#### Article 9 – Extraordinary general assembly

In accordance with Article 17 of the statutes of the association, an extraordinary general assembly can be convened in the case of any amendment to the statutes, or in the event of financial difficulty, upon the written request of at least a third of its members. It may decide upon the dissolution and allocation of the association's assets, the merging with any other association of the same object.

All the members of the association shall be convened according to the following procedure: a standard letter sent out at least 15 days earlier.

Voting shall take place pursuant to the terms outlined in Article 17 of the statutes and specified in the present internal regulation, if necessary.

Rulings shall require a majority of three quarters of the votes of the members present or represented.

In exceptional situations, the administrative council may proceed with a written vote: the text of the proposed resolutions shall be addressed to all the members with an indication of the timeframe granted for submitting their vote. The votes shall be counted in the presence of the members of the administrative board and the results announced by the president, all of the above being drawn up in minutes.

#### Title III – Various provisions

##### Article 10 – Amendment of internal regulation

The internal regulation of the International Association of Museums of History shall be established by the administrative council. It shall be submitted for approval at the next general assembly, including any possible amendments, in accordance with Article 20 of the statutes.

It may be amended by the general assembly, upon proposal of the administrative council, in accordance with the following procedure:

the administrative council shall include the amendment proposals in the agenda of the ordinary or extraordinary general assembly. Voting shall take place according to the terms foreseen for the procedure governing ordinary or extraordinary general assemblies.

The new internal regulation shall be addressed to all members of the association by standard letter within 60 days following its amendment date, or else be made available by any other means that the administrative council shall deem pertinent.

##### Article 11 - Gratuitous mandate

Members of the association may not receive any remuneration in return for the functions conferred upon them.

They may, however, be reimbursed for any expenses incurred as a result of association requirements, upon producing documentary evidence and following the approval of the president.

##### Article 12 – Duration of appointment

The administrative council may financially commit the association for a duration superior to its mandate only with the previous approval of the general assembly.

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