

# **INTERNATIONAL ASSOCIATION OF CUSTOMS MUSEUMS (IACM)**



## **ASSOCIATION INTERNATIONALE DES MUSEES DES DOUANES**

### **Statutes and Rules**

**Ratified at the IACM Conference,  
Oslo, September 2006**

# **Statutes**

## **Article 1. Title**

- 1.1 There shall be an Association having as its title the International Association of Customs/Tax Museums [hereinafter referred to as IACM].
- 1.2 Its mission will be to promote international awareness of the rich history and current activities of Customs, Excise, Tax and Revenue Services in the member countries of IACM.

## **Article 2. Definitions**

- 2.1 "Customs/Tax Museums" means museums, collections and permanent national institutions of Customs, Excise, Tax and Revenue, operated by the relevant national authorities or their authorised agents and in accordance with the international treaties, agreements or other undertakings entered by such national authorities.
- 2.2 "Member Country" means a country having a national Customs, Excise, Tax, Revenue collection or museum which is a member of IACM.
- 2.3 "Officer of IACM" is any person elected by the General Assembly to the Office of President, Secretary or Treasurer of IACM, in accordance with the relevant Statute.
- 2.4 "Officers of IACM" means the President, Secretary and Treasurer.

## **Article 3. Aims and Objectives**

- 3.1 The aims and objectives of IACM shall be to:
  - i. Recognise and promote the considerable benefits accruing from the collection, preservation, documentation, interpretation, education, marketing and display of Customs, Excise, Taxation and Revenue artefacts, records and any other medium deemed appropriate by member countries. These benefits include:
    - Raising public awareness of the rich and exciting heritage of Customs, Excise, Tax and Revenue Departments;
    - Gaining national and international support for the current work of Customs, Excise, Tax and Revenue departments in member countries, especially their role in protecting society;
    - Fostering a greater understanding and sense of belonging among staff engaged in the current work of Customs, Excise, Tax and Revenue Services worldwide.
    - In helping to increase public understanding of the roles of Customs, Excise and Taxation departments, it will help to promote a greater understanding of the rights and responsibilities in connection with the objectives of individual departments and so encourage a greater level of compliance.

- ii. Establish, maintain and promote an international network of museums that satisfy the criteria laid down in Article 2.1. This shall include promoting professional standards in identification, study, collection, preservation, exhibition and interpretation of relevant objects and materials. It may also include events, public programmes, a dedicated IACM website and formal educational activities along with joint exhibitions and the exchange, distribution and loan of publications and artefacts and any other forms of co-operation deemed appropriate.
- iii. Improving professional standards and encouraging research, separately or in groups of members, to further the aims and objectives of IACM.

#### **Article 4. Membership and voting rights**

- 4.1 Membership of IACM shall be open to National Customs, Excise, Taxation and Revenue Museums and collections of Member Countries as defined in Article 2.
- 4.2 Voting at meetings, conferences and general assemblies of IACM is restricted to member countries only, as defined in Article 2.2; each member country shall have one vote.
- 4.3 Application for membership of IACM must be made in writing to the President, not later than two months before a General Assembly. This will be considered at the next General Assembly and the decision conveyed in writing to the applicants. In the event of an application for membership being received outside the specified time, the President will decide on its consideration at the next General Assembly.
- 4.4. A member country wishing to terminate membership of IACM shall inform the President in writing.

#### **Article 5. Working language**

- 5.1 The working language of IACM is English. A member country who hosts an IACM Meeting, Conference or General Assembly, may opt to use additional languages for that occasion. Where this option is exercised, the President and Secretary must be notified in sufficient time to inform the delegates.

#### **Article 6. Officers**

- 6.1 The Officers of IACM shall consist of a President, Treasurer and a Secretary.
- 6.2 The President, the Secretary, and the Treasurer shall be designated at a General Assembly and shall serve for a term covering the next three General Assemblies.
- 6.3 Nominations for the President, Secretary and Treasurer should be notified in writing to the Secretary at least two months in advance of the General Assembly where the elections are to take place.

- 6.4** Each nomination must be proposed by a member country and seconded by another member country at the General Assembly.
- 6.5** Where there is more than one nomination for any of the designated Offices, the President must call for a vote of the member countries represented at the General Assembly. Voting will be carried out in accordance with Article 4.2. In the event of a tie, the President will have an extra vote.
- 6.6** In the event of the President's resignation during his/her term of Office, the Secretary shall act as President until the next General Assembly.
- 6.7** In the event of the Secretary's resignation during his/her term of Office, the President and Treasurer shall nominate an interim Secretary from the membership of IACM to act in that capacity until the next General Assembly.
- 6.8** In the event of the Treasurer's resignation during his/her term of Office, the President, Secretary and internally appointed auditors shall nominate an interim Treasurer from the membership of IACM to act in that capacity until the next General Assembly.
- 6.9** If for any reason a member country is satisfied that any, or all, of the elected Officers of IACM are unfit or otherwise unsuitable to continue in that Office, or Offices, s/he must obtain the written support of 50% of the members of IACM. The precise reasons for this action must be stated in writing, accompanied by the requisite support, to the Secretary of IACM, not later than two months prior to the next General Assembly.
- 6.10** All material relevant to Article 6.9 shall, within two weeks of receipt, be presented by the Secretary to the Officer/s specified. The Conference Secretary shall arrange as a priority that the matter be placed on the agenda of the General Assembly. The Officer/s specified on the material shall be allowed, if s/he wishes, the opportunity to address the issue before the full General Assembly. Debate following the foregoing procedure must take place in the absence of the Officer/s specified.
- 6.11** When the Chairperson, as defined in Article 8.4, of the General Assembly decides that sufficient time has been allocated, the matters referred to in Articles 6.9 and 6.10 may be put to a vote of all eligible members of IACM present at the General Assembly, in accordance with Articles 2.2 and 4.2. Proposals for removal from Office of any elected Officer of IACM will require a majority of 51% of members present at the General Assembly where the vote is taken.

## **Article 7. Address**

- 7.1** The IACM shall reside where its President has his/her office. If this is not possible, it shall reside in the country where the Secretary has his/her office.
- 7.2** Where legal interpretation of any aspect of IACM Statutes and Rules is deemed necessary, the law to be applied will be that in force in the jurisdiction where IACM is residing at the time such interpretation is required.

## **Article 8. Conference**

- 8.1** Conference shall take place immediately before or after the General Assembly of IACM, as decided by the Officers and the member country hosting it.
- 8.2.** The business of Conference shall be decided by the Officers and the host country.
- 8.3** The venue and date of the next Conference and General Assembly shall be decided not later than the previous General Assembly. These shall be agreed between the host country and the General Assembly.
- 8.4** The Conference shall be chaired by the President, Secretary of IACM, Treasurer of IACM, or by any person appointed by them.
- 8.5** Attendance at Conference shall consist of member countries, invited guests of the Officers of IACM, invited guests of the host country and any persons deemed appropriate by the host country.
- 8.6** The Conference Secretary shall be a person from the member country hosting that Conference, or a person nominated with the agreement of the previous General Assembly.
- 8.7** The Conference may appoint Working Groups to further the aims and objectives of IACM in accordance with Article 3.

## **Article 9. General Assembly**

- 9.1** The General Assembly shall be held at least once per year and it shall be chaired by the President. Where the President is unavoidably absent, the General Assembly shall be conducted by the Secretary or other nominee of the Officers of IACM and the hosting country.
- 9.2** The General Assembly is the body empowered to adopt any amendment to the Statutes and to the Rules.
- 9.3** Attendance at the General Assembly is restricted to members of IACM as defined in Article 2.2, the Conference Secretary and any other official nominated by the host country to further the aims and objectives of IACM. Representations should not exceed three officials from any member country. Requests for greater representation must be made to the host country, not later than six months before the relevant General Assembly.
- 9.4** A quorum for the General Assembly shall be 50% of the members present at the General Assembly.
- 9.5** The President shall have the right to order business of the General Assembly.
- 9.6** The President shall give each General Assembly an oral or written report of his/her Office since the previous General Assembly.
- 9.7** The Treasurer shall present a report on IACM finances to the General Assembly.

## **Article 10. Rules**

- 10.1** The practical application of the Statutes shall be determined by Rules adopted by the General Assembly.

## **Article 11. Responsibilities of the Officers**

- 11.1** Any property of the IACM shall be the responsibility of the President.
- 11.2** IACM is not responsible for the actions of its members.
- 11.3** The President shall be responsible for all IACM matters including maintaining its non-financial records in conjunction with the Secretary.
- 11.4** The Treasurer shall be responsible for maintaining a bank account in the name of IACM. The Treasurer and President shall be signatories to the account.
- 11.5** The Treasurer, under the supervision of the President, shall keep the accounts of IACM.
- 11.6** The President and Treasurer shall be responsible for ensuring that the accounts of IACM are audited by two auditors elected from the membership of IACM by the General Assembly.
- 11.7** The auditors shall, annually or at such times as decided by the General Assembly, examine all books, records and any other medium relevant to the accounts of IACM. At each General Assembly, the auditors shall present a statement of their examination and their interpretation of the financial position of IACM. They shall be empowered to make suggestions on any aspect of the financial accounts to the General Assembly.

## **Article 12. Finance**

- 12.1** The member country hosting the Conference and General Assembly shall be responsible for the costs incurred in arranging and holding the meetings of Conference and the General Assembly.
- 12.2** All other costs shall be the responsibility of the member country that incurred them.
- 12.3** The costs of the Presidency shall be paid by the member country where the President resides.

### **Article 13. IACM Honours**

The IACM medal may be awarded to a person or persons deemed to have made an outstanding contribution to the aims and objectives of IACM.

### **Article 14. Amendment of the Statutes and Rules and other matters**

- 14.1** Proposals to amend Statutes and Rules must be circulated to all member countries, not later than two months prior to the Conference and General Assembly.
- 14.2** Resolutions concerning amendments to the Statutes and Rules shall require a 51% majority of member countries present at the General Assembly.

### **Article 15. Dissolution of IACM**

- 15.1** Dissolution of IACM must be taken at a General Assembly and 75% majority of member countries must agree in writing for this action. Any assets in the ownership of IACM at that time must be disposed in accordance with the wishes of the majority of members present at the General Assembly where the decision to dissolve is taken.

### **Article 16. Interpretation**

- 16.1** Any dispute as to the interpretation of these Statutes and Rules shall be made in writing to the President, not later than two months before a General Assembly, and the matter shall be placed on the agenda for discussion at the next General Assembly.

# Rules

## **1. Membership**

- 1.1** Membership is restricted to officials working in national Customs, Excise, Tax or Revenue museums. Officials who will be actively involved in establishing a relevant museum or collection may also apply for membership.
- 1.2** Membership is subject to:
- Qualification under the criteria laid down in the Statutes of IACM that may, under the provisions of the Statutes (Article 14), be amended from time to time.
  - Receipt of the current membership fee on or before the due date laid down by the General Assembly. Non-payment of IACM membership fee for two successive years shall be notified by the Treasurer to the General Assembly which will decide on the action to be taken.
  - Satisfactory explanation for non-attendance at three successive General Assemblies being provided to the President, at least two months before the next General Assembly.
  - If for 3 successive years, no reasonable explanation is provided to any of the Officers of IACM, the country will be regarded as no longer a member.

Decisions on membership of any country, museum or other qualified body, will be taken by the General Assembly after minimum notice of two months has been served on the relevant parties.

## **2. Officers**

- 2.1** In the event of the President, or any elected Officer ceasing to be a member of IACM, the interim measures laid down in the Statutes (Article 6) shall be applied until the next General Assembly when election/s must take place to fill the vacant post/s.
- 2.2** If a President, Secretary and/or Treasurer stands for re-election, a person appointed by the General Assembly shall chair the election proceedings in the absence of the outgoing Officer/s.
- 2.3** The outgoing President shall transfer all non-financial records relating to IACM to the incoming President.
- 2.4** The outgoing Secretary shall transfer all records created during his/her term of Office to the incoming Secretary.
- 2.5** The outgoing Treasurer shall transfer a complete set of financial accounts, fully audited, to the incoming Treasurer.

### **3. Conference**

Conference and General Assembly shall be held annually, or at other times at the written request of 50% of the membership.

- 3.1 The Conference Secretary shall circulate to all member countries a resume of Conference and General Assembly proceedings, within 2 months of the end of Conference.

### **4. Working Groups**

- 4.1 It is expected that every member will fully contribute to and, participate in, working groups.
- 4.2 Each Working Group must appoint a Chairperson who shall act as its spokesperson and make the necessary reports to the President. A Chairperson must make a full report of the Working Group to each General Assembly.
- 4.3 Working Groups must lodge their first progress report with the President not later than six months after Conference, or at an earlier time if decided by Conference.
- 4.4 Member countries are required to participate fully in Working Groups to further the aims and objectives of IACM. In the absence of sufficient voluntary nominations for a particular Working Group, the President may appoint any member s/he deems to be suitable and with particular consideration for wider participation.

### **5. Amendment of the Statutes and Rules and other matters.**

- 5.1 Where any difficulty is unable to be resolved by the General Assembly, the matter may be referred for legal opinion; the cost of such legal opinion is to be decided by the General Assembly.
- 5.2 "Present" includes physical presence or by proxy authorised in writing.
- 5.3 Where there is parity in voting the President shall have the casting vote.

## **6. IACM Awards and Honours**

- 6.1** A committee comprised of five current members of IACM shall be formed to decide on awards of IACM medals, or other honours, as decided by the General Assembly.
- 6.2** The five committee members shall comprise of:
- 1 from country of the current President.
  - 3 members elected by the General Assembly.
  - 1 from country supplying the current Secretary or the ICOM representative.
- 6.3** The committee shall serve for three years.
- 6.4** Medal/s may be awarded once every three years.
- 6.5** The IACM medal is not to be awarded solely for personal merit or to reward academic achievements.
- 6.6** It is to be awarded to members who have rendered IACM special service under the criteria as decided by the committee.
- 6.7** All members of IACM may submit nominations for an IACM medal.
- 6.8** Nominations are to be received by the Secretary of IACM not later than three months before the next General Assembly.
- 6.9** Award of IACM medals is not confined to members of IACM.
- 6.10** Awards are to be made judiciously to ensure that the IACM medal maintains its status.