



International Council on
Monuments and Sites

Conseil International
des Monuments et des Sites

National Commission for Museums and Monuments
Block C, 1st Floor, Federal. Secretariat, Abuja, NIGERIA

STATUTES

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I. Name and address

Article 1

An association is hereby established under the name of “National Committee of the International Council of Monuments and Sites in Nigeria”, or "ICOMOS-Nigeria" by abbreviation, hereinafter referred to as “The Committee” by abbreviation: the full name and its abbreviation can be used concurrently. In conformity with the ICOMOS statutes, the ICOMOS International Executive Committee accredits ICOMOS-Nigeria and is the sole holder of the ICOMOS name and logo.

Article 2

The official address of ICOMOS-Nigeria shall be located and provided by the National Commission for Museums and Monuments, Block C, First Floor, Head of Service, Three Arms Zone, P.M.B 171 Garki, Abuja, Nigeria. This arrangement may be changed by a decision of the General Assembly on recommendation of the National Executive Committee.

II. Definitions

- 2.1. Chapter: A State Chapter as determined by provision of these statutes.
- 2.2. General Assembly: The General Assembly as determined by provisions of these statutes.
- 2.3. Cultural Heritage conservation as defined below in its tangible and intangible aspects:
 - 2.3.1. Cultural heritage *conservation*: generic term encompassing the protection, conservation and management of monuments, groups of buildings and sites;
 - 2.3.2. Monument: a structure with its setting, fixtures and fittings which is of historical, architectural, archaeological, artistic, aesthetic, scientific, social, ethnological, anthropological, cultural or spiritual value. This definition shall include works of monumental sculpture or painting, and elements and structures of an archaeological nature, inscriptions, caves and combinations of such features;
 - 2.3.3. Group of buildings: group of structures freestanding or joined together and their surroundings, built or natural, which because of their architecture, *planning*, homogeneity or place in the landscape, are of historical, archaeological, artistic, aesthetic, scientific, social, ethnological, anthropological, cultural or spiritual value;
 - 2.3.4. Site: topographical areas and landscapes, the work of man, of nature or the combined work of man and nature, including historic parks and gardens, which are of historical, architectural, archaeological, artistic, aesthetic, scientific, social, ethnological, anthropological, cultural or spiritual value;
 - 2.3.5. Protection, conservation and management: all activities relative to monuments, groups of buildings and sites in their tangible and intangible aspects, in particular their study, inventory, preservation, protection, conservation, restoration, refurbishment, use, enhancement, management and interpretation, as well as the study and practice of traditional building techniques.
- 2.4. ICOMOS: International Council for Monuments and Sites

III. Aims and objectives

Article 3

The aim of the Committee shall be to enhance the conservation, protection, rehabilitation and restoration of heritage resources in Nigeria and liaison and in cooperation between individuals and organisations working in the field at both national and international levels, and in accordance with definitions given in these Statutes.

To this end, ICOMOS-Nigeria shall:

- 3.1. Provide mechanisms for linking public authorities, private conservation bodies and trusts, educational institutions and individuals concerned with conservation of heritage resources and to ensure representation of their interests at national and international level;
- 3.2. Gather, study and disseminate information concerning principles, techniques and policies for the conservation, preservation, protection, rehabilitation and enhancement of heritage resources in Nigeria;
- 3.3. Co-operate at national and international level in the creation and development of documentation centres and systems dealing with the conservation and protection of Nigerian heritage resources, including the study and practice of traditional and historical building techniques;
- 3.4. Encourage the adoption and implementation, at national level, of international recommendations and conventions concerning heritage resources;
- 3.5. Co-operate in the creation and promotion of training programmes for specialists in heritage conservation, heritage resources management and the management and administration of institutions in this field;
- 3.6. Establish and maintain close co-operation with ICOMOS International, relevant UNESCO agencies, and other local, national, regional and international bodies and organizations which pursue similar goals.

Article 4

The Committee shall establish and carry out its programme of activities in accordance with the overall aims and activities of ICOMOS. It shall implement the decisions of the ICOMOS General Assembly and the programmes proposed by the Advisory and Executive Committees of ICOMOS. It shall serve as a forum for discussion and exchange of information, nationally and internationally on matters of principle, procedure, technical, legal and administrative practices affecting the conservation, restoration, rehabilitation and enhancement of heritage resources in Nigeria.

IV. Regional and International Cooperation

Article 5 - Regional Cooperation

ICOMOS-Nigeria shall encourage regional cooperation with other National Committees. The cooperation shall be based not only on geographical convenience, but also on other common denominators and mutual interests. It will include scientific inquiry and exchange in various domains and sharing of knowledge to foster a multi-disciplinary approach to heritage protection and management. In fulfilment

of the ICOMOS goal to “Gather, study and disseminate information concerning principles, techniques and policies” related to heritage protection, ICOMOS-Nigeria will encourage and support new or struggling National Committees, particularly in Africa.

Article 6 - International Cooperation

The Committee will encourage working relationships with the Nigerian National Commission for UNESCO. The Committee will contribute to the selection of sites for inclusion in the Tentative List or the preparation of nominations for inscription, in the context of the UNESCO World Heritage Convention of 1972.

The Committee will endeavour to respond to requests from the ICOMOS World Heritage Unit seeking its opinion on nominations, and such opinions will be kept confidential between ICOMOS and the Nigerian Committee. The Committee will assist ICOMOS with the identification of appropriate experts to undertake missions or to write desk reviews for World Heritage evaluations and will participate in expert evaluations or monitoring missions to other countries, as invited by the ICOMOS World Heritage Unit.

V. Membership

Article 7

ICOMOS-Nigeria shall comprise all members of ICOMOS: (i) within Nigeria; and (ii) Nigerian members of ICOMOS living abroad and who wish to join ICOMOS, including Individual, Institutional, Associate/Affiliate. ICOMOS membership shall be granted to any duly qualified individual or institution who requests it, in accordance with these Statutes. ICOMOS-Nigeria may also have a category of Associate/Affiliate members. Associate/Affiliate Members shall have no voting rights.

ICOMOS-Nigeria will endeavour to gather a membership that will include recognized experts in their field of specialization, recruit young professionals seeking such specialization; and provide them with opportunities and stimulus to become actively engaged in the work of the Committee.

1. Individual membership shall be open to individuals with expertise in one or more areas related to the aims of the association as defined in Article 2 and to students who have chosen a discipline in one of these areas. Student members will be required to show evidence of their status as part of the application process and subsequently for annual renewal of membership.
2. Institutional membership shall be open to institutions and organisations of any kind with expertise in one or more areas related to the aims of the association defined in Article 3 and those that own or have in their charge monuments, groups of buildings or sites or those which devote all or part of their activity to one or more of the objectives listed above in relation to heritage resources. Institutional Members shall designate a duly qualified individual to represent them on the Committee.
3. The Affiliate category shall be open to individuals, institutions and organisations who are interested in cultural heritage conservation and wish to support the aims and activities of the association as defined in Articles 3 and 4.

Article 8 - Membership sub-categories

Student and Emerging Professional Membership shall be a sub-category of Individual membership and subject to the same membership criteria as Individual membership. Student and Emerging Professional members, under the age of 30, will benefit from discounted dues, in accordance with Article 6-b of the

ICOMOS Statutes¹. The discount will be a fixed percentage as centrally set by the Board of ICOMOS Nigeria (currently 50%) of the regular dues. New members will benefit from a 30% discount, for the first year of membership. They will subsequently be required to pay the full membership dues for their category of membership. Nevertheless, all categories of membership, excluding Students and Emerging Professionals under the age of 30, will be expected to pay the full international dues.

National membership dues are N 20, 000 less 25 Euros until reviewed by the General Assembly. International dues are 25 Euros and are set by ICOMOS International. This is subject to review by the International Secretariat.

Article 9

9.1. Any individual or institution wishing to become a member of ICOMOS shall complete an application form and submit it to the General Assembly of ICOMOS-Nigeria, or its designated representative – the Executive Committee - for approval. Upon notification of acceptance of the application, the member shall pay membership dues, the annual amount of which shall be set in accordance with Article 14 below.

9.2 Membership privileges, including membership cards and voting rights at General Assemblies, will be granted only after the payment of membership dues. The Executive Committee may, in special circumstances of genuine need, grant a reduction in dues without loss of privileges. The Committee will provide the International Secretariat with the names and contact details of all members (via the on-line ICOMOS Member and Expert database) and transfer their International membership dues to the International Secretariat in accordance with Article 6-b of the ICOMOS Statutes.

9.3 Each member shall pay his annual dues. In exchange, each Individual, Institutional, and Associate/Affiliate member shall receive an ICOMOS membership card, ICOMOS periodical publications and such other advantages as the ICOMOS Board shall from time to time decide.

No member in arrears with his or her subscription fee for three months shall be permitted to vote at any meeting of ICOMOS-Nigeria.

A member who is in arrears with their subscription for six months shall be deemed to have forfeited their membership but may be reinstated, at the discretion of the ICOMOS-Nigeria board, on payment of the amount due.

Article 10 - Obligations of members

All members are obliged, as a condition of their continuing membership:

- a) To comply with the decisions of the ICOMOS General Assembly, the ICOMOS Board and the Executive Committee of ICOMOS-Nigeria
- b) To comply with the ICOMOS Ethical Principles adopted by the ICOMOS General Assembly in Florence in 2014 and as subsequently amended from time to time

Members who fail to comply may be subject to sanctions in accordance with Article 7 of ICOMOS International Statutes.

¹ ICOMOS Statutes, Article 6(b): Individual members less than 30 years old shall benefit from a reduced membership due.

Article 11

A member of ICOMOS-Nigeria shall cease to be a member:

- (a) If the membership dues are not paid by 1 May of the current year;
- (b) If the member should resign at the end of a calendar year, after having given ICOMOS-Nigeria written notice to that effect three months in advance, and after having paid the dues for the current year;
- (c) By death;
- (d) By dissolution of the organisation or institution;
- (e) If the member should be formally struck from the register by the General Assembly or the Executive Committee of ICOMOS-Nigeria or the ICOMOS Bureau in application of Article 7-a of the ICOMOS Statutes or for any other serious cause.

Article 12 - Appeal against refusal of an application

Appeal against refusal of an application for membership in one of the categories under the ICOMOS Statutes, or against being struck off the register of members, can be made to the ICOMOS Board, through the International Secretariat.

VI. Finances

Article 13

The income of ICOMOS-Nigeria shall derive from:

- Membership dues;
- Gifts and bequests;
- Subventions;
- Sales and payment of services;
- Proceeds from events;
- Interest;
- Other sources of income approved by the Executive Committee of ICOMOS Nigeria.

Article 14

The rate of membership dues for each membership category shall be set by the *Executive* Committee having regard for the rates set by the ICOMOS Board and for the financial requirements of ICOMOS-Nigeria itself.

The Executive Committee will send to the International Secretariat, not later than the agreed date set by the ICOMOS Board, the fraction amount of the membership fees due to the ICOMOS International for the current year.

The Committee's financial year shall run from 1 January-31 December of every year. Annual accounts are to be prepared for ICOMOS Nigeria's operations and submitted to its auditors within three months of the end of the financial year.

VII. Administrative structure

Article 15

The administrative structure of ICOMOS-Nigeria shall consist of the:

- (a) General Assembly;
- (b) Executive Committee which shall be in charge of the day-to-day operations and hold executive powers.

Article 16

The General Assembly shall be the sovereign body of ICOMOS-Nigeria. It shall consist of all the members of ICOMOS-Nigeria: Individual, Institutional, and Associate/Affiliate members.

The General Assembly shall:

- (a) adopt its own rules of procedure;
- (b) elect the President of the Committee and the members of the Executive Committee;
- (c) approve the annual report and the accounts of the Committee;
- (d) set the rate of membership dues;
- (e) assign the right to vote at the ICOMOS General Assembly within the numerical limits laid down in Article 9 of the statutes of ICOMOS International;
- (f) ratify decisions of the Executive Committee; and
- (g) oversee the execution of the Committee's programme.

Article 17

The General Assembly shall be convened in ordinary session at least once each year by the President or in extra-ordinary session at the request of majority of the members using the current online platforms available.

Article 18

Between meetings of the General Assembly, the Executive Committee shall be empowered to act on behalf of the General Assembly. It shall be responsible for:

- a. the day to day operations of ICOMOS-Nigeria;
- b. liaison with ICOMOS International and its Secretariat;
- c. the preparation and execution of ICOMOS-Nigeria's programme of activities;
- d. the collection and transfer to ICOMOS International of membership dues;
- e. the promotion of the aims and objectives of ICOMOS and ICOMOS-Nigeria;
- f. recruitment of members;
- g. Financial year auditing;
- h. approving the statutes of State Chapters in line with ICOMOS guidance;
- i. the establishment of National Scientific Committees

Article 19

The Executive Committee of ICOMOS-Nigeria shall consist of 8 members elected from among the Individual and Institutional Members of the Committee. A majority of the members of the Executive Committee shall be Individual Members. The Executive Committee shall meet four times per year. These are:

1. President
2. Vice President
3. Secretary
4. Assistant Secretary
5. Treasurer
6. Public Relation Officer
7. Ex-officio Member
8. Ex-officio Member 2

Article 20

The members of the Executive Committee shall be elected for a term of 3 years and shall be eligible for re-election for 2 further terms of 3 years. No person shall serve more than three consecutive terms on the Executive Committee. A retiring member of the Executive Committee may or may not be re-elected before the expiration of a 3-year term. Should a seat become vacant; the Executive Committee shall elect a successor from among the members of the Committee, who will serve till the next General Assembly.

Article 21

The decisions of the Executive Committee shall be taken by a majority vote of members present (or represented by proxy). The quorum of the Executive Committee shall be 3 members. Members of the Executive Committee may give their proxies to other Executive Committee members. No Executive Committee member may hold more than 2 proxies.

Article 22

The Executive Committee may by written instruction delegate its powers to one or several members of the Executive Committee.

VIII. President and other officers

Article 23

The President shall be elected by the General Assembly of ICOMOS-Nigeria, or if the General Assembly shall elect only the Executive Committee, that Executive Committee shall elect the President from within. The President of the Executive Committee shall convene and preside over the meetings of the General Assembly and of the Executive Committee and shall draw up their agenda. The President is an ex-officio member of the Advisory Committee of ICOMOS International. The President shall be responsible for liaison between the ICOMOS-Nigeria and the governing bodies of ICOMOS International.

Article 24

The Vice President shall stand in for the President when not available and perform other functions assigned by the President or the Executive Committee.

Article 25

The Secretary shall be responsible for the recording of meetings of the General Assembly and the Executive Committee and decisions taken at such meetings. Furthermore, the Secretary shall ensure that the Public Relations Officer appropriately disseminates information of the committee to the members promptly and perform other functions as assigned by the President or the Executive Committee.

Article 25 (b)

The Assistant Secretary shall stand in for the Secretary when not available and perform other functions assigned by the President or the Executive Committee.

Article 26

The Treasurer shall, with the assistance of the Secretariat, be responsible for the financial affairs of ICOMOS-Nigeria, which shall include:

- 26.1. Annual financial reporting of ICOMOS-Nigeria;
- 26.2. Arranging an annual audit of ICOMOS-Nigeria's books;
- 26.3. Preparation of an annual budget for approval by the Executive Committee;
- 26.4. Submission of an annual balance sheet to the Executive Committee and to the General Assembly;
- 26.5. Maintain, in consultation with an appointed financial advisor, the accounts of ICOMOS-Nigeria
- 26.6 Being a signatory, along with the President, to the bank account of ICOMOS-Nigeria; the Executive Committee will instruct and authorise all withdrawals and expenditures;
- 26.6. The accounting system shall be based on the calendar year and shall provide for an income statement, a balance sheet and an attachment, in accordance with the format consistent with the applicable accounting principles. Funds for special programs and for all International Scientific Committees shall be separately tracked within it. Justification shall be given for the use of funds from all grants obtained.

Article 27

The Public Relation Officer shall be responsible for the dissemination of information about the ICOMOS-Nigeria's operations and Executive Committee decisions to members. The Public Relations Officer shall also perform the following assignments and other function as assigned by the President or the Executive Committee:

27.1. Digital Presence of ICOMOS-Nigeria

- Set up a website for ICOMOS-Nigeria to further the programs and initiatives of ICOMOS-Nigeria, aid the expansion of its membership base, document its activities, publications and research work undertaken and for effective communication with its members;
- Set up social media accounts (Facebook, Twitter, Instagram, Whatsapp) for public outreach and for coordination with its members and statutory bodies, as may be deemed appropriate or develop its own internal communication app or platform if ICOMOS-Nigeria decides.
- Ensure that all materials produced by ICOMOS-Nigeria is copyrighted and that members' personal data on such digital platforms is not compromised.

Article 28

Ex-officio members shall play an advisory role to the Executive Committee. Ex-officio members have all the rights and obligations of the Executive Committee and be members of ICOMOS Scientific

Committees. They shall provide information to the Executive Committee regarding the activities of their international committees and bring to the attention of the Executive relevant issues, and opportunities, from ICOMOS International. Ex-officio members shall ensure that any communication with ICOMOS International, on behalf of ICOMOS-Nigeria, is copied to the Secretary.

IX. ICOMOS General Assembly.

Article 29

All ICOMOS-Nigeria members shall have the right to attend the General Assembly of ICOMOS. However, the number of ICOMOS-Nigeria members entitled to vote at the General Assembly shall be limited to 18. The names of those members entitled to vote shall be communicated to the ICOMOS Secretariat not less than one month before the General Assembly. Any voting member may give a proxy to another member of ICOMOS-Nigeria. However, no member shall have more than 5 votes in addition to his or her own. A majority of the voting members of the Committee shall be Individual members. Representatives of Institutional Members shall be mandated by their institution.

Voting privileges at the ICOMOS General Assembly should in the first place be assigned to members of the Executive Committee. The General Assembly may delegate to the Executive Committee to make further assignments within the limits laid down in Articles 6 (b) and 13 (f) of ICOMOS statutes.

X. Working groups and sub-committees

Article 30

For the study of specific problems of a technical, scientific or professional nature, specialised working-groups or sub-committees may be appointed, on the proposal of the Executive Committee, from among the members of ICOMOS-Nigeria. The Executive Committee shall approve their operations. On occasion, non-members of ICOMOS-Nigeria with relevant qualifications may be invited to take part in the work of such working groups or sub-committees. The President or Vice-President shall be ex-officio members of such working groups or sub-committees.

Article 31 - Establishment of National Scientific Committees

ICOMOS-Nigeria shall encourage the establishment of National Scientific Committees, to operate in the same fields as the existing International Scientific Committees. The chairperson of the National Scientific Committee shall be an Expert member of the corresponding International Scientific Committee, and shall be appointed as the voting member in that Committee, and be in charge of the sharing of information between the two. In case a National Scientific Committee has not been formed yet, the chairperson of the National Committee shall be in charge of communication with the International Scientific Committee.

Article 32 – Cooperation with the International Scientific Committees

ICOMOS-Nigeria shall encourage all of its members to join an International Scientific Committee, under the terms of the Eger-Xi'an Principles, and in a National Scientific Committee, wherever available.

XI. Amendments

Article 33

The General Assembly of ICOMOS-Nigeria alone shall be empowered to amend the present statutes by a majority of 75% of votes cast. The proposed amendment shall have been communicated to the members at least three weeks in advance. Any amendment shall be subject to ratification by the Executive Committee of ICOMOS.

XII. Dissolution

Article 34

The decision to dissolve ICOMOS-Nigeria may be taken only by the General Assembly of ICOMOS-Nigeria, by a majority of 75 % of votes cast, and shall be subject to ratification by the ICOMOS Committee.

Article 35

In the event of dissolution of the Committee, its assets shall be transferred to an appropriate cultural organisation, within a period of one month, subject to the previous approval by the ICOMOS Committee.