



ICOMOS



ICOMOS INTERNATIONAL SCIENTIFIC COMMITTEE

CIPA - HERITAGE DOCUMENTATION

(1969 – 2000: International Committee for Architectural Photogrammetry, CIPA)

CIPA - DOCUMENTATION DU PATRIMOINE

(1969 – 2000 : Comité international de photogrammétrie architecturale, CIPA)

BY-LAWS

(In force by 1st January 2004)



CIPA By-Law 1: Mandates and Terms of Office for Executive Board Members

President

The duration of the mandate of the President will be four years, with the possibility of one re-election. If the President does not wish to be nominated for re-election he has the right to become a Vice-President for one period if he wishes, all that irrespectively of the duration as Ordinary Member in the Committee. These terms of duration begin with the 1st of January of the year after appointment, and correspondingly end with a 31st of December, if not stated otherwise. Suspension of the President requires a simple majority of Ordinary and Associate Members.

Vice Presidents

The duration of the mandate of the Vice-Presidents will be four years. The mandate can be renewed only once, but then only up to the end of the twelfth year as Ordinary Member in the Committee. These terms of duration begin with the 1st of January of the year after appointment, and correspondingly end with a 31st of December, if not stated otherwise. Suspension requires a simple majority of Ordinary and Associate Members.

Secretary General

The duration of the mandate of the Secretary General will be four years. The mandate can be renewed only once, but then only up to the end of the twelfth year as Ordinary Member in the Committee. These terms of duration begin with the 1st of January of the year after appointment, and correspondingly end with a 31st of December, if not stated otherwise. Suspension requires a simple majority of the Ordinary and Associate Members.

Treasurer

The duration of the mandate of the Treasurer will be four years. The mandate can be renewed only once, but then only up to the end of the twelfth year as Ordinary Member in the Committee. These terms of duration begin with the 1st of January of the year after appointment, and correspondingly end with a 31st of December, if not stated otherwise. Suspension requires a simple majority of the Ordinary and Associate Members.

Internet Communication Officer

His/her mandate lasts for four years with the possibility of one extension. Suspension requires simple majority of Ordinary and Associate Members.

CIPA By-Law 2: Responsibilities and Expectations of CIPA Boards

The **Executive Board** is presided over by the President. The Executive Board will:

1. Operate and manage CIPA in pursuance of its tasks and aims.
2. Study and decide on CIPA policy and the programs of activities.
3. Set-up permanent Working Groups and non-permanent Task Groups, define their objectives and approve their reports and recommendations.
4. Organize and stimulate permanent expert discussion and communication within the framework of the Boards and Working respectively Task Groups.
5. Decide on the organization and location of all CIPA sponsored or co-sponsored meetings.
6. Define or modify the administration of CIPA.
7. Elect the Officers of CIPA.
8. Nominate and select candidates for Ordinary and Associate Members and elect and appoint Associate and Corresponding Members of the Executive Board.
9. Approve the Delegates of the International Scientific and National Committees of ICOMOS and of the Ordinary and Associate Members of ISPRS as well as of ISPRS' Commissions and Working Groups.
10. Elect and appoint Honorary Members and Honorary Presidents.
11. Decide on the admission of Sustaining Members.
12. Approve the reports of CIPA Officers and Chair-persons, especially of the Treasurer.
13. Review and approve all official CIPA publications.
14. Develop and cultivate a communication system in order to keep all members and the parent societies permanently informed about activities and programs.

The **Expert Advisory Board** is presided over by an elected member of the Executive Board who is not a chairperson of a Working or Task Group. The Expert Advisory Board will:

1. Evaluate the results and reports of the Working and Task Groups and report to the Executive Board with appropriate recommendations.
2. In co-operation with the Symposium Directors, evaluate submitted papers for presentation at CIPA Symposia.
3. Assist in the preparation of the technical items of the agenda for the Annual Sessions of the Executive Board.
4. Evaluate and amend draft resolutions of the Working and Task Groups prior to publication.

5. Draw up and keep up to date a list of names and addresses of experts and contact persons in the research, development and application fields of the Working and/or Task Group and provide these lists annually revised for the Secretary General and for the Webmaster. Names and countries are to be published on the internet with email addresses, with the consensus of the experts.

The **Board of Delegates** is presided over by the President. The Board of Delegates will:

1. Provide advice to the Executive Board concerning regional, national and cultural matters relevant to CIPA activities.
2. Propose the host country and location of the next but one CIPA Symposium, i.e. four years in advance.
3. Propose regional and cultural delegates and consultants as requested by CIPA.
4. Evaluate and amend draft resolutions of Delegates under consideration of the resolutions of Working and Task Groups prior to publication.

CIPA By-Law 3: Responsibilities of Working Group and Task Group Chairs

The **Working Units** of CIPA are:

- **Working Groups** which are permanently established for a broad part area of CIPA which are to be defined and repeatedly controlled by the Executive Board, and
- **Task Groups** which are established from time-to-time for a special task or for the solution of a narrow and urgent problem within a defined time frame (either internally as a cooperation between CIPA Members or externally as a cooperation between CIPA and in partnership with other organizations).

The Working Units of CIPA are operating according to the ***CIPA Operational Guidelines (COG) Book***.

The framework of expert areas and the rules for the communication are to be published in the Terms of Reference for Working/Task Groups. The CIPA Working/Task Groups are formed by a number of international experts, scientific specialists as well as practitioners associated with the defined working area of CIPA who committed themselves at least for the forthcoming inter-symposia period to specially contribute in a coordinated way to the solution of problems or to tasks defined in resolutions of the last symposium and by the Boards of CIPA.

The CIPA Working/Task Group members are expected to communicate by email and to co-operate under the guidance of their Chairpersons. Their period of office for Chairpersons lasts from the end of one symposium to the end of the next symposium and can be extended up to twelve years.

The communication between CIPA Working/Task Group members is fully shared with the chairpersons who hence derive their decisions on measures to be taken and who learn there-from about further needs or problems to be treated and solved by CIPA and its Working Units.

The Chairpersons shall write yearly short reports to the President and to that Ordinary Member which is responsible for the Working Groups. The detailed biannual reports are to be sent in time to all other chairpersons (Members of the Expert Advisory Board) and to all Members of the Executive Board for comments and collegial revision prior to a symposium and include also a summary of the development in the whole area of the Working Group to show the state of the art as well as the contributions by WG members.

These biannual reports are to be published in the proceedings of each symposium as invited papers and the contents are to be subject of discussion in the Working/Task Group session as well as in the meeting of the Expert Advisory Board.

Working Group Chairpersons have to be or to become Members of ICOMOS.

CIPA By-Law 4: Role and Responsibilities of National Delegates

The **National Delegates** are expected:

1. To represent the CIPA in their countries.
2. To ensure liaison between CIPA and the national ICOMOS and ISPRS Members.
3. To form national CIPA Groups as a nucleus for national and regional CIPA activities.
4. To organise or initiate local, national, regional workshops in the fields of CIPA.
5. To initiate hosting CIPA Symposia, Workshops and CIPA Executive Board Meetings in their countries.
6. To ensure information exchange, especially with the Corresponding and Sustaining Members in their countries.
7. To take part in activities of CIPA Working Groups and Task Groups and other CIPA events.
8. To critically observe AND contribute to the programme of the Working and Task Groups
9. To provide regularly reports, proposals, recommendations, to the Executive Board.

The National Delegates are operating according to the ***CIPA Operational Guidelines (COG) Book***.

National and Committee Delegates, on occasions, may be invited to participate in CIPA Executive Board Meetings for consultative purposes.

At each CIPA Symposium, meetings of the Board of Delegates, of the Expert Advisory Board and of the Sustaining Members' Board will be organised to enable open discussion with the Executive Board Members. The President can invite other persons who can make a significant contribution to the activities of CIPA.

CIPA By-Law 4: CIPA Meetings and Publications

Four types of regular events will be organized by CIPA:

1. Annual Meetings of the Executive Board
2. International Symposia
3. Specialist Colloquia
4. Workshops and Seminars

The CIPA meetings and Publications are governed by the ***CIPA Operational Guidelines (COG) Book***.

Annual Meetings of the Executive Board

The Members of the Executive Board meet once a year in sessions lasting a minimum of two days. It is recommended that those sessions should take place at the same time as one of the other CIPA events, in particular the symposia.

If an urgent and important need arises, an exceptional meeting can be held between two annual meetings, but, more generally, unexpected problems must be dealt with by correspondence.

The ICOMOS and ISPRS Presidents will be invited to attend the sessions of the Executive Board. They will not participate in any voting.

International Symposia

The International Symposia will be widely announced in advance and will be open to all experts who wish to attend. It is recommended that these symposia should take place at two-year intervals in the odd numbered years.

They will be organized within the framework of a general scientific program drawn up by the Executive Board in co-operation with the Expert Advisory Board, taking into account the proposals received from institutions which offer to organize and finance the symposium.

Specialist Colloquia

The Specialist Colloquia will be attended by a limited number of experts for the purpose of discussing a well-defined subject for which those experts have recognized competence and experience. They must result either in a set of recommendations or

in an official CIPA publication, which demonstrates the objectives of the Committee on the subject, or constitutes an assessment of the current status of the subject. For a Specialist Colloquium of CIPA at least one Member of the Executive Board shall be co-organizer.

Workshops and Seminars

Workshops, Seminars, etc. may be organized:

- Nationally under the responsibility of the National CIPA Delegates.
- Internationally under the responsibility of a CIPA Working or Task Group or a regional group of National Delegates, always in co-operation with at least one member of the Executive Board, or by the Executive Board.

Proceedings and textbooks of CIPA Symposia, Workshops, Seminars, etc. are to be published widely in accordance with the ISPRS Guidelines for the Publication of the International Archives of Photogrammetry, Remote Sensing and Spatial Information Sciences (IAPRS) as a series of "CIPA Archives on Documentation of Cultural Heritage".

Copies for sale have to be provided to CIPA Treasurer.



CIPA By-Law 5: Amendments to the Bylaws

Proposals for amending the Bylaws will be submitted to all Members of the Executive Board at least six months before the date of the Executive Board Session during which they will be presented, with a view of their adoption.

The amendments are approved and adopted by the Committee with simple majority of the Ordinary and Associate Members.

These Bylaws come in force on 1st January 2004.

Petros Patias (CIPA)