



**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)**

### **STATUTES**

**(In force by 1<sup>st</sup> January 2004)**

## I. Name and Mission

- **Article 1**

The ICOMOS International Scientific Committee, **CIPA – Heritage Documentation** (hereafter referred to as CIPA), is a joint committee set up by the International Council on Monuments and Sites (ICOMOS) and the International Society for Photogrammetry and Remote Sensing (ISPRS). It ensures liaison and co-operation between ICOMOS and ISPRS.

- **Article 2**

The Missions of CIPA are:

- To promote recording, documentation, information management and monitoring of cultural objects, monuments, groups of buildings and their environment, villages, towns, sites and cultural landscapes by the means and further development of applications of traditional surveying methods, photography, photogrammetry, laser scanning, remote sensing, information technology and management, including and integrating related disciplines and techniques.
- To pursue actively programs, which define research needs, stimulate and support research activity, and increase exchange and dissemination of relevant information in order to promote a greater understanding in the discipline.
- To pursue actively international co-operation in that domain with:
  - the Commissions and Members of ISPRS,
  - the other International Scientific and National Committees of ICOMOS, specially with respect to ICOMOS' tasks and needs for UNESCO's Cultural Heritage Division and World Heritage Centre,
  - other co-operation partners of ICOMOS, for example ICCROM, ICOM, IUCN, DOCOMOMO,
  - other international bodies.

- **Article 3**

CIPA exercises its activities in the best possible agreement with the Statutes and objectives of both ICOMOS and ISPRS.

## II Structural Relationship With ICOMOS

- **Article 4**

CIPA is an International Scientific Committee of ICOMOS. The CIPA President is an ex-officio member of the ICOMOS Advisory Committee.

An ICOMOS Delegate formally represents ICOMOS on the CIPA Executive Board.

## III Structural Relationship With ISPRS

- **Article 5**

An ISPRS Delegate formally represents ISPRS on the CIPA Executive Board.

## **IV Objectives and Activities**

- **Article 6**

In order to accomplish its mission, CIPA will:

- a) Establish links between architects, historians, archaeologists, conservation professionals, recording and inventory specialists on the one hand, and specialists in photogrammetry, laser scanning, remote sensing, spatial information systems, computer aided architectural design (CAAD), computer graphics, surveying and in other related fields, on the other.
- b) Organise and encourage the dissemination and exchange of ideas, knowledge, experience and the results of research and development.
- c) Establish contacts with and between the relevant institutions and companies that specialise in the execution of recording, documentation and measurement of cultural goods or in the manufacture of appropriate systems and instruments.
- d) Initiate and organise symposia, specialist colloquia, workshops, tutorials, practical sessions and specialised courses.
- e) Initiate and co-ordinate applied research and development activities by creating Working Groups and Task Groups devoted to particular techniques and applications.
- f) Provide scientific and technical expertise for specific projects.
- g) Organise a network of National Delegates
- h) Submit an annual report on its activities to the ICOMOS Bureau (Secretary General) and the ISPRS Council (Secretary General).

## **V Membership, Executive and Boards**

- **Article 7**

Membership of CIPA is open to anybody who agrees to further the aims and objectives of CIPA.

- **Article 8**

The Executive structure of CIPA consists of:

- 1 The Executive Board
- 2 The Board of Delegates
- 3 The Expert Advisory Board
- 4 The Board of Sustaining Members

- **Article 9**

These Executive membership categories comprise:

- 1 Ordinary Members
- 2 Associate Members
- 3 Honorary Members and Honorary Presidents

- 4 National Delegates of ICOMOS National Committees (one per country)
- 5 National Delegates of ISPRS National or Associate Members (one per country)
- 6 Committee Delegates of other ICOMOS International Scientific Committees
- 7 Committee Delegates of ISPRS Commissions or Working Groups
- 8 Working Group and Task Group Members
- 9 Corresponding Members, and
- 10 Sustaining Members

- **Article 10**

The **Executive Board** of CIPA is formed by the Ordinary, Associate and Honorary Members

The **Board of Delegates** is formed by the National Delegates and Committee Delegates.

The **Expert Advisory Board** is formed by the Chairs of Working Groups and Task Groups, their Coordinators, and invited Consultants.

The **Board of Sustaining Members** is formed by representatives of the organisations and companies hold Sustaining Membership.

- **Article 11**

The Executive Board shall comprise:

- 1 Twelve **Ordinary Members** comprising:
  - a. Ten **Society Representatives**, five of which represent ICOMOS and must be members of ICOMOS, and five represent ISPRS and must be members of ISPRS as Ordinary or Associate Members of their country. These Society Representatives are to be experts having a high national and international reputation.
  - b. Two **Society Delegates**, delegated by the ICOMOS Executive Committee and the ISPRS Council, respectively. They are responsible for continuous direct liaison between the parent societies and CIPA.
- 2 The **Associate Members** comprising:
  - a. The **Internet Communication Officer** (Web-Master) of CIPA.
  - b. The incoming **Symposium Director** and **Co-Director** for a period beginning after the end of the previous Symposium.
  - c. The outgoing **Symposium Director** and **Co-Director** until the end of the next Symposium.
  - d. Up to five additional persons elected by the Ordinary Members from amongst the most active of the Chairpersons of the CIPA Working Groups, Task Groups and of other CIPA Members, who are engaged in well defined tasks in pursuing the objectives of CIPA.
- 3 The **Honorary Members** and **Honorary Presidents**.

- **Article 12**

Ordinary members are:

- 1 **Nominated** by the ISPRS Council, by the National Member Societies of ISPRS, by the ICOMOS Executive Committee, by the National ICOMOS Committees or by the CIPA Boards to the Secretary General.

- 2 **Selected and proposed** by the CIPA Executive Board to the Secretary Generals of ICOMOS and ISPRS, respectively.
- 3 **Approved and appointed** by the ICOMOS Executive Committee and by the ISPRS Council, respectively.
- 4 Approval will be automatically granted within six weeks notice, unless an extension is requested by a parent body, in which case the approval period will be extended up to twelve weeks.

- **Article 13**

Ordinary Members of CIPA Executive shall:

- 1 Attend the Annual Meetings of the Executive Board and attend the CIPA Symposia
- 2 Actively contribute to the work of the Executive Board
- 3 Cooperate and maintain regular communication with CIPA
- 4 Have a three year term of appointment in the case of ICOMOS Delegates,
- 5 Have a four year term of appointment in the case of ISPRS delegates
- 6 Serve on Executive Board for no longer than 12 years
- 7 Have their Ordinary Membership changed to Corresponding member if they miss two consecutive Annual Meetings without the permission of the President

- **Article 14**

Associate Members are appointed by the President for a period of two years with a possible extension up to a maximum of twelve years.

Associate Members shall have their Associate Membership changed to Corresponding member if they miss two consecutive Annual Meetings without the permission of the President

- **Article 15**

Honorary Members, and in exceptional cases, Honorary Presidents, may be elected by the Executive Board in recognition of their distinguished service they have rendered to the Boards and in furthering the aims and objectives of CIPA.

Honorary Membership is for life, except in the case of suspension by the Executive Board.

- **Article 16**

The respective national organisations of each country may nominate two National Delegates (one representing ICOMOS interests and the other representing ISPRS interests). National Delegates will be formally approved by the CIPA Executive Board and their names widely published.

National Delegates are appointed for a period of three years (for ICOMOS representatives) and four years (for ISPRS representatives), and the positions may be terminated at the discretion of either the national organisations or the CIPA Executive Board. The maximum term of office will be twelve years.

- **Article 17**

**Committee Delegates** who provide liaison with other International Scientific Committees of ICOMOS or ISPRS are nominated and delegated by the respective Chairperson and formally approved by the CIPA Executive Board. Committee Delegates have similar responsibilities and rights as the National Delegates.

- **Article 18**

**Corresponding Members** are persons or institutions interested in or engaged in the practice of recording, documentation and information management for cultural heritage conservation and who are in communication with CIPA and who actively involved in furthering the aims and objectives of CIPA.

They are appointed by the Executive Board for a defined period. Reappointment is possible without limits in cases of continued activity and consultancy.

- **Article 19**

**Sustaining Members** are persons, organisations, institutions, and public or private enterprises which show interest in the mission of CIPA, and who offer financial support for the operations and activities of CIPA.

Sustaining Members are proposed to, and approved, by the Executive Board.

- **Article 20**

The Officers of the Executive Board shall comprise:

- 1 The President
- 2 Two Vice-Presidents (one of each parent body)
- 3 The Secretary General
- 4 The Treasurer
- 5 The Internet Communication Officer (Webmaster)

- **Article 21**

The **President** directs the activities of CIPA in accordance with the rules defined in the Statutes and By-Laws. The President represents the Committee with respect to the parent societies, and all other international authorities with which the Committee has relations.

The **President** is elected by the Ordinary Members from amongst the Society Representatives by simple majority. The election of the President will be submitted for approval to the ICOMOS and ISPRS Presidents. The election is automatically approved after six weeks notice, unless an extension is requested by a parent body, in which case the approval period will be extended up to twelve weeks.

- **Article 22**

The two **Vice-Presidents** have to co-operate in all CIPA decisions and shall assist the President especially in all questions of intersociety communication and integration of interests. At least one of the Vice-Presidents must belong to the other parent body than the President.

The Vice-Presidents are elected after the election of the President, by the Ordinary Members from amongst the Society Representatives by simple majority. The election of the Vice-Presidents will be submitted for approval to the ICOMOS and ISPRS Presidents. The election is automatically approved after six weeks notice unless an extension is requested by a parent body, in which case the approval period will be extended up to twelve weeks.

The President will nominate one of the two **Vice-Presidents** to represent the President in his absence.

The **Vice-President** of the alternative parent body to that of the President automatically becomes President should the President being unable to continue for any reason. At the next Annual Meeting of the Executive Board new elections are to be held.

- **Article 23**

The **Secretary General** shall assist the President in the management of the Committee and its external and internal relations. In particular, the **Secretary General** shall be responsible for:

- a. the Secretariat for and during Committee sessions,
- b. the preparation of the agenda in co-operation with the President,
- c. the invitation of the Members,
- d. the preparation of draft minutes of meetings.

The **Secretary General** is also responsible for the historical files of CIPA, and for the effective communication of CIPA matters.

The Secretary General is **elected** by the Ordinary Members from amongst the Society Representatives after discussion with the Associate Members.

- **Article 24**

The **Treasurer** is responsible for the budget of CIPA and shall:

- a. Assist in raising funds for CIPA.
- b. Issue bills and reminders.
- c. Administer the funds in accordance with the decisions of the Ordinary Members of the Executive Board.
- d. Keep CIPA accounts.
- e. Submit a statement of accounts to the Executive Board at each of its meetings.
- f. Complete the accounts for hand over to the successor.

The Treasurer is elected by the Ordinary Members from amongst the Society Representatives with simple majority.

- **Article 25**

The **Internet Communication Officer** (WebMaster) shall:

- a. Install and regularly update the CIPA Internet Web-pages.
- b. Publish the existence of the CIPA Website to all major Web search engines and relevant mailing lists.
- c. Generate and publish statistics for the CIPA Website.
- d. Prepare facilities for electronic publishing of CIPA publications.
- e. Prepare facilities for data exchange.
- f. Keep in close contact with the President, Vice-President and Secretary General as well as with all other members of the Executive and Expert Advisory Board.
- g. Monitor the Web activities of related organizations.
- h. Collect and publish examples of projects on the CIPA Web-site.
- i. Install and maintain CIPA mailing lists.
- j. Be a contact person for CIPA Board Members concerning questions on Internet communication and electronic publishing.

The Internet Communication Officer is elected by the Ordinary and Associate Members with simple majority.

## **VI Executive Board Authority**

- **Article 26**

The Executive Board of CIPA has the authority to:

- 1 Make By-Laws governing the efficient operation of CIPA
- 2 Enter into agreements with third parties, including Symposium organisers
- 3 Publish Guidelines, Symposium Proceedings, Workshop material, training manuals, and other documents either electronic or hard-copy relevant to achieving the Mission and objectives of CIPA
- 4 To operate a CIPA bank account in order to finance the operations of CIPA
- 5 To set fees and subscriptions

## **VII Financing**

- **Article 27**

CIPA activities are financed by:

- 1 Special grants made by the ICOMOS and the ISPRS.
- 2 The contributions of Sustaining Members.
- 3 Subventions, donations, etc. received from national or international institutions.
- 4 Contracts entered into by CIPA or the ICOMOS or ISPRS on behalf of CIPA for undertaking specific tasks related to its domain.
- 5 Contracts received from International Organizations.
- 6 Income from CIPA Symposia / Workshops and other events.
- 7 Income from Publications.

- **Article 28**

The Executive Board is responsible for the management of funds received by CIPA. In the event of dissolution of CIPA, the funds remaining after settlement of all liabilities will be remitted, in equal portions, to ICOMOS and to ISPRS.

## **VIII Languages**

- **Article 29**

The official languages of CIPA are English, French and German. Communication within the Boards will be in English.

## **IX Voting**

- **Article 30**

- 1 Each member with voting rights shall have one vote.
- 2 A vote shall be passed by simple majority of those present.
- 3 Amendments to the Statutes shall require a two-third majority of all Ordinary Members.



- 4 The election of the CIPA Officers shall require a simple majority of all Ordinary Members.
- 5 The suspension of Officers requires simple majority of all Ordinary and Associate Members.
- 6 In case absent Members are required for voting, a vote by correspondence will be organised.
- 7 Between sessions voting by correspondence or by email is permitted after appropriate discussion and agreement, except for the election of the President.
- 8 In the event of a tie, the President shall have the casting vote.

## **X Panel of Arbitration**

- **Article 31**

In case of a disagreement in matters between members of CIPA the case has to be submitted at first to a panel of arbitration being formed by two members of the Executive Board selected by the two parties and a third member of the Executive Board selected by these two members.

## **XI Amendments to the Statutes**

- **Article 32**

Proposals for amending the Statutes 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.

- **Article 33**

The approval of amendments require two thirds (2/3) of the votes of the Ordinary and Associate Members.

The amendments adopted by the Committee will be submitted for approval to the ICOMOS Executive Committee and the ISPRS Council. If they are approved, or remain unopposed for six weeks, they will come into force immediately unless an extension is requested by a parent body, in which case the approval period will be extended up to twelve weeks.

These Statutes come in force on 1<sup>st</sup> January 2004

Gustavo Araoz and/or Michael Petzet (ICOMOS)  
Ian Dowman and/or John Trinder (ISPRS)  
Peter Waldhäusl and/or Petros Patias (CIPA)