



## By-laws of the International Network for the Conservation of Contemporary Art

### Preamble

INCCA is a network of professionals connected to the conservation of modern and contemporary art and was established to meet the need for an international platform for knowledge and information exchange. Conservators, curators, scientists, registrars, archivists, art historians and researchers are among its members.

Between 1999 and 2002 a group of 23 individuals from 11 European organisations created INCCA in a founding project supported by the European Commission's Raphael Programme. During this collaboration, the INCCA website and databases were developed as well as a substantial amount of artists' information collected. Almost 100 hundred artists' interviews were conducted and from this experience a Guide to Good Practice was created.

Since 2002 the network's founding values, research approach and good practice tools have continued to receive international recognition; as witnessed by the expansion of membership beyond Europe. The research approach promoted by INCCA is interdisciplinary, case study based as well as being both qualitative and quantitative. Artist interviews and technical research are primary research methods advocated by INCCA.

The Netherlands Institute for Cultural Heritage (ICN) has supported INCCA (network coordination and web hosting) since the end of the founding project. In May 2005 the Director and Management Team of ICN made the decision to continue this support and indeed to recognise INCCA not as a project but as a long term ICN activity. With this support came a few conditions; one of which was to assess organisational aspects of INCCA that as yet had not been clarified. As a result, a Steering Committee was formed, a membership procedure was developed and these by-laws were formulated in which the network's basic values, rules and regulations are clarified.

These by-laws were adopted on March 9 2007.  
Last amendment December 6 2007.

## 1 Strategic framework

### 1.1 Mission

To develop, share and preserve knowledge needed for the conservation of modern and contemporary art.

### 1.2 Objectives

- ⋮ Facilitate sharing of unpublished research.
- ⋮ Support collaborative research projects amongst members to develop new knowledge.
- ⋮ Advocate the importance of artist intent as a key factor in the conservation of modern and contemporary art.
- ⋮ Stimulate critical debate on the roles and working practices of all professionals involved in the conservation of modern and contemporary art.
- ⋮ Foster network expansion.

### 1.3 Strategies

- ⋮ Create and collect meta-data records and unpublished documents for the INCCA Database for Artists Archives.
- ⋮ Disseminate information via a continually up-dated website.
- ⋮ Devise common methods and vocabularies for conserving modern and contemporary art.
- ⋮ Promote artist interviews and technical analysis as important methods for collecting information on artists' materials, techniques, and conceptual intent.
- ⋮ Develop and implement collaborative research projects to create new knowledge, good practice, and professional and educational tools.
- ⋮ Share this new knowledge through symposia, meetings, and workshops on INCCA and topical issues.
- ⋮ Inform and train students on INCCA activities including database record creation under member supervision.

### 1.4 Governing values

#### *Openness*

INCCA members are committed to disseminating relevant information and sharing their knowledge and research results.

#### *Active participation for the collective good*

INCCA relies on the generosity and enthusiasm of its members to contribute information and knowledge, and participate in research projects, not only for individual gain, but also for the collective good.

#### *Interdisciplinary collaboration*

The conservation of modern and contemporary art is complex and covers many areas of professional expertise. Members are aware that no single profession or organisation can address all of the challenges alone and strive to collaborate with others outside of their professions.

#### *Recognise and involve stakeholders*

INCCA members share an understanding that artists, custodians, professionals and the public all have stakes in the conservation of modern and contemporary art. They strive to incorporate the interests of all stakeholders in their research and decision-making.

## 2 Membership

### 2.1 General

Membership is free and on an individual basis. Members come from diverse professions but all have an interest in or are directly involved in the conservation of modern and contemporary art. Members contribute their time and share their research, often produced during their normal working practice. Because of this the organisations they work for are considered INCCA partners.

### 2.2 Criteria

- ⋮ Members are professionals that have an interest in or are directly involved in the conservation of modern and contemporary art.
- ⋮ Members either work for a recognised organisation or are freelance and can be endorsed by an existing INCCA member.
- ⋮ Members have relevant knowledge and/or unpublished resources to share with peers.
- ⋮ Members endorse the governing values of INCCA.

### 2.3 Network Contribution

Members are expected to carry out the following:

- ⋮ contribute a minimum of 5 records to the database per year, or make other contributions to INCCA as described below.
- ⋮ provide appropriate copyright restrictions on any resources shared with fellow members.
- ⋮ share news on relevant research and student projects that the member or partner organisation is involved in.

In the case of several members working at one partner organisation, the 5 record contribution (minimum) may be shared. Groups of affiliated freelancers may share the contribution in the same way.

To accommodate research projects that generate many records, a larger number of records may be submitted during one year followed by several years with no submissions.

Alternative contributions are possible, for members who are not able to create records themselves. For example, an educator may become a member if they encourage students to create records from research approved by the educator.

Members may also contribute by serving on INCCA committees or assisting in INCCA sponsored activities.

News can be shared by sending text, images and/or links via email to the Central Coordinator. News items are placed on the INCCA website and communicated through regular email updates.

### 2.4 Termination of membership

The Central Coordinator keeps track of member contributions. In consultation with regional coordinators and/or members of the Steering Committee, the Central Coordinator may terminate membership if the member does not contribute to the network or respect the governing values of the organisation.

### 2.5 Student/Researcher temporary membership

Students and researchers are allowed temporary membership (during specific research projects) if endorsed by a member and approved by the Central Coordinator and/or regional coordinator.

Students and researchers are expected to provide abstracts of their research for possible entry on the Artists' Archives database or publication on the INCCA website.

### **3 Structure & governance**

#### 3.1 General

INCCA is made possible through active participation of its members and the generosity of the partner organisations they work for. Central network coordination and web hosting is supported by the Netherlands Institute for Cultural Heritage (ICN), Amsterdam. A Steering Committee of members works together with the Central Coordinator to determine strategies and implement INCCA's objectives. Regional coordinators also work on collecting records from local members and network promotion.

#### 3.2 Role & Responsibility ICN

ICN is part of the Dutch Ministry of Education, Culture and Science and as such is required to ensure that INCCA activities are in keeping with the ICN mission.

If the ICN is no longer able to support INCCA it will ensure that the network finds a new source of funding. ICN will also ensure that the information in the INCCA website and database remains secure while under its care.

#### 3.3 INCCA Central Coordinator (based at ICN)

The main responsibilities of the INCCA Central Coordinator are:

- ⋮ General network coordination including member administration and communication of network activities.
- ⋮ Upkeep of the INCCA website and database.
- ⋮ Strategic management; together with the INCCA Steering Committee determine strategies and to achieve INCCA's objectives.

#### 3.4 INCCA Steering Committee

The Steering Committee represents INCCA members. The committee is made up of (as a rule) 9 INCCA members including the INCCA Central Coordinator who acts as secretary.

New members are selected by the existing SC and serve for rotating, three-year terms. To ensure balance and suitable representation within the committee, the existing SC will always attempt to select new members according to the INCCA Steering Committee member profiles as set out in the document of the same name.

Participation in the Steering Committee is on a volunteer basis and members are committed to carry out the following tasks:

- ⋮ provide advice and expertise to help the INCCA Central Coordinator determine network strategies as well as long and short term objectives.
- ⋮ ensure that the network achieves these objectives.
- ⋮ be an ambassador for the network; to promote the network's activities and encourage new membership.
- ⋮ provide feedback on and/or contribute text to network documents.
- ⋮ take part in regular conference calls (up to four times a year)
- ⋮ take part in one face-to-face meeting every 12 – 18 months.

Note: Funding for the face-to-face meeting will be sought after per meeting. Every measure will be taken to arrange the meeting to coincide with existing events (such as international conferences) at which (the majority) of the Committee members are attending.

The expected time needed to carry out these tasks is five days per year.

### 3.5 INCCA groups

To encourage member contribution to the database and stimulate collaboration, the network is divided into regional groups. Large groups may have sub-groups. For example: INCCA-North America is divided into three sub-groups; INCCA-USA, INCCA-Canada and INCCA-Mexico & Caribbean.

### 3.6 Group Coordinators

Each group has a contact person (group coordinator or director) who has direct contact with the members in their region. Group coordinators (or directors) commit to carry out the following:

- ⋮ be an ambassador for the network; to promote the network's activities and encourage new membership
- ⋮ encourage local members to contribute database records.
- ⋮ facilitate this process by offering assistance in the creation of records. This can be done in workshop form or on an individual basis.
- ⋮ answer other content related questions local members may have on INCCA activities.

### 3.6 Group Steering Committees

Depending on the size and scope of a group, it may form a steering committee to provide guidance on group activities. Group steering committees may form their own organizational governance. Their organisation and governing structure may differ from that of INCCA as a whole but must be approved by the INCCA Steering Committee.

## 4 Amendments to the By-laws

These By-laws may be altered, amended or repealed, and new By-laws may be adopted, by a majority decision made by members of the INCCA Steering Committee.

Proposals for changes in the By-Laws can be sent out by email via the Central Coordinator, who will then ensure that the matter is discussed and decided on during the next meeting/conference call.

Members will be informed of any changes to the by-laws.